

## Guidance for Study leave for Foundation Programme Doctors in the East of England

### Guidelines for Study Leave in the Foundation Programme

Study leave (SL), including the delivered educational programmes, should be used to support the acquisition of the outcomes set out in the Foundation Curriculum and to enable foundation doctors to explore career options. This is a guidance document.

Foundation year	FY1
Study Leave Entitlement	15 days
Number of hours equates to one day	6 hours
Mandatory educational programme delivers	57 - 69 hours of SL to all trainees
Foundation doctors less than full time entitlement	pro-rata access to SL funding and time allocations

Study Leave activity		Allocated SL hours
<b>1.</b>	Trust Delivered educational programme/Generic FY1 educational programme (minimum <b>1 hour</b> per week) – trainees must demonstrate 70% attendance <ul style="list-style-type: none"> <li>➤ This must be ‘bleep free’</li> <li>➤ Weekly education may be aggregated to release whole days for generic teaching during FY1</li> </ul>	<b>36 hours</b>
<b>2.</b>	Two regional ‘Hub’ half-days– one clinical, one non-clinical (each 3 hours) <ul style="list-style-type: none"> <li>➤ The EoE has been divided into 4 ‘patches’ and a central site</li> <li>➤ Each FY1 is mandated to attend one clinical and one non-clinical event in their patch/central site</li> <li>➤ This is organised through your Foundation Team and their local process</li> </ul>	<b>6 hours</b>
<b>3.</b>	SIM day <ul style="list-style-type: none"> <li>➤ This activity is organised and allocated by the local Foundation Team</li> </ul>	<b>6 hours</b>

Study Leave activity		Allocated SL hours
<b>4.</b>	SCRIPT half-day – completion of a minimum of 6 modules <ul style="list-style-type: none"> <li>➤ This may be spread across the academic year or taken together with a hub half day to constitute a whole day of study leave.</li> <li>➤ Trusts that mandate more modules should allow more time for completion, and this should be explicitly stated.</li> </ul>	<b>3 hours</b>
<b>5.</b>	e-learning half-day <ul style="list-style-type: none"> <li>➤ This may be spread across the academic year or taken together with a hub half day to constitute a whole day of study leave</li> </ul>	
<b>6.</b>	Attendance at careers event	<b>3 hours</b>
<b>7.</b>	ALS - two days (this includes the one day course and one day for preparation of course materials) <ul style="list-style-type: none"> <li>➤ <b>Please note that there is no allowance for ATLS, NLS, APLS or other life support courses other than ALS. These may however be supported via an aspirational request.</b></li> </ul>	<b>3 hours</b>
<u>Total</u>		<u><b>69 hours</b></u>
<b>8.</b>	<b>Additional Study Leave for FY1 Trainee representatives</b> Foundation Trainee representatives are given leave to attend two deanery (half-day) and one national (full day) meetings <ul style="list-style-type: none"> <li>➤ Travel expenses will be funded</li> </ul>	<b>12 hours</b>
<b>9.</b>	<b>Additional Study Leave for Academic Trainees</b> <ul style="list-style-type: none"> <li>➤ Cambridge academic trainees must attend three half-day sessions: Welcome, Annual Symposium and Research Day</li> <li>➤ Norwich academic trainees must attend the annual research teaching</li> <li>➤ Educational academics must attend the regional training as hosted by HEE</li> </ul>	<b>9 hours</b> <b>6 hours</b> <b>6 hours</b>

If trainees are unable to attend mandatory teaching, either local or regional, trainees must highlight to local foundation team and complete exception reports and these should be uploaded to the e-portfolio with a commentary as to why they could not attend. Trusts may have additional local processes to support this.

### **Additional SL to make up to the available 90 hours**

- FTPDs may increase the weekly delivered educational programme/generic training time.
- Departmental team teaching relevant to the FP may be approved by the local foundation team.
- Attendance at additional half-day FY teaching – ‘Hub’ - events in any of the patches according to availability.
- A 5-day Taster in the second or (not both) third FY1 placement is allowed. This activity is, however, borrowed from the FY2 study leave allowance and is not subtracted from the 90 hour allowance. Each Taster week is the equivalent of 5x6 = **30 hours. This must be notified to the FY2 trust if different.**
- Presentation at a recognised conference. This is subject to ES/CS support and FTPD approval. There is no additional funding.
- If a trainee fails the PSA examination, they may have study leave to attend the EoE PSU course offered [1 day] or an equivalent locally delivered personal training agreed with the FTPD.

