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

Study leave 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.

**FY1 Entitlement: 15 days study leave for the FY1 year**

1 day of study leave is 6 hours study time as per the usual CPD convention therefore FY1 trainees are entitled to 90 hours study time per year.

**This 90 hours is encompassed by the delivered educational programme:**

1. The trust delivered generic FY educational programme (minimum 60mins per week) – trainees must demonstrate 70% attendance ie 36 hours. This should be bleep free time. This weekly in-house, formal education may be aggregated to release whole days for generic teaching during F1.
2. 2 regional hub half day education sessions – 1 clinical, 1 non-clinical (each 3 hours) – attendance mandatory
3. SIM day (6 hours) – attendance mandatory
4. SCRIPT half day (3 hours) – completion of 6 modules mandatory
5. e-learning half day (3 hours)
6. ALS 2 days (12 hours) – attendance mandatory
7. Attendance at careers event (3 hours)
8. Cambridge academic FY1 trainees should attend the following half day sessions: the welcome event, the annual symposium and the research day.
9. Norwich academic FY1 trainees should attend the annual research teaching day.
10. Foundation Trainee representatives are given leave to attend 2 deanery and 1 national meeting as part of that role. Travel expenses will be funded.

**For foundation sign off trainees must demonstrate attendance at minimum 60 hours of teaching**

To make up the full 90 hours trusts can choose to increase the weekly generic training time or offer a mixture of departmental team teaching or additional half day FY teaching events.

A 5 day taster in the third FY1 placement is allowed but is borrowed from the FY2 study leave allowance

If an FY1 trainee is presenting at a recognised conference the FTPD may approve leave for the time away but this will not be funded

If trainees are unable to attend the mandatory teaching, either local or regional, they should complete exception reports and these be uploaded to the e-portfolio with a commentary.
FY2

Entitlement: 30 days study leave

1 day of study leave is 6 hours study time as per the usual CPD convention therefore FY2 trainees are entitled to 180 hours study time per year

This includes 15 days ie 90 hours of the delivered educational programme:

1. The trust delivered generic FY educational programme (minimum 60mins per week) – trainees must demonstrate 70% attendance ie 36hours. This should be bleep free time. This weekly in-house, formal education may be aggregated to release whole days for generic teaching during F2.

2. 4 regional hub half day education sessions – 2 clinical, 2 non-clinical (each 3 hours) – attendance mandatory

3. SIM day (6 hours) – attendance mandatory

4. E-learning (3 hours)

5. Attendance at careers event (3 hours)

6. ALS 2 days (12 hours) – attendance mandatory

7. Attendance at careers event (3 hours) this may be a trust careers event or deanery speciality event

8. Cambridge academic FY2 trainees should attend the following half day sessions: the welcome event, the annual symposium and the research day.

9. Norwich academic FY2 trainees should attend the annual research teaching day.

10. Foundation Trainee representatives are given leave to attend 2 deanery and 1 national meeting as part of that role. Travel expenses will be funded.

For foundation sign off trainees must demonstrate attendance at minimum 60 hours of teaching

To make up the full 90 hours trusts can choose to increase the weekly generic training time or offer a mixture of departmental team teaching or additional half day FY teaching events.

The remaining study leave is for FTPDs to decide on study leave requests by F2 doctors, to concentrate on other aspects of Foundation training. Guidance regarding this time is below:

1. If ALS has not already been completed, this is approved and funded as study leave as curriculum requirement.

2. Vacancies on hub events can be used for study leave purposes.

3. If and FY2 trainee is presenting at a recognised conference the FTPD may approve leave for the time away but this will not be funded

4. An academic trainee will have approved study leave 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 basis. Funding is limited to conference day of presentation.

5. 2 taster weeks ie up to 10 days (60 hours) are encouraged and ideally taken in the 3rd and 4th FY placements ie end of FY1 and start of FY2- time is allowed but not financial costs eg travel.

6. Academic educational trainees will have their contact days as part of the educational sessions of their working week. If they fall on clinical days, it is expected that the clinical and non clinical days would be swapped
7. Aspirational study leave:

**Aspirational requests 2018-2019**: Since foundation have only one recorded curriculum requirement (ALS), the ‘study leave budget’ as such would have the majority of trainees requests as aspirational. In the East of England 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 them for future careers. We would like to reflect our support of this and will endeavour to fund or part fund aspirational study courses if approved by the FTPD. Aspirational requests should enable the trainee to acquire a skill that is utilised in foundation and matched to the foundation curriculum and 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.

