

Foundation Trainee Representative Guide

Dr Duncan Henderson, Associate Postgraduate Dean, November 2022 (updated September 2023)

Thank you for volunteering to be one of our Foundation representatives for the Scottish Foundation School. We value the contributions from our trainee fora and can assure you of an interesting and enjoyable experience.

The structure of Foundation can be confusing. There are multiple committees, regional, national and UK wide and many senior trainers and managers. We also probably have the biggest number of acronyms. This document sets out to describe the structure, briefly outline the relationship with the UK committees and outline your role in this.

NHS Education for Scotland (NES)

NES is a special health board and statutory training body with the remit to oversee the delivery and quality assurance of training of all trainees in Scotland. It also encompasses the training of pharmacists, dentists, allied health professionals and nurses. It is responsible to the GMC. There are 4 statutory training bodies in the UK: NES, HEE (England), NMDTI (Northern Ireland), HEWI (Wales). As a health board, NES has a chief executive, medical director, senior managers, HR team etc. The Postgraduate Deans, Associate Postgraduate Deans and your administrative staff are all employees of NES. As a Foundation rep, you will become aware of NES strategy, policies and governance etc.

The Scotland Deanery (part of NES)

All trainees in Scotland, in all specialties, are the responsibility of the Scotland Deanery. The senior team consists of Postgraduate Deans and GP Director (Dean of GP) who link with the UK Postgraduate Deans, the GMC, Scottish Government and NHS medical directors. The Deans have the ultimate responsibility for training in Scotland.

The Deans are supported by senior managers, Associate Postgraduate Deans (APGD) and Associate Directors (AD) of GP. They are responsible for the training programme, careers, less than full time working, quality management, trainee support etc. The APGDs and ADs work part time on a sessional basis for NES as they are all clinicians working in hospitals and GP practices across Scotland.

FPDs (Foundation Programme Directors), trainers and educational and clinical supervisors are not all direct NES employees but follow NES guidance and Scotland Deanery processes.

Foundation training and training management team

Lead Dean Director for Foundation

Professor Alan Denison, Postgraduate Dean

Associate Postgraduate Deans

Dr Fiona Cameron, APGD East region

Dr Duncan Henderson, APGD South-East region

Dr Joy Miller, APGD North region

Dr Caroline Whitton, APGD West region

Each APGD is responsible for the Foundation training in their region. They do the ARCPs, run the programmes, organise the formal teaching programme etc. In three regions (North, South-East and West) there are Consortium Leads who act in a deputy APGD role. Click [here](#)

There is an NES training management team lead and administrators for each region. They are responsible for all aspects of training and support the FPDs and APGDs. As part of the team, the team leads have NES training programme administrator and NHS Board teaching administrator.

There are administrators that work with the team leads in each region and the list can be found [here](#). The training management team are responsible for each region's programmes, teaching, ARCPs and trainee management.

So, this is where it gets confusing and complicated.....

The Scottish Foundation School (part of the Scotland Deanery)

The Foundation School delivers on the operational aspects of Foundation such as recruitment, allocation of posts, IFSTs (Inter Foundation School Transfers), inter-regional transfers (IRTs), link with the UKFPO (UK Foundation Programme Organisation), curriculum alignment, upkeep of TURAS, e-portfolio, educational induction, oversight of teaching, study leave, tasters, dissemination of ARCP requirements teaching hours, newsletter, etc. The Foundation School does not manage individual trainees.

Dr Fiona Cameron is the Foundation School Director (FSD) for the Scottish Foundation School. She is the operational lead for the Foundation School and is responsible for the delivery of the above. The FSD is responsible to the Lead Dean and keeps the regional APGDs informed in relation to the school responsibilities. The FSD is not the line manager of the APGDs but is employed to undertake the school responsibilities.

Foundation School Manager (FSM) - Christine Rea. The FSM attends UK FSM meetings (currently she is also chair of the UK FSM group). Christine organises and manages and runs all the school operational tasks.

Foundation School Team, there are currently two senior officers (Alison Hodge and Jo Stephen) who work with Christine and ensures that that the Foundation School runs efficiently and smoothly.