Foundation year	FY2
Study Leave Entitlement	30 days
Number of hours equates to one day	6 hours
Mandatory educational programme delivers	57 - 69 hours of SL to all trainees 75 – 90 hours to academic trainees
Foundation doctors less than full time entitlement	pro-rata access to SL funding and time allocations

Study Leave activity		Allocated SL hours
<b>1.</b>	Trust Delivered educational programme/Generic FY educational programme (minimum <b>1 hour</b> per week) – trainees must demonstrate 70% attendance <ul style="list-style-type: none"> <li>➤ This must be ‘bleep free’</li> <li>➤ Weekly education may be aggregated to release whole days for generic teaching during FY2</li> </ul>	<b>36 hours</b>
<b>2.</b>	Two regional ‘Hub’ half-days– one clinical, one non-clinical (each 3 hours) <ul style="list-style-type: none"> <li>➤ The EoE has been divided into 4 ‘patches’ and a central site.</li> <li>➤ Each FY1 is mandated to attend one clinical and one non-clinical event in their patch/central site.</li> <li>➤ This is organised through your Foundation Team and their local process.</li> </ul>	<b>6 hours</b>
<b>3.</b>	SIM day <ul style="list-style-type: none"> <li>➤ This activity is allocated by the PGC. Swaps are permissible subject to sufficient notice</li> </ul>	<b>6 hours</b>
<b>4.</b>	SCRIPT half day – completion of 6 modules <ul style="list-style-type: none"> <li>➤ This may be spread across the academic year or taken together with a hub half day to constitute a whole day of study leave</li> <li>➤ Trusts that mandate more module should allow time for completion, and this should be explicitly stated</li> </ul>	<b>3 hours</b>

Study Leave activity		Allocated SL hours
5.	e-learning half-day <ul style="list-style-type: none"> <li>➤ This may be spread across the academic year or taken together with a hub half day to constitute a whole day of study leave</li> </ul>	<b>3 hours</b>
6.	Attendance at careers event	<b>3 hours</b>
<u>Total</u>		<u><b>57 hours</b></u>
<b>Additional Study Leave</b>		
7.	ALS - two days (this includes the one day course and one day for preparation of course materials) <ul style="list-style-type: none"> <li>➤ Many FY2 trainees will already have ALS.</li> <li>➤ <b>Please note that there is no allowance for ATLS, NLS, APLS or other life support courses other than ALS. These may however be supported via an aspirational request.</b></li> </ul>	<b>12 hours</b>
<u>Total</u>		<u><b>69 hours</b></u>
8.	<b>Additional Study Leave for FY2 Trainee representatives</b> Foundation Trainee representatives are given leave to attend two deanery (half-day) and one national (full day) meetings <ul style="list-style-type: none"> <li>➤ Travel expenses will be funded</li> </ul>	<b>12 hours</b>
9.	<b>Academic trainees must attend the following sessions</b> <ul style="list-style-type: none"> <li>➤ Cambridge academic trainees must attend three half-day sessions: Annual Symposium and Research Day</li> <li>➤ Norwich academic trainees must attend the annual research teaching</li> </ul>	<b>6 hours</b>  <b>6 hours</b>
10.	<b>Educational academics must be released for their university contact days.</b> Since they work clinically LTFT, the remain in hours being allocated to educational experience, the rota patterns <b>must</b> be shifted to accommodate this. It is anticipated that their clinical including OOH/educational sessions will be swapped, and it does not count as study leave. Time in lieu will be allocated for trainees not rostered to be at work	

If trainees are unable to attend mandatory teaching, either local or regional, trainees must highlight to local foundation team and complete exception reports and these should be uploaded to the e-portfolio with a commentary as to why they could not attend. Trusts may have additional local processes to support this.

### **Additional SL to make up to the available 180 hours (105 - 93 hours available)**

- FTPDs may increase the weekly Trust Delivered educational programme/Generic training time to a maximum of 3 hours per week
- Departmental team teaching relevant to the FP as approved by your foundation team
- Attendance at additional half-day FY teaching – ‘Hub’ - events in any of the patches according to availability.
- Taster weeks. Two Tasters are permissible but must be taken in FY1 AND FY2 i.e. both Tasters cannot be taken in the same academic year. Each Taster week is the equivalent of 5x6 = **30 hours. You must notify your FY2 team if you took study leave in FY1 for a taster week as this is borrowed from FY2 leave.**
- Presentation at a recognised conference. This is subject to ES/CS support and FTPD approval. There is no additional funding, however an aspirational request can be submitted. (see Aspirational Requests).
- Academic trainee will have study leave approved for attendance at either a regional or a recognised event to present their research. Foundation specific events are recommended, however other national events may be approved on a case-by-case basis. Funding is limited to conference day of presentation (see Aspirational Requests)
- Aspirational study leave (see below)

