



## SFDN terms of reference

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### Background

The Royal College of Physicians' (RCP's) Student and Foundation Doctor Network (SFDN) has been created to ensure that students' and foundation doctors' needs and views are sufficiently represented within the college, and to increase their active involvement with the RCP. It is particularly important that the network help develop the physicians of the future by supporting them to explore physician related learning and understand the evolving role of the general physician alongside that of specialty medicine

it is important that medical students and foundation doctors are given sufficient opportunity to have their views heard within the college and help connect the RCP with their medical schools and their local hospitals. The SFDN will help to facilitate this.

The SFDN has accountability to the RCP in the following ways:

- reporting to the chair of the RCP Trainees Committee after each network meeting
- reporting to the RCP Council on an annual basis.

The SFDN will work closely with the RCP membership team to develop the role of the Student and Foundation Doctor Network.

The SFDN, or any of its members, may not make any public statement or approve any published materials in its own name, except with the approval of the RCP.

### Membership

Members of the SFDN will be appointed by open application. All SFDN members in the applicable region will be asked to vote for the new rep. In order to be eligible, applicants must be existing medical student or foundation doctor members of the Royal College of Physicians of London.

SFDN membership will include a balance of clinical years medical students and foundation doctors, plus a chairperson, who can be either student or foundation doctor. The maximum number of members at any one time will be 21.

Members of the SFDN may remain in post for a maximum for four years and must stand down once they have finished their foundation level training (including F3), depending on which occurs first.

The SFDN will include a balance of members from across the UK, with at least one member from each of the following regions:

1. East of England

2. London
3. Mersey and the North West
4. Midlands
5. North East and Scotland
6. Northern Ireland
7. Oxford and Thames Valley
8. South East
9. South West
10. Wales
11. Yorkshire

The Membership engagement manager and representative(s) from RCP council will attend the regular SFDN meetings.

### **Responsibilities**

Members will be required to:

- report to the RCP on issues that are important to medical students and foundation doctors
- help to improve medical student and foundation doctor engagement with the RCP
- act as RCP regional student/foundation doctor representatives and play an active role in recruiting new RCP members
- maintain regular contact with other student or foundation doctor representatives in your region
- maintain regular contact with the RCP Regional Manager(s) in your region
- make the RCP aware of any upcoming local student and/or foundation doctor events
- attend local student and foundation doctor events with and on behalf of the RCP
- facilitate cooperation between medical school student societies and the RCP.
- facilitate links and raise awareness of the RCP within local hospital networks, IMT and HST training programmes.

### **Chairperson**

The SFDN will be led by a chairperson, who will be either a medical student or a foundation doctor and a member of the RCP. The first network chair will be appointed by open application.

The chair will be required to:

- report to the chair of the RCP Trainees Committee after each network meeting
- report to the RCP Council on an annual or bi-annual basis

- work closely with the RCP membership team to develop the role of the Student and Foundation Doctor Network.

### **Frequency of meetings**

- the SFDN will meet in-person once a year, and virtually 3 times a year
- all members will be expected to attend regular SFDN meetings.

### **Expenses**

SFDN members are entitled to claim up to a maximum of £100 per network meeting to cover travel costs. Accommodation costs up to a maximum of £150 in London and £100 elsewhere can be claimed if an overnight stay is required because either:

1. The meeting start time means you would need to leave home before 6am
2. The meeting finish time means you would arrive home after 9pm

Please see the induction guidance for further information on booking travel and accommodation.