

MWF Junior Doctor Representative  
**Summary of guidelines and job description**

**Introduction**

The Medical Women's Federation are aware that there are many challenges and issues that arise during the early years of medical training. Women doctors particularly face challenges about choice of specialty, having a family and continuing within medical training.

It has been suggested that the MWF establish a network of junior doctor representatives for each region who can interact with junior doctor members, the regional standing committee and the medical school representatives. The benefits to the individual will be networking and being in a position of responsibility to develop interactions between the members throughout the continuum of medical practice from undergraduate to postgraduate training and beyond. Applications are welcomed from doctors in training from all levels and specialties.

**1) Formal Application Process:**

- Applications for the position of junior doctor representative from each region will involve the applicant writing a short 200 – 400 word statement with ideas for furthering the aims of the MWF and suitability for the role which must be submitted to Central Office along with a CV by the advertised deadline.
- The MWF junior doctor representative should notify Central Office at least **three months** in advance when she knows her position will become vacant.
- The junior doctor representative is not permitted to appoint her successor.
- Applications are welcomed for the following regions: **London, East Midlands, East of England, North West, West Midlands, Yorkshire and Humber and North East Region, South West and South East Regions, Northern Ireland, Scotland and Wales.**

**2) Job description for Junior Doctor representative of MWF**

- The Junior Doctor Representative should attempt to attend the MWF Autumn and Spring Meetings where possible.
- A Junior Doctor Representatives should engage in Medical School or hospital activities including arranging social events, educational meetings, seminars and/or careers workshops. Junior doctor reps can consider setting up a group responsible for organising and/or assisting on events, which should also involve promoting the work of MWF.
- Forward to Central Office reports of activities for the Spring and Autumn edition of Medical Woman.
- Communicate with medical student representatives and members of the local standing committee concerning organised and planned activities.

- The junior doctor representative may be requested to represent the MWF on committees.
- Appoint a deputy or person in agreement of the Central Office to act on her behalf during a period of absence in the role.
- MWF has guidelines with regards to supporting medical schools with events. It would be appreciated if requests for sponsorship came through the MWF representative or their appointed deputy. A copy of the guidelines with an expenditure form is attached.
- **Notify Central Office of any change to your email, telephone or address details. It would also be greatly appreciated if you could let the Office know of any change in your personal circumstances that will hinder you from continuing as MWF representative.**

### **3) Communications with Central Office:**

- Central Office appreciates that busy rotations and exam times will take precedent over the role as MWF representative however **should you ignore three emails from Central Office then we can no longer consider you an MWF junior doctor representative.**