

Job Description for Wider Trainee Forum

Yorkshire & Humber Trainee Forum: “**The influential voice for trainees**”.

Ensuring trainee doctors and dentists in the Yorkshire and Humber region are fairly, equitably and transparently represented. We aim to drive improvements in quality of education and training, well-being, and support.

The **Aims** of the Trainee Forum are to:

- Increase trainee engagement with Health Education England (HEE) (the body responsible for the quality of education and training) to enhance and improve the quality of post-graduate training for medical and dental trainees across the Yorkshire and Humber (YH) region
- Represent trainee views within your specialty/rotation
- Help disseminate information and provide direct contact/communication from HEE faculty to trainees and vice versa.

The Trainee Forum **Objectives** are to:

- Provide a mechanism by which trainee reported issues can be raised with HEE YH in a timely manner and work with HEE to find solutions to these training issues
- Be involved in quality assurance activities regarding training and ensuring standard of training at each level, over all specialties and schools within the region
- Identify, develop and implement innovation for the HEE YH region for the benefit of trainee's training quality and education, especially regarding the "post COVID pandemic response to training"
- Help facilitate trainee support systems to improve trainee wellbeing
- Provide trainee representation on appropriate HEE YH committees/working groups. Examples include: Working groups on the ARCP process, Quality Improvement, Educational Supervisor Education and Guardians of Safe Working.
- Collectively provide solutions to local issues in collaboration with the Postgraduate Dean (PGD) and the PGD's representatives
- Champion inclusivity, equality and diversity across all aspects of training

The Trainee Executive Forum is comprised of 12 Executive committee members (who have already been appointed via a competitive application process):

1 Chairperson (held by a Future Leader Fellow)

1 Vice Chairperson

1 Secretary

1 Quality lead

1 Employers lead

3 x Locality leads (South, West, East)

2 Equality and Diversity lead with responsibility for International Medical Graduates(IMG)

1 Less than full time Lead

1 Academic Lead

The wider forum is open to anyone with a passion to improve training in Yorkshire and the Humber. This includes trainees at all levels of training from all specialities and schools across medicine and dentistry. We hope this will lead to a diverse and inclusive forum, so we can fully understand issues for all trainees.

Role Responsibilities

Duration: Maximum term 2 years (no minimum term, but we expect that you will have a minimum of 6 months left of your current training programme at the time of application). Forum members will be eligible to serve a second term (a further 2 years) if they wish to do so and have demonstrated commitment to the role. The term will automatically end on leaving a Yorkshire and Humber training scheme. In order to ensure a smooth handover and ongoing effective running of the forum, a moratorium of up to six months is allowed to ensure a staggered turnover of representatives.

Accountable to: The Postgraduate Dean HEE YH

Responsible to: The Chair of the Trainee Forum

Summary description:

This is a voluntary role to represent medical and dental trainees across Yorkshire and the Humber.

What to expect as a Trainee Forum Member:

The Trainee Forum will meet on a quarterly basis and all meetings are currently expected to be virtual. Meetings will be held in working hours, last approximately 3 hours, and professional leave will be granted as long as requested with at least 6 weeks notice.

Please note, professional leave is different from “Study leave” so study leave allowance will not be affected.

Membership of the forum is a significant leadership and management opportunity. An annual letter and certificate of contribution and confirmation of attendance will be provided if 3 out of 4 (75%) meetings are attended.

Being a member of the trainee forum will give you a number of opportunities:

- Leadership and management skills for personal and professional development (including to meet required training competencies)
- Opportunity to represent, meet with and work alongside your fellow trainees, colleagues and seniors within HEE and Yorkshire and the Humber
- Develop a greater understanding of the functions and roles within HEE YH and the management of education and training across the region.
- Opportunity to apply for a role in the executive forum when executive committee members vacancies arise. The executive committee application is a competitive process which will include recognition for previous work as a member of the wider trainee forum.

The most important expectation for members of the trainee forum is that you are enthusiastic about representing your fellow trainees and improving quality of training and education, wellbeing and support across Yorkshire and the Humber.

There is further expectation that you will:

- attend meetings whenever possible, and offer apologies if you are unable to do so
- action any tasks assigned to you
- disseminate relevant information
- liaise with trainees in your school, speciality and/or area as appropriate
- raise awareness of the trainee forum within Yorkshire and the Humber
- aid and enhance communication of trainee views to the Forum & ensure work of the forum is disseminated appropriately

How do I apply?

Please send a Mini CV (limited to 1 side of A4) to the following email address:
traineeforum.yh@hee.nhs.uk

Please include the following:

- Name, email address, phone number, postal address, GMC/GDC number, speciality, grade and hospital, as well as previous jobs/positions held.
- A section entitled “What people appreciate about me” – please provide 3 points you’d like us to know about you and brief explanation (can be in work environment, or personal life)

All applications are on a non-competitive basis: everyone is welcome!

Should there be multiple applicants from the same hospital/specialty and rota, there may have to be a selective application process via reviewing CV’s.