## Aspirational requests 2018-19

- Foundation trainees have a single recorded curriculum requirement – ALS. This is usually attained in the undergraduate or FY1 years, and only occasionally in FY2.
- Thus, the study leave requests for the majority of trainees will be aspirational.
- We understand that trainees are looking to improve their skills at all levels of their training and that many non-curriculum courses will have aspects that both enhance their learning within foundation and also help prepare trainees for future careers.
- We would like to reflect our support of this and will endeavour to fund or part fund a single aspirational study course if approved by the ES/CS, is contained within the eportfolio PDP and sanctioned by the FTPD or FSD.
- Further additional non-funded aspirational study leave requests may be approved for leave only without funding.
- Aspirational requests should enable the trainee to acquire a skill that is utilised in the Foundation Programme and matched to the Foundation Curriculum. It must be documented in the PDP as having a benefit for career aspirations. Aspirational requests should be considered with reference to the Health Education England document: 'Approving Aspirational activities – Guidance for Training Programme Directors' which is appended to this document.

Please refer to the main study leave policy for full eligibility criteria prior to submitting an aspirational request.

Options include:

### 1. Presentations

If an FY2 trainee is presenting at a recognised conference, a SL request should be clearly documented in their PDP in discussion with the educational supervisor. An aspirational request form should be completed. The FTPD may approve leave for the day in question and consider whether the activity merits funding.

## **2. Specialty Activity**

Use of FY2 study leave to study for “speciality activity” should be allowed by the FTPD if a trainee can demonstrate they need and utilise the skills provided by such courses (e.g. PLS, APLS, BSS ATLS, RSM Radiology for FY doctors, Sim in Anaesthesia for FY trainees) during the Foundation placements they undertake.

Repeat identical courses will not be funded by HEE in the future even if a curriculum, so the trainee may wish to apply for time and no funding in this instance under the aspirational policy.

A SL request should be clearly documented in their PDP in discussion with the educational supervisor. If the course is mandatory for the trust processes, then funding should come from the trust. Funding is otherwise not provided. An aspirational request form should be completed.

## **3. Non-Clinical Courses**

Non-clinical courses may map to the FY curriculum (e.g. Doctors as Educators Workshops, RCP). This should be clearly documented in the PDP with the educational supervisor.

## **4. Specialty Examinations**

Many speciality recruitment systems give priority to applicants who have already achieved speciality exams (e.g. MRCP part 1). From 2011, the UKFPO, supported by COPMeD, has asserted that SL may not be used by Foundation doctors to prepare for national exams as these are seen as appropriate to Speciality, not Foundation, programmes.

Nevertheless, we acknowledge that career planning is a significant component of the FP and we wish to interpret the guidelines constructively in order to enhance our trainees’ career opportunities. We will therefore permit FY2 trainees to attend a single examination preparation course subject to approval by the ES/CS and proof of attendance. This should be considered a privilege and not a right and there is no right of appeal if the exigencies of the service preclude attendance. There is no funding available for the course or for travel. This time may not be taken as personal study leave. Additionally, FY2 trainees taking speciality exams are entitled to a day of study leave, without funding, for the day of the exam.



## APPENDIX 1

### Approving Aspirational Activities – Guidance for Foundation Training Programme Directors

- The overall study budget is finite. Trainees and FTPDs are reminded to act sensibly and professionally when requesting and approving funding. Funding must be distributed equitably and effectively.
- There must be adherence to local trust processes related to study leave approval.
- Aspirational activities are activities that are not explicitly stated in the curriculum but will nevertheless help the trainee complete part of their curriculum.
- The following criteria must be met before an application is approved:
  - The activity must be mapped to the curriculum; it must be clear what curriculum requirements the activity will meet and that these requirements have not already been met
  - If it is a recurrent activity, there must be consistently good feedback from previous participants
  - The activity must be good value for money; for example, if similar outcomes can be achieved within local or regional programmes or cheaper external courses, applications for external courses must not be approved.
  - The activity must have been included in the trainee’s PDP. If a trainee has said it is when it isn’t, this is a probity issue
  - The activity must take place when the trainee is in an approved training post in the East of England
  - The trainee has obtained an outcome 1 or 6 at their most recent ARCP (or is on track to do) so).
- There is the possibility of ‘partial funding’ for an activity, for example, to fund part or all of the course/conference fees, but not travel, subsistence or accommodation
- If the funding request is for more than the £600 demarcation, this should be referred to the FSD team for approval if the FTPD agrees it should be considered. The FTPD should confirm that they have not had a funded aspirational request to date, that the trainee request meets all the criteria, including the PDP, relevant to foundation training rotations and that their eportfolio is up to date and they are likely to receive an outcome 1 or 6 if progress at this rate.
- The request may be fully, partially or non-funded if approved. Should funding be approved for an aspirational activity, the Trust must be notified that this has been agreed – this would usually be by sending a copy of the signed form to the Trust’s Medical Education Manager.
- If a large number of trainees are applying for the same or similar courses, the FSD should consider developing a local or regional course which delivers the same training at a lower cost