

Job description: SFO UK Academic Representatives

x2 posts (x1 post FY level, x1 post CT level). Make sure that you are reading the relevant description.

Job title: SFO UK Academic **Core Trainee** doctor representative

Job summary:

- You are the primary representative for Foundation doctors and Core Trainees wishing to pursue an academic ENT career path in the Core Trainee years, including the Academic Clinical Fellowship (ACF).¹
- 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>

Duties and responsibilities:

- Your **main role will be to collate information** of the Academic Clinical Fellowship (ACF).
 - You are expected to create and maintain an **up-to-date list** of the above programmes and their locations, and contact details. This tends to change year on year. Please collate previous ACF posts which have been offered with their associated details.
- **You will be expected to act as a point of contact** for medical students/Foundation Doctors/and Core Trainees to answer questions relating to the above.
- **You should also create a list of ideas and opportunities** for all foundation doctors (not just those on the academic foundation programme) how they might develop their academic ENT portfolio.
- You will be encouraged to organise or contribute to events related to academic ENT on a local, regional or national level.
- You will be expected to present your findings/update the SFO UK committee regarding your activities on a biannual basis.
- The post will be for 2 years.

Qualifications and skills:

- Most importantly you should have a passion for academia, particularly academic ENT surgery. Ideally- you will already be undertaking an Academic Clinical Fellowship in ENT as the academic component, and have completed the Academic Foundation Programme (AFP) previously.
- You should have excellent organisational skills and presentation skills.
- Leadership qualities, evidence of creativity and evidence of ability to inspire are desirable.

Relationships

- You will work closely with the SFO UK committee & at times with organisations with a similar interest e.g. British Academic Otolaryngology Research Society (BAORS).

You are expected to send/present a summary of your activities at the SFO UK biannual meeting

- You will work closely with the other SFO UK academic representative (Foundation Trainee) in sharing ideas and co-ordinating activity.
- You will be working closely with Foundation Doctors and Medical students, engaging them, raising interest, increasing awareness of opportunities, and answering questions.

Benefits

- 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 your 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.
- You will gain valuable networking opportunities within the ENT profession.
- You will have the opportunity to develop your skills in IT, management, and leadership.