

## **Job Description for SFO UK Regional Representatives**

### **Key Relationships**

SFO UK Network Lead  
Medical School ENT Undergraduate Lead  
Student Colleagues

### **Person Specification**

Medical Student or Foundation Doctor or Core Surgical Trainee  
Interest in ENT as a career  
Enthusiastic  
Good communication skills

### **Length of Term**

2 years renewable for a further 2 years

### **Roles**

The primary roles of the SFO Regional Representatives are:

1. To help facilitate optimal delivery of ENT teaching at their medical school
2. To raise awareness of ENT as a career at their medical school
3. To raise the profile of the SFO as a means to facilitating point 1 and 2

This may be achieved by:

- Finding out about and supporting any local undergraduate events related to ENT. This might include careers fairs, careers evenings, undergraduate medical societies etc.
- Encouraging the referencing of SFO UK in ENT related lectures at local undergraduate events
- Being aware of the structure of ENT undergraduate teaching locally as well as the opportunities available to gain further experience in ENT locally or further afield
- Offering support to students who wish to utilize opportunities available to gain further experience in ENT
- Raising awareness of the SFO UK and the resources that it provides including the annual Foundation Conference amongst students. This could be done through group emails and promoting the SFO UK [Facebook](#) and [Twitter](#) pages
- Feeding back to the SFO Network lead about:
  - Curriculum structure
  - Curriculum delivery methods
  - Dates for local careers fairs

- Liaison with the local ENT undergraduate lead and local teaching fellows
  - This includes:
    - Making them aware of the SFO UK and what they offer including:
      - Online teaching resources
      - The ENT UK Careers Fair stand and marketing material including the promotional video
    - Supporting them in developing the local undergraduate ENT curriculum
    - Supporting them in optimising the delivery of the curriculum
    - Making them aware of and supporting them at the local careers fairs
    - Supporting them in any other local undergraduate events related to ENT

The SFO network regional representatives may also help in marketing of the British Academic Conference in Otolaryngology (BACO).

At the end of the term of office the outgoing representative should help identify an individual who will take over their role.