

# Junior Doctor Representative

## Role Profile

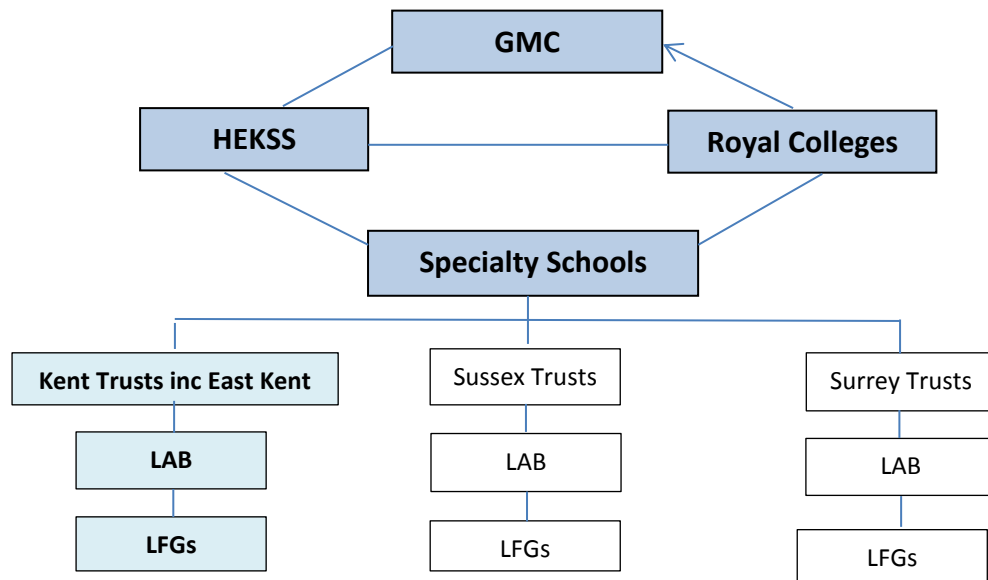
### Overview

Health Education London and South East (HELaSE) and the Trust's medical education framework embraces the "trainee voice" as an important part of ensuring quality standards are delivered within medical education. Junior Doctor Representatives are formally appointed members of the junior doctor body who work with the Education Centres, Local Faculty Groups and the Local Academic Board to ensure that the views, opinions and experiences of their peer group of trainee doctors are taken fully into account at every level of decision making within the Trust. This includes Foundation Trainees and all Specialty Trainees (ie GPST/CMT/CT/ST1,2,3 & HST).

As a Junior Doctor Representative, it is expected that you will be acting as a representative, and be a proactive member on one or more of the following local faculty framework groups:

- **Local Faculty Group (LFG)** (eg. Foundation, Medicine, Surgery, O&G etc)  
These groups are part of a quality framework that ensures monitoring, review and evaluation of all training programmes within specialty/foundation. These groups meet 3 times a year.
- **Local Academic Board (LAB).**  
This over-arching body oversees the work of the Local Faculty Groups. In addition to members of the LFGs sitting on this board, there are HEKSS staff and members of the Trust's senior management team as well as the Director of Medical Education and Academic Registrar. This Board meets 3 times a year. 4 Junior Doctor Representatives required – 1 foundation, 1 GPST, 1 Core/ST and 1 HST
- **South Thames Foundation School (STFS).**  
This group takes a school-wide overview of training programmes throughout the area.
- **HEKSS/HELaSE Specialty School relevant to your particular specialty**  
Trainee representation is a key element in the development and monitoring of the training programme and providing feedback which shapes new initiatives. Trainee Reps are responsible for canvassing the opinions of their peers within HEKSS/specialty school and feeding this back up through their participation in panels and committees.
- **Individuals/working groups**  
In addition, as a junior doctor representative, you will also be asked to work with individuals or small working groups within the Medical Education Directorate. This will include at a local level the medical education site teams, Quality Team or with the Academic Registrar for example

This flow chart gives an indication of the governance structure within HEKSS and also shows the different ways junior doctor representatives are expected to participate.