Scotland's links with the 4 nations and UKFPO

- UK Foundation School Directors meeting- FSD and FSM attend – 6 meetings a year
- UK Foundation Recruitment Delivery Group (RDG) aka the rules group - chair of the Scottish Foundation Board attends these monthly UK meetings. All aspects of recruitment and delivery are considered – main UK recruitment (with subsets – academic, priority programmes and psychiatry fellowships), overseas applicants and F2 standalone.
- UK Curriculum Foundation Education and Support Group (ESG) – Scottish FSD and FSM attend.
- UK Portfolio ETAG Meeting - Scottish FSD and FSM attend.

Committees

Foundation has many committees, and we have lots of meetings. Most of the people described above attend most of the meetings but may have different responsibilities in them. They also attend different external and UK meetings.

Scottish Foundation Programme Board (FPB)

The FPB is the specialty training board for Foundation. It is responsible to NES Medical Directorate Senior Team (MDST - all the PG Deans, GP Director, Medical Director and senior managers). The Board discusses high level policies and has a wide remit around strategy.

FPB chair - Dr Duncan Henderson (APGD, South-East)

Board members

- Lead Dean
- APGDs
- APGDs Quality team
- Quality manager
- FSM
- Senior Officers
- FSD
- Training Programme Team Leads
- Academic Programme Lead(s)
- Foundation F1 and F2 reps
- Medical school reps
- Director of Medical Education (DME) rep
- BMA trainee rep
- BMA senior rep
- Lay rep

The Board meets 3 times a year. Its role is strategic, and it is where all the 'big policy' decisions are agreed.

Foundation Programme Operational Group (FPOG)

Chaired by the FSD, Dr Fiona Cameron (APGD, East)

FPOG members

- Lead Dean
- APGDs
- Consortium Leads
- FSM
- Senior Officers
- Training Programme Team Leads
- FPD representative from each region
- Subgroup reps, academic, simulation, curriculum, GP

We don't usually have trainee reps at FPOG. This is where we ensure the implementation of the Board policies and discuss the progress of the responsibilities of the Foundation School. FPOG reports to Board.

Scottish Academic Group

Chair Dr Bryan Conway (Academic Programme Lead, South-East)

- Regional Academic Leads
- Academic Consortium Lead
- Academic trainee reps
- Academic FPDs
- FSM
- Senior Officers

Foundation Curriculum Implementation Group (FCAIG)

Chair Dr Alistair Milne (Consortium Lead, South-East)

- Regional FPDs
- FSM
- Trainee reps
- Senior Officers

Foundation Simulation Group

Chair Dr Jemma Pringle (APGD Foundation Simulation)

- Simulation leads for foundation from each region
- FSM
- Senior Officers

Foundation GP Group

Chair- GP Foundation lead

- GP Foundation associate advisors (Drs Christine Heron and Colin McArthur)
- GP trainers
- FSD
- FSM
- Senior Officers

Now for the Foundation trainee committees.....

Scottish Trainee Fora

Regional

Each region has its own training forum and will report to the APGD usually through a specialty training committee. As a regional rep you will be expected to attend the meetings and feedback to your Foundation colleagues. You will also be asked to represent your colleague's views both positive and negative to the regional training committee. In the South-East the committee is called the Foundation Programme Management Group (FPMG).

Medical School

Several of the regions have joint meetings with their local medical school. There are usually trainee and medical student reps on these committees. In South-East we meet twice/year with Edinburgh Medical School.

Scottish Foundation Trainee Forum

All the regional reps from the 4 regions will contribute to the Scottish trainee forum. Wendy McLoughlan (Foundation school administrator) will coordinate meetings and provide admin support.

The trainee Foundation forum should provide a report for the Board and FDAB reps to take to the relevant committees (FDAB and Foundation programme board, academic board)

Foundation Board

Each year we require F1 and F2 reps for the Board. Each region takes a turn to supply medical student, F1 and F2 reps on a rotational basis. These three groups of reps are always from different regions. The Board reps will be required to disseminate information from the Board to the regional reps via the trainee forum and should prepare a trainee report for the Board which represents the views from the regions' trainees.

UK National

Foundation Doctors Advisory Board (FDAB). The FDAB is run by the UKFPO and has reps from all 18 UK Foundation Schools. The Scottish regional F1 and/ or F2 reps will be expected to attend FDAB. One F1 and/ or F2 for each Scottish region attends. FDAB is the UK wide trainee committee and feeds information to the UK committees, e.g. FSD, RDG, CDG. If you are an FDAB rep, we need you (or a deputy) to attend these meetings. Please see the FDAB job role document [here](#). You will need to negotiate with the rota organiser who will hopefully be able to accommodate your request.

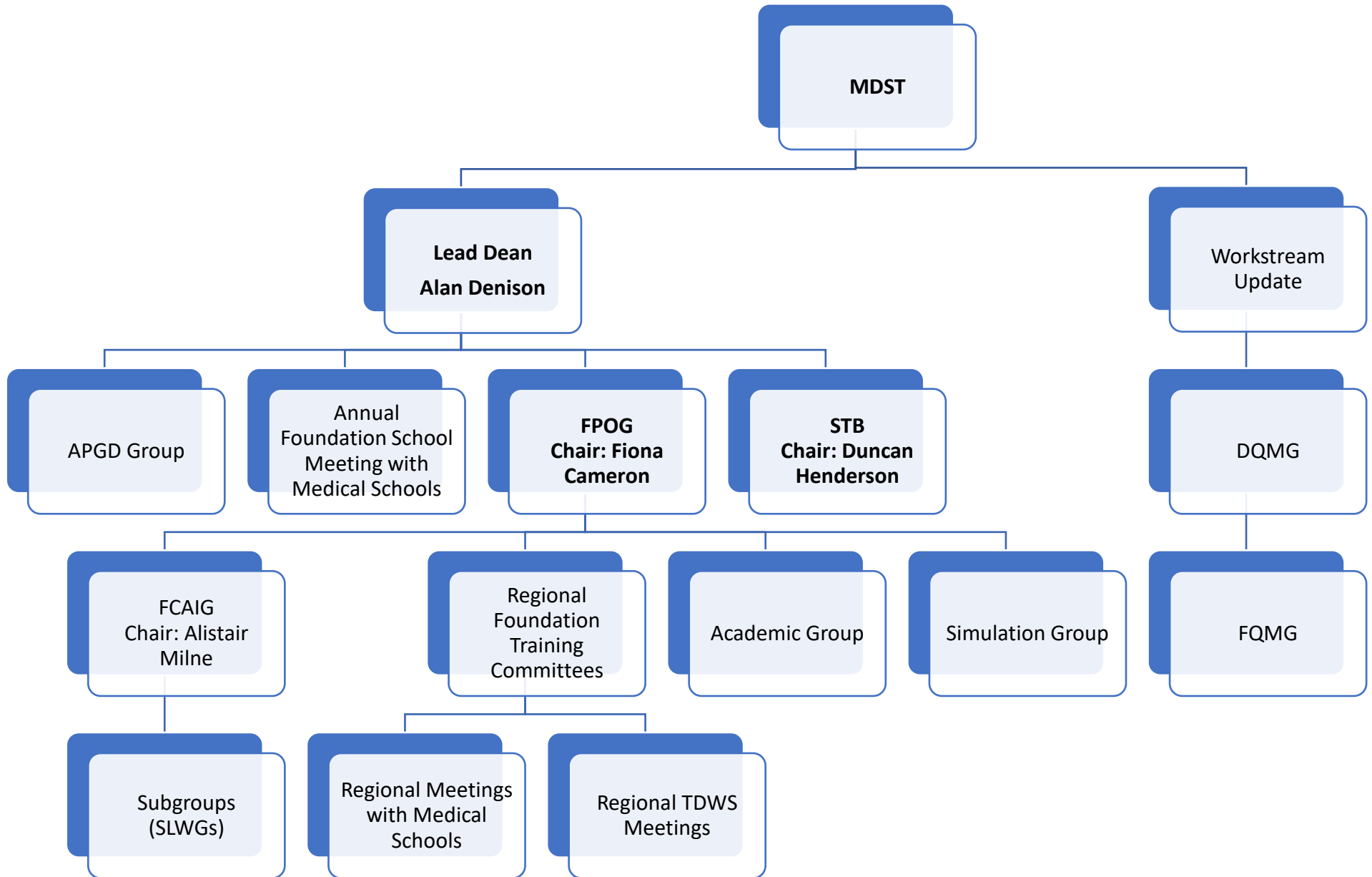
Attending meetings as a rep

Agreeing to take on a rep role is an important responsibility. You will need to liaise regularly and cooperate with your colleagues across your region and across Scotland. You are there to represent everyone and not just your hospital or region. You should attend the meetings, arrive prepared having read the minutes and agenda, have your report prepared and be prepared to take information back to the Scottish Foundation forum.

You may find it difficult to attend due to rota challenges so ensure you request your leave in good time. You are entitled to take 'professional leave' to attend meetings and should not use study or annual leave to attend. If you have any difficulties securing leave, then you can contact your regional APGD who will help. Please give 6 weeks' notice (or follow your dept guidance) to the rota coordinator to ensure that you can take the leave. If you cannot attend a meeting it is very helpful if you can organise a deputy. Either way, it is normal protocol to accept the Teams invitation if you can attend or inform the meeting organiser if you are going to send a deputy.

Most meetings are virtual and held on MS teams, although we are starting to have more hybrid meetings. If you are attending a face-to-face meeting, we will arrange any travel expenses for you via the FSM.

