

# Process map for Yorkshire & Humber, Foundation School, Regional/Trust Representative applications 2021

Incoming F1/F2 trainees interested in the Regional/Trust Representative role to send their application form to their Trust Foundation Administrators by Friday 5<sup>th</sup> August 2022 (or before, if an earlier deadline has been set by their trust).

## Regional Representative Application

Trust to send application forms that have chosen 'YES' to the Regional Representative Role to HEE [foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk) by Friday 12<sup>th</sup> August 2022 for FSD/DFSD to review and choose successful trainee.

HEE to confirm successful Regional Representatives with trainee and trust Friday 19<sup>th</sup> August 2022.

HEE to add successful Regional Representatives to FSC distribution list for their region East/South/West, add to FDAB (Foundation Doctor Advisory Board) distribution list and update Trainee Representative contact information on website.

## Trust Representative Application

HEE to let the Trust know if they have any incoming F2's that have decided to stay in their role as Trust Representative by Friday 1<sup>st</sup> July 2022.

Trust to review Trust Representative application forms and decide their successful trainee, then confirm with the trainee & HEE [foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk) by Friday 5<sup>th</sup> August 2022.

Successful Trust Representative to begin in post on when their trust confirms they are in the role.

HEE to add the new intake of Trust Representatives to FSC distribution lists for their region North East/South/West and update Trainee Representative contact information on website.

**Please note: The Trust will also be recruiting to the role of simulation representatives; you cannot apply for both a Foundation representative and simulation representatives' post.**

For job descriptions, policies and application forms please visit <https://heeyh-deanery-live.azurewebsites.net/foundation/how-your-school-works/foundation-trainee-representatives>

Any further queries, please contact [foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk)