

Job Description and Appointment Process

Trainee Representative

Secondary Care - Specialty Training Foundation Training General Practice

Policy Document

Contents

Section 1: Introduction

Section 2: Role & Responsibilities

Section 3: Requirements and Appointment

1.0 Introduction

We value our trainees and we recognise the challenges trainees face in managing their clinical workload and meeting postgraduate training requirements.

The trainee representative roles were created so that we can continuously improve our training programmes through feedback and improved communications between Trainees and STCs/Schools. It is a crucial role.

Trainee Representatives are an important point of contact for trainees to seek clarification or direction relating to training and education matters.

Trainee Representatives are expected to encourage and support improvements to the training programme and educational facilities that will improve training delivery. They are also expected to encourage open and honest feedback from Trainees on their training experiences feeding back appropriately and professionally to the STC.

General Practice trainees undertake a dual role as Trainee Representative and Associate Representative in Training for the Royal College of General Practitioners.

2.0 Role & Responsibilities

Role duration:

Appointments are usually for a minimum of 12 months and a maximum of two years. In exceptional circumstances the School or STC may agree appointments of up to three years. General Practice Trainee Representatives are appointed for a 12 months fixed term appointment.

Role:

The main purpose of the Trainee Representative is to-

- Improve communication between trainees and the STC/School
- Act as a leader representing all trainees at School and STC meetings
- Support effective dissemination of information and feedback about education and training issues and improvements to the Trainee group and vice versa
- Create a network of trainees that can contribute to and feedback on improvements to training delivery

Other **Roles and Responsibilities** include:

- Acting as a point of contact for trainees seeking clarification or direction relating to training and education matters, particularly those who are new to the training programme.
- Disseminate information and outcomes of the Training Committee meetings to all trainee colleagues. The elected trainee(s) will be expected to liaise regularly with their fellow trainees so as to determine which pertinent issues need to be added to

future committee agendas for discussion. Raising awareness of the role and seeking ways to improve communication links with trainees including encouraging constructive networking between trainees, managing the trainee what's app group and arranging social activities

- Encouraging open and honest feedback from trainees on their training experiences
- Encouraging and supporting the introduction of improvements to educational facilities that will improve training delivery. E.g. Journal Access, Journal Clubs, Internet access and Trainer Engagement.
- A commitment to attend STC/School meetings as well as attend and participate in HEIW Trainee Representative Meetings and Quality Monitoring visits to Health Boards/hospital sites.
- Attend and participate in any other HEIW activities (i.e. working groups, appeals panels, recruitment/careers fairs) as deemed appropriate.
- Attendance where possible at careers/guidance events.
- Keep up to date with information sent from HEIW; the School/STC and distribute to trainees on the programme where appropriate.
- Answer or direct queries from trainees to the relevant HEIW or School/STC representative
- Liaise with School/STC to ensure all communications to current and prospective trainees are kept up to date i.e. HEIW specialty web site pages and Specialty handbook.
- Participate / Assist in programme induction days to highlight the role to all trainees
- Promote the use of National Society Network communities and liaise with any national specialty groups feeding back to the STC as and if required.
- If applicable, coordinate advertisement of the Trainee Representative post at the end of the tenure, the election of a successor and formal handover.

3.0 Requirements & Appointment

Requirements:

Appointment as a Trainee Representative is an opportunity to build your leadership and management skills. To be eligible for appointment you must be working as a trainee on the Training Programme and demonstrate the following:

- The ability to communicate effectively, canvas opinion and give feedback where necessary.
- To be comfortable contributing at meetings where senior personnel are in attendance.
- An enthusiastic outlook and an interest in contributing to the improvement and development of educational opportunities and the training programme.
- Well-developed time management and organisation skills and a proactive nature.
- Be approachable and supportive with the ability to listen to others and advise where appropriate.
- The ability to understand others viewpoints and negotiate when required.

- An interest in quality management processes and procedures.
- The ability to take legible notes and to prepare written reports.
- Demonstrate a commitment to attend School/STC training meetings and undertake project management of training issues

Please note, that for the role of Associate Trainee for the Royal College of General Practice, there is a separate selection process.

Appointment:

Each STC/ School should determine the process that best applies to their group of trainees. The process should be open, fair and equitable to all trainees eligible to undertake the role. One of the following two options should be used:

- A. STC Voting: Expressions of interest to the STC Chair/Head of School and Training Programme Director (TPD) for consideration. Expression of interest must address each of the **Requirements:**
- B. as detailed earlier within this document. The Head of School or STC Chair has the final decision on appointment.
- A)** Trainees Voting: Expressions of interest addressing each of the **Requirements:**
- B) as detailed earlier within this document submitted to the outgoing Trainee Representative. All trainees vote for their preferred representative.. Trainee with the highest number of votes elected; in the event of a tie the STC Chair/Head of School has the final decision.

Appointments will be confirmed by either the STC Chair or Head of School. The names of trainee representatives will be collated by central HEIW administrative staff.

Upon appointment Trainee Representatives should expect:

- Written confirmation of appointment and tenure from Head of School or STC Chair
- Details of the scheduled School/STC meetings
- Regular emails from the STC Chair/Head of School or TPD requiring distribution and/or response
- To receive a formal handover from the previous Trainee Representative