Finally, if you have made it to the end of this document, digested the list of meetings, memorised the acronyms, and responsibilities, well done and on behalf of Scottish Foundation I am delighted you are part of our 'team'.



MDST (Medical Directorate Senior Team). NES Medical Director, Deputy Medical Director, 4 regional PG Deans, Scottish GP Director, Business Managers. Responsible to Scottish Gov't for delivery of postgraduate medical education in Scotland.

<https://www.scotlanddeanery.nhs.scot/about-us/our-people/deans-associate-deans-gp-directors-assistant-gp-directors/>

<https://www.scotlanddeanery.nhs.scot/trainee-information/scottish-foundation-school/meet-the-team/associate-postgraduate-deans-for-foundation/>

STB (Specialty Training Boards - Foundation, GP, Medicine, Surgery etc.) Provide strategic direction for Foundation/GP/Specialty in Scotland and provides guidance to MDST.

APGD Group – Lead Dean strategic group with the 4 regional Foundation APGDs and FSM and TM manager for Foundation. List of [Foundation APGDs and Consortium Leads](#)

FPOG (Foundation Programme Operational Group) Ensuring implementation of policy (curriculum, educational resources, ARCP guidance, recruitment) from MDET, STB and UKFPO through oversight of working groups FCAIG and Academic Group and receiving information from Regional FTCs, includes receiving recruitment information and update from FSM.

FQMG (Foundation Quality Management Group) Reviews GMC National Trainee Survey and NES Scottish Trainee Surveys, hospital visit data and local knowledge to input to overall QM output. Oversight of all quality management activity in Foundation, linking with other groups and reporting to DQMG

FCAIG (Foundation Curriculum Assessment and Implementation Group) Implementation of curriculum, teaching, prescribing, resilience, simulation, and assessment including ARCP aligned to policy set by MDST, STB, UKFPO, GMC curriculum

Foundation Academic Group oversee the teaching and recruitment to the SFP programme, representation from all regions.