1. If an FY2 trainee is presenting at a recognised conference the FTPD may approve leave for the day in question and consider whether the above is met for funding. This should be clearly documented in their PDP with the educational supervisor. An aspirational request form should be completed.

2. Aspirational request: Use of FY2 study leave to study for “speciality activity” should be allowed by the FTPD if a trainee needs the skills provided by such courses during the Foundation placements they undertake (e.g. PLS, APLS, BSS ATLS, RSM Radiology for FY doctors, Sim in Anaesthesia for FY trainees). This should be clearly documented in their PDP 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. Aspirational request for non-clinical courses that map to the FY curriculum (eg doctors as educators workshops RCP). This should be clearly documented in their PDP with the educational supervisor.

4. Since 2009 many speciality recruitment systems have given priority to applicants who have already achieved speciality exams (e.g. MRCP part 1) From 2011, the UKFPO supported by COPMeD assert that study leave may not be used for Foundation doctors to prepare for national exams, e.g. Royal College, as these are seen as appropriate to speciality programmes and not Foundation programmes. If an FY2 trainee is sitting speciality exams they may have a day of study leave for the day of the exam without funding.

Foundation trainees are free to use private time and annual leave to undertake study and exams in pursuit of ambitious career goals, and can be encouraged to do so by trainers and education supervisors.

If trainees are unable to attend the mandatory teaching, either local or regional, they should complete exception reports, and these be uploaded to the e-portfolio with a commentary.

In addition, Foundation Trainee representatives are given leave to attend 2 deanery and 1 national meeting as part of that role. Travel expenses will be funded.

If trainees are unable to attend the mandatory teaching, either local or regional, they should complete exception reports, and these be uploaded to the e-portfolio with a commentary.
Foundation Year 2 (FY2)

3.52 F2 doctors may receive three hours of in-house, formal education as part of their working week, which should be relevant, protected (‘bleep-free’) and appropriate to their F2 training.

3.53 F2 doctors are able to take up to 30 days study leave as set out in their terms and conditions of service. The majority of this is allocated to the F2 generic teaching programme, taster sessions and ALS (or equivalent).

3.54 The F2 generic teaching programme should offer a minimum of 10 days training per annum. Both study leave funding and time available to F2 doctors can be used for the generic teaching programme.

3.55 Study leave days which have not been allocated to the generic teaching programme, taster sessions and ALS (or equivalent) may be taken as long as this is consistent with maintaining clinical services. Study leave must be agreed in advance to avoid disruption to services. It must be supported by the educational supervisor. It should be used to:

- support the aims of the foundation programme;
- achieve the foundation outcomes;

or

- explore career opportunities and improve wider professional development.

3.56 Study leave should not be used to prepare for specialty examinations during foundation training but may be used to take a specialty examination.

3.57 Foundation doctors training less than full-time are entitled to pro-rata access to study leave funding and time allocations.

Extracts from the new contract

29. Study leave includes, but is not restricted to:

a. study (linked to a course or programme)
b. research
c. teaching
d. taking examinations
e. attending conferences for educational benefit
f. rostered training events.

d. Study leave up to these limits will normally be granted flexibly and tailored to individual need, in accordance with the requirements of the curriculum. Requests for study leave in excess of these limits should be considered fairly where circumstances indicate such requests to be reasonable and may be granted by the employer provided that the needs of service delivery can be met.
Appendix 1.

Approving Aspirational Activities – Guidance for Training Programme Directors

• The overall study budget is finite. Trainees and TPDs 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. This is particularly important when considering applications for high volume activities such as examination preparation courses where there is a large variation in cost
  ➢ 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. For those in the physicianly specialties, external assessors undertaking penultimate year assessments (PYAs) may make recommendations for activities which are not curriculum requirements; such activities will not be funded unless they have also been included in the trainee’s PDP
  ➢ 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). If trainees have received an outcome 2 or 3 for examination failure alone, applications for anything other than examination preparation courses cannot be approved until the trainee has passed the relevant examination
• 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

• When funding is approved for an aspirational activity or for a curriculum requirement costing over £600, 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 request if made for >£600 this should be sent to your Foundation School Deputy Director for review.**

• If a large number of trainees are applying for the same or similar courses, the TPD should consider developing a local or regional course which delivers the same training at a lower cost