

UKFPO foundation doctor representative job description

General

The primary roles of the Foundation Doctors' Advisory Board (FDAB) representative are to help shape improvements to Foundation Programme training across the UK through dialogue with the UKFPO, and to help promote and raise awareness of the role of the UKFPO.

Representatives will be asked to share information about their experience of the Foundation Programme and operational support, as well as feedback from their peers, and make recommendations to the UKFPO for improvement.

The role of the FDAB representative is a professional one that facilitates excellent prospects for networking with like-minded doctors in postgraduate training and professionals from across the UK, as well as representing foundation doctors within their foundation school at a national level.

Expected duties

1. Attending and participating in FDAB meetings. Please note: attendance at these meetings is considered mandatory for all FDAB representatives; if unable to attend, they must nominate a deputy.
2. Motivating foundation doctor colleagues by encouraging their involvement and action in the decision-making process.
3. Collecting from and sharing feedback with their local cohort of foundation doctors for all meetings they attend as a representative.
4. Signposting foundation doctor colleagues to the UKFPO bulletin and website for information.
5. Voicing relevant opinions of peers – even those that the representative may not personally support or endorse.
6. Raising training issues at FDAB meetings and reporting back to fellow foundation doctors, thus ensuring the foundation doctor perspective is considered in all relevant decisions.
7. Helping to disseminate UKFPO information to peers, ensuring they have the most up-to-date information and knowledge to get the most out of the Foundation Programme.
8. Contributing to the content of the UKFPO bulletin and website with relevant examples of local innovation and best practice in training.
9. FD representatives will also be invited to volunteer to attend a number of UKFPO delivery and steering groups – two to three representatives per group.

Completion of role

Representatives will receive a Certificate of Participation at the end of the training year detailing the meetings they have attended. The certificate will be issued by the UKFPO via email.

APPENDIX 1 – FDAB Terms of Reference

Foundation Doctors' Advisory Board (FDAB)

Terms of Reference

1. Title

1.1 Foundation Doctors' Advisory Board (FDAB).

2. Purpose / Remit of the Group

2.1 To facilitate two-way communication between foundation doctors and the UK Foundation Programme Office (UKFPO).

2.2 To provide a mechanism for promoting foundation doctor involvement in the future delivery of the Foundation Programme.

2.3 To provide information about how the Foundation Programme is being implemented locally and make recommendations to the UKFPO for improvement.

3. Key Objectives

3.1 For the UKFPO to share information about developments in the Foundation Programme with foundation doctors.

3.2 For foundation doctors to share information with the UKFPO about what is working well and their recommendations for change.

3.3 To improve communications about the Foundation Programme with Foundation doctors.

3.4 To provide a networking opportunity for foundation doctor representatives across the UK.

3.5 To empower foundation doctors to help shape improvements to foundation training and to help promote the work of the UKFPO.

4. Meetings and Procedures

4.1 Held three times a year (approximately November, February, and May).

4.2 Chaired in rotation by UKFPO Fellows.

4.3 Facilitated by the UKFPO Education and Support administrative team, with subject matter guidance by the UKFPO co-chair.

- 4.4 Members who are unable to attend may arrange for a delegate to attend as agreed with their foundation school.
- 4.5 Foundation schools and employing organisations are expected to support foundation doctor participation in FDAB by granting leave and ensuring foundation doctors have the capacity to attend meetings as appropriate.
- 4.6 The forum may co-opt additional members as required.
- 4.7 Secretariat support provided by the UKFPO.
 - 4.7.1 The date and location/conference details of meetings will be circulated to the FD representatives and foundation schools.
 - 4.7.2 Formal minutes and an action log will be taken at every meeting and will be circulated to the membership. A copy will be shared with foundation school teams for information.
 - 4.7.3 Items for inclusion on the agenda must be submitted to the central administrative team by no later than one week prior to scheduled meetings.
 - 4.7.4 The decision to cancel a meeting will be at the discretion of the Head of UKFPO /UKFPO Co-Chair.
 - 4.7.5 The decision of whether to conduct meetings in person or to hold meeting remotely via Microsoft Teams will be at the Head of UKFPO's discretion.
- 4.8 Recognition of attendance
 - 4.8.1 Attendees will receive an email confirmation of attendance following each meeting.
 - 4.8.2 Attendees gain a certificate of attendance for attending at least one meeting.
 - 4.8.3 UKFPO will produce and distribute certificates after all three meetings have taken place.
 - 4.8.4 Certificates will be signed by the Co-chair of UKFPO and UKFPO National Programme Manager.
- 4.9 The minutes for FDAB are to be sent to the FSDs and FSMs in a separate email after each meeting.

5. Quorum

- 5.1 A minimum of ten foundation schools must be represented.

6. Governance

- 6.1 The group will act in an advisory capacity with no formal reporting structure into UKFPO.

7. Review

7.1 The terms of reference will be reviewed and agreed by the UKFP Board every three years.

8. Membership

8.1 Each foundation school will appoint an F1 and an F2 doctor representative to attend the FDAB group meetings at the start of each training year.

8.2 Membership includes the UKFPO Fellows and relevant members of the UKFPO administrative team for additional support to drive ideas forward, as well as the co-chair(s) of the UKFPO.

8.3 Membership list:

Organisation / Role	Representatives
Co-Chairs of UKFPO	Mike Masding and/or Tom Lawson
UKFPO Fellows (and rotating FDAB chairs)	Annual appointments x2
F1/F2 Doctor Representatives	Appointees from all foundation schools
UKFPO National Programme Manager	Elaine Colaco
UKFPO Senior Project Manager	Kata Várnai
UKFPO Senior Service Manager	Kiran Kaur Padham
UKFPO Service Manager	Sophia Berridge
UKFPO Service Administrator, FDAB Secretariat	Mohammed Amin

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APPENDIX 2 – Meeting Governance / Reporting Structure