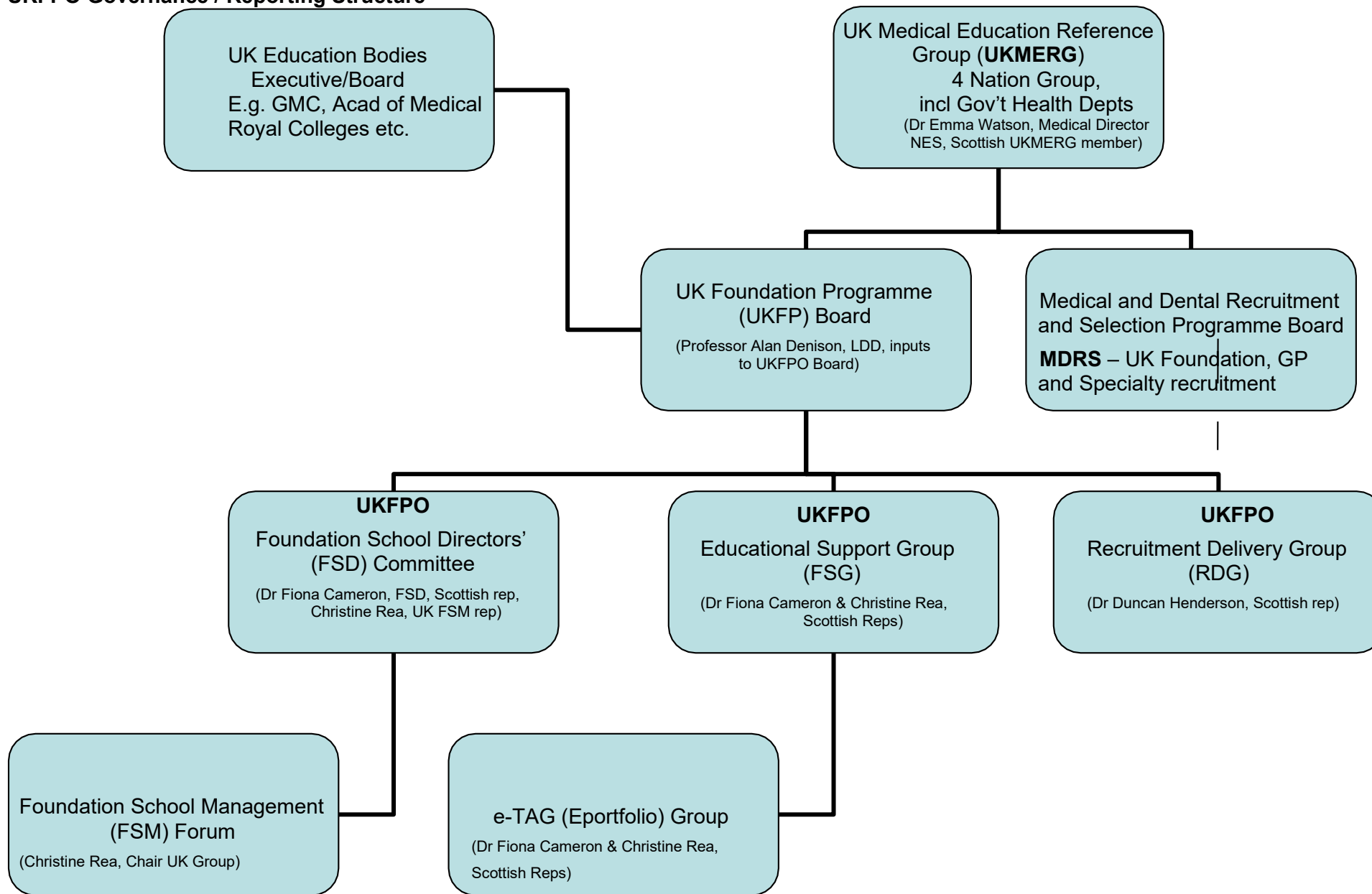
Regional Foundation Training Committees – e.g. FPMG in South-East. Operational management of trainees and programme at a regional level, including regional distribution.

South-East Performance Review Group (regional trainee support) Discusses all trainees requiring additional support. Meets 3xyear and is chaired by NHS Lothian Medical Director. Has Deanery input from Foundation, GP and Specialty. Attendees – DMEs, Occupational Health, NES HR and all 3 Health Board HR depts.

Regional Meetings with Medical Schools to ensure good communication about students/trainees, good linkages around curriculum, share good ideas, discuss regional issues.

