

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 **Foundation** doctor representative

Job summary:

- You are the primary representative for medical students and foundation doctors wishing to pursue an academic ENT career path in the foundation programme.
- 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 foundation programme (AFP), with a particular interest in programmes which offer:
 - ENT as an academic part- either as a block or day release.
 - And/or academic foundation programmes (not ENT academic block) which offer ENT as a clinical rotation.
 - You are expected to create and maintain an up-to-date list of the above programmes and their locations, and contact details.
- **You will be expected to act as a point of contact** for medical students 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 foundation programme job with ENT as the academic component, or are doing the AFP with academic interest in ENT (although officially your academic component may be allied to another specialty).
- 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 (Core Trainee) in sharing ideas and co-ordinating activity.
- You will be working closely with 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.