

## Job description: SFO UK Regional Representative

**This document differs from the Academic representative job description. Please ensure that you are reading the correct one.**

Job title: SFO UK **Regional** representative

Job summary:

- You are the primary representative for all medical students and foundation doctors in your region.
- You are an official representative of SFO UK, and therefore are expected promote the aims of SFO UK as outlined in the constitution: <http://sfo.entuk.org/node/58>
- The role has a duration of one year

Duties and responsibilities:

- The primary roles of the SFO UK Regional Representatives are:
  - To facilitate, organise and support ENT events and activities in your area
  - To provide and disseminate SFO information to our members
  - To signpost members to shadowing opportunities and ENT mentors
  - To collaborate and work closely with deputy SFO-UK reps, surgical societies and the Undergraduate ENT Lead.
  - Handover your duties to your successor to ensure continuity of the excellent work that you have done during your 12 months tenure

### **In order to receive a letter of evidence, you MUST achieve the follow as an SFO representative**

- **Introduce yourself to your local undergraduate surgical society and the Undergraduate ENT lead. Please evidence engagement with both as they will be central to your success as an SFO representative**
- **Organise at least one local SFO UK ENT event and / or ENT related project \* per year**
- **Like and follow SFO-UK on our social media pages. You should provide screenshot evidence to show that you have done this.**
- **Disseminate information about SFO-UK events to your region. You should provide screenshot evidence to evidence regular engagement with the medical students and foundation doctors.**

Key Relationships

- Medical School ENT Undergraduate lead
- Medical School ENT/Surgical societies and British Forum of Aspiring Surgeons. Good relationships here will help you to find out about events
- You will work closely with the SFO UK network lead and Regional Academic leads

## Benefits

- Your SFO activities will be greatly beneficial for your own CV
- You will receive an official certificate from SFO UK/ENT UK outlining your contribution and validating your role as a representative. **This is provided that you have satisfactorily fulfilled the required responsibilities outlined above.** This will be at the discretion of the SFO UK committee. You will be expected to provide evidence for your activities during your tenure.
  - To receive your letter of evidence for your certificate, please submit your evidence of completion of activities to the Network Lead  
<https://forms.gle/KLMBajwhPCBqD9Jk6>
- You will have the opportunity to develop your skills in IT, management, and leadership
- You will gain valuable networking opportunities within the ENT profession

The SFO Committee wants to support you in your role as an SFO representative. If you need help or guidance with any of the above, please email the Network Lead.

If you need help or guidance with any of the above, please email us on:

- [sfouk@entuk.org](mailto:sfouk@entuk.org) ( SFO UK communication lead: Dr Swagatam)
- [michaellacamerontt@gmail.com](mailto:michaellacamerontt@gmail.com) ( SFO UK network lead)

*\*ENT project examples include research, audit, questionnaire survey or quality improvement project.  
Please contact the SFO UK lead for further guidance as needed.*