TDWS - Trainee Development and Wellbeing Service. <https://www.scotlanddeanery.nhs.scot/trainee-development-and-wellbeing-service/>

UKFPO Governance / Reporting Structure



Trainee Representative Role Description

The role of the doctor in training representative is to:

- Support each board/committee in ensuring high quality training for all trainees through constructively feeding in the trainee voice to its processes
- Act as a leader representing trainees
- Seek, collate and report opinions of their cohort of doctors in training
- Encourage open and honest feedback from trainees on their training experiences
- Prepare for meetings by reading the minutes and agenda
- Assist in effective communication with trainees
- Represent the issues discussed at committee to the trainee body, including encouraging actions and raising further discussion. This requires the dissemination of information and outcomes of committee discussions.
- Make suggestions for improvement of training and the best ways to communicate with trainees
- Act as a point of contact for trainees seeking information 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
- Liaise with any national specialty groups, feeding back to the committee as and if required
- Attend at least 75% of the committee meetings, getting approval for this from the relevant TPD or FPD
- Act as a champion for equality and diversity, aiming to ensure that the particular challenges of trainees with protected characteristics are represented and heard

Expectations of the doctor in training representative:

In accepting a role on the committee, the trainee representative is committing to providing a balanced perspective of the view of the trainee body and not exclusively their own perspective. There is no one right way to do this but it is expected that the trainee will seek views beyond their current place of work and region.

Methods of engagement could include but are not limited to:

- Emailing trainees prior to meetings
- Peer group WhatsApp groups
- Social media, particularly professional twitter accounts
- Creating a network of representatives from each region to feed information to you
- Seeking out information at regional or specialty specific conferences

The trainee representative will be expected to liaise regularly with their fellow trainees to determine issues which need to be added to future committee agendas for discussion.

Key Skills Required:

- A good knowledge of specialty training and postgraduate medical education
- The ability to communicate effectively, seek opinions to inform feedback
- To actively contribute at meetings where senior personnel are in attendance
- An interest in contributing to the improvement and development of educational opportunities and the training programme
- Well-developed organisational skills
- Be approachable and supportive of trainee views
- Commitment to attend meetings

Essential criteria for doctor in training representative role:

- Must be able to serve at least 12 months in the trainee representative role
- Must fulfil any requirements set by the committee when seeking a representative (such as specific level of training, geography, experience etc.)
- Must be progressing satisfactorily in training (demonstrated by satisfactory ARCP outcome 1, 7.1, 10.1 or 10.2)
- Must have confirmation from the Training Programme Director that taking on the role will not adversely impact capacity to achieve curriculum requirements for future progression
- Must not have any conflict of interest which would impede ability to fulfil the requirements of the role

Benefits to the doctor in training representative:

Being a trainee representative provides trainees with the opportunity to impact the work of the Scotland Deanery to the benefit of trainees and to develop their own leadership and teamworking skills.

Trainees may also (depending on the role of the committee) have the opportunity to:

- Develop policy and guidance
- Contribute to working groups to enact policy
- Canvas trainee views more formally using surveys
- Contribute to workshops, training days or conferences
- Attend and participate in other Deanery activities (i.e. Appeal panels, recruitment/careers fairs)

Role of the Scotland Deanery:

- Give adequate notice of the agenda so the trainee representative has time to seek the views of other trainees
- To be open to the views of trainees, even those that differ from current policy
- Provide the trainee with constructive feedback and opportunities to develop their skills and broaden their interests
- Provide doctor in training representatives with appropriate induction and training to the role and ensure Equality & Diversity training is provided if this cannot be demonstrated as part of completion of mandatory training within the workplace

Scotland Deanery Appointment of Doctor in Training Representative – Equity Statement

The Deanery values diversity and promotes inclusivity. Appointments will be made in keeping with our commitment to promote equity and diversity in that there will be equal opportunities and that there should be no discrimination on the grounds of age, race, colour, nationality or ethnic origin, gender, marital status, sexual orientation or disability.

The Deanery expects all those appointed to doctor in training representative roles to articulate the views of all fellow trainees in scope, and in particular to promote and champion the voice of those from under-represented or marginalised groups. These groups will include (but are not limited to) trainees from ethnic minorities, international medical graduates, trainees with disabilities and LGBT+ trainees.

The Deanery is fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing information in an alternative format or making adjustments to the appointment process.