## Why are junior doctor views important?

Doctors' medical education and experience cannot be improved unless communication and engagement with the relevant parties takes place. It is essential that the Departments, the Medical Education Directorate, HEKSS/HELaSE and the Trust receive constructive feedback from junior doctors on a regular basis. Honest feedback about patient safety, hospital policies, working hours, teaching and training (both positive and negative) and even whistleblowing, is essential if we are to move forward in achieving excellence in medical education. It is only possible to enhance and improve the experience of current and future doctors through the input of junior doctors – to influence and improve training. Doctors need a voice to implement change from the inside.

Issues raised by junior doctors are managed (as far as possible) at local (departmental, hospital) level by the Programme Director, Clinical Tutor, College Tutor, LFG Lead, GP PD and/or Centre Manager. If an issue cannot be resolved here, or if it is an issue that goes across sites, it can be brought to the Faculty Group for further discussion. When an issue is greater, has not been resolved or has a far wider significance within the Trust or across HEKSS, it will generally be brought before the Local Academic Board

The benefits of having junior doctor representation include:

- The junior doctor voice is heard within the formal quality assurance and control framework by all key decision makers.
- Ongoing issues affecting junior doctors discussed at previous meetings are followed up and / or resolved.

- The opportunity and possibility to create a variety of forums where innovation, creativity and problem solving can happen.
- An innovative and pro-active process to ensure collaboration with the Education Centre teams to promote quality training and teaching as well as other engagement/leadership opportunities.
- Junior doctors are fully aware of new developments and change at every level so that they can provide their own meaningful input into these processes.
- Quick and effective response to any issues that may compromise patient safety or best patient experience.

## How are Junior Doctor Representatives chosen?

All applications, which meet the criteria on the application, will be considered and will be put forward for an interview with the site Clinical Tutor, FTPD, LFG lead and/or Programme Director to be. Ensuring that your application has all your relevant past experience of leadership and effecting change is a crucial part to being asked to interview.

In addition, as a Junior Doctor Representative, you may be asked to work with individuals or small working groups within the Clinical Education Directorate.

## Responsibilities of the junior doctor representative

Once you have been elected for the role of junior doctor representative, your year long commitment to education quality improvement begins. You will be expected to:

<b>COMMUNICATE</b>	<b>PROVIDE SUPPORT</b>
<ul style="list-style-type: none"> <li>❖ Make yourself known to your colleagues you are representing. Confirm with them your contact information.</li> <li>❖ Canvass the views and opinions of the junior doctors you represent on a frequent basis, to bring any issues or positive feedback to the table. <i>(This is not easy and takes commitment, perseverance and patience)</i>. An ideal time would be after a teaching session when you're all together.</li> <li>❖ Ask for feedback regularly from the junior doctors on good practice that can be fed back to the Faculty Group and the Local Academic Board.</li> <li>❖ Play an active role in working closely, on a regular basis, with the Foundation or Specialty Administrator and Centre Manager in developing quality teaching and training programmes for your peer group and raising any other issues locally.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be available to act as the first port of call for trainees with questions, difficulties and problems or be aware of where to direct them for further help.</li> <li>❖ Respect and preserve the anonymity of individual junior doctors who have communicated with you and who wish to pass on their concerns / views.</li> <li>❖ Ensure that all issues are discussed in confidence.</li> <li>❖ Ensure that you are aware of the Trust's policies with regard to Equality and Diversity, Bullying and Harassment, Whistle-blowing, Patient Safety etc.</li> <li>❖ Make sure that you are able to direct any colleague to the appropriate policy and procedures or person.</li> <li>❖ Discuss with those appropriate at local level, particularly the Education Centre team, the</li> </ul>

<ul style="list-style-type: none"> <li>❖ Encourage junior doctors to feedback through the completion of regular evaluation forms, surveys and questionnaires which we are required to do as per our contracts, eg. GMC and STFS survey.</li> </ul>	<p>concerns of trainee doctors without imparting personal opinion.</p>
<p><b>PARTICIPATE IN LFG/LAB</b></p>	<p><b>LIAISE WITH EDUCATION CENTRE TEAM</b></p>
<ul style="list-style-type: none"> <li>❖ Prepare for meetings by going through previous minutes and action logs by way of pre LFG meetings with your local Medical Education Administrator and College Tutor/FTPD and confirm with your peer group that issues are being tackled/resolved.</li> <li>❖ Put together a report for the LFG meeting using the template of the issues raised and suggestions for improvement.</li> <li>❖ Attend meetings at which junior doctor representatives are required, eg. 3 times a year if LFG, to present the report. If unable to attend organise a colleague to represent you or at least ensure a report is submitted. The same applies with a Junior Doctor LAB representative.</li> <li>❖ Communicate information from different meetings back to junior doctor colleagues with a summary of the issues discussed and any decisions / plans made.</li> <li>❖ Communicate to your peers that concerns can and should be fed through you to the Education Centre team or Faculty Group and beyond in addition to those that should be alerted as per the relevant policy.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Play an active role in working closeing with the Foundation or Specialty Administrators and Centre Managers on site in developing quality teaching programmes for your peer group.</li> <li>❖ Be actively involved and encourage engagement of your colleagues to the Junior Doctor Forum meetings – these are there to support and raise concerns working hours and service issues for all trainees.</li> </ul>

Please note that there is generally no handover from one year rep to the next due to the nature of medical jobs and moving hospitals. Support with taking on this role will be provided in the form of a workshop which you will need to attend in addition to support from the Academic Registrar and Education Centre team.

## How you can benefit from being a junior doctor representative

Being a junior doctor representative is a very rewarding and fulfilling role. By representing your peers and imparting their views at various meetings you will be making changes to benefit the working environment and training of junior doctors today and tomorrow.

Fulfilling the role in a responsible and professional way means that you will enhance many of your existing skills as well as being able to develop new and transferable ones.

Develop and improve skills such as:

- ❖ Self-confidence and assertiveness
- ❖ Presentation and communication
- ❖ Networking
- ❖ Leadership and diplomacy
- ❖ Collaborative and problem solving skills

- ❖ Time management
- ❖ Interpersonal skills / communication
- ❖ Organisational and administrative
- ❖ Self-awareness and innovation
- ❖ Quality improvement opportunities

In respect of your career progression, and ongoing educational development, you will need to be able to demonstrate experiences and achievements that make you stand out from other candidates and adding details of your work and involvement as a junior doctor representative to your portfolio is a very effective way of doing this. Your role as a representative can demonstrate:

- ❖ Motivation
- ❖ Leadership and initiative
- ❖ Potential managerial skills
- ❖ Commitment to an activity outside your individual programme of study
- ❖ Understanding of trainee issues and how to go about rectifying / implementing change
- ❖ Diplomacy
- ❖ Energy and enthusiasm – pro-activity
- ❖ A team player
- ❖ Ability to emotionally manage others while having good emotional intelligence and self-awareness (*not essential but a real benefit*)

- ❖ Responsibility and reliability
- ❖ A willingness and commitment to work towards enhancing the experience of peers, patients and future doctors
- ❖ Knowledge of Trust policies
- ❖ Ability to manage people
- ❖ Understanding of HEKSS and Trust's medical education framework
- ❖ Drive for improvement
- ❖ Respect, sensitivity and diplomacy – being prepared to represent views you may not necessarily share

**JUNIOR DOCTOR REPRESENTATIVE  
APPLICATION FORM**

<b>NAME</b>							
<b>GRADE</b>				<b>SPECIALTY</b>			
<b>SITE</b>							
<b>CONTACT DETAILS</b>				<b>Email</b>		<b>Tel no:</b>	
<b>Please provide evidence of leadership skills or leadership roles you have undertaken previously</b>							
<b>Please list all exams you have passed to date</b>							
<b>Please list any prizes you have been awarded</b>							
<b>Please list any:</b>							
<ul style="list-style-type: none"> <li>➤ <b>Publications you have had accepted</b></li> <li>➤ <b>Conferences where you have presented a poster or abstract</b></li> </ul>							
<b>Please write a personal statement on "why you wish to apply for the role of junior doctor representative and what qualities you can bring to the role"</b>							
<b>Please state whether your application is for LFG rep or LAB rep</b>				<b>LFG</b> (please tick)		<b>LAB</b> (please tick)	

Please continue on additional sheets of paper.

Once you have read the full description of the junior doctor representative post and have completed the above application. Please submit to: Centre Manager on your site.