

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

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. It is set within the foundation operational guide and the junior doctor contract.

This guidance document should be read in conjunction with the HEE EoE study leave policy and the taught programme guidance.

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### Information for all Foundation Doctors

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

If trainees fail to attend hub and centralised events, a discussion must be recorded on e-portfolio. Please see taught programme guidance.

All applications for study leave must be submitted prior to attendance, in line with processes detailed in this document. Any applications submitted retrospectively will be declined and reimbursement for expenses incurred the responsibility of the trainee.

Trainees may claim travel expenses for all prospectively approved study leave, including attendance at HUB days and other taught programme activities.

If you have any queries regarding the study leave process please get in touch with your local medical education department or [studyleave.eoe@hee.nhs.uk](mailto:studyleave.eoe@hee.nhs.uk)

#### **A message from the Foundation School Directors (FSD):**

*'We aim to use study leave funding to improve the mandatory taught programme, as this is the predominant study leave activity within foundation, particularly F1. If there are elements that trainees would wish to see in the taught programme, or feel that they have undue hardship, then we welcome discussion through the trainee representatives forum to effect policy change for future years, or directly to the deputy FSD in the case of individual hardship. We have created and reviewed our taught programme against what trainees request, what is useful to demonstrate interest for future career aspirations, as well as good curriculum coverage, aiming to give within region equity in opportunities to our trainees.'*



## Foundation Year 1

Foundation year 1	Entitlement
Study Leave Entitlement	15 days/90 hours
Number of hours equates to one day	6 hours
Foundation doctors less than full time entitlement	Pro-rata access
Study leave time to be applied for locally, for activities highlighted green.	Study leave time to be applied for locally, plus FTPD approval, for activities highlighted blue.

Study Leave activity	Allocated SL hours
<b><u>Mandated teaching</u></b>	
Taught Programme Centrally Directed mandatory 30 hours (core) ➤ Please review the <a href="#">taught programme guidance</a>	<b>30 hours</b>
Taught Programme Flexible Component mandatory 30 hours (non-core) ➤ Please review the <a href="#">taught programme guidance</a>	<b>30 hours</b>
e-learning half-day ➤ This may be spread across the academic year or taken with a hub half day to make up a whole day of study leave ➤ This is in addition to SCRIPT, details are included in the core taught programme guidance	<b>3 hours</b>
ALS - two days (this includes the one day course with one additional day for preparation of course materials) ALS is the only curriculum requirement course in the foundation programme.	<b>12 hours</b>
<b><u>Total</u></b>	<b><u>75 hours</u></b>
<b><u>Mandated teaching for specific groups</u></b>	
<u>Academic Trainees:</u> ➤ Cambridge academic trainees must attend three half-day sessions: Welcome, Annual Symposium and Research Day ➤ Norwich academic trainees must attend the annual research teaching ➤ Educational academics must attend the regional training 2 x ½ day as hosted by HEE	<b>9 hours 6 hours 6 hours</b>

Study Leave activity	Allocated SL hours
<p>This can be counted as part of the taught programme flexible component (30 hours) or be completed in addition to those hours. All academic trainees are encouraged to submit their work to the UKFPO sponsored Academic Foundation Programme Conference. Presentations and posters must include the UKFPO logo and foundation school banner</p> <ul style="list-style-type: none"> <li>➤ A copy of the poster or abstract should be sent to the foundation school</li> </ul>	
<p><b><u>Additional Teaching/Study Leave</u></b>  <i>These are additional options to make up the available 90 hours</i></p>	
<p>FTPDS may increase the weekly delivered educational programme/generic training time</p>	
<p>Attendance at additional half-day FY teaching (Hub Events) in any of the patches according to availability.</p>	<b>3 hours</b>
<p>A 5-day Taster in the second or third FY1 placement (not both) is allowed. The time for this activity is borrowed from the FY2 study leave allowance and can therefore be attended <i>in addition</i> to the 90-hour FY1 allowance. Each Taster week is the equivalent of 5x6 hours (30 hours total).</p>	<b>N/A</b>
<p>If a trainee fails the PSA examination, they may use study leave to attend the EoE PSW course offered [1 day] or an equivalent locally delivered personal training agreed with the FTPD.</p>	<b>6 hours</b>
<p>Presentation at the National Foundation Doctors Presentation Day:</p> <ul style="list-style-type: none"> <li>➤ All foundation doctors will be allowed a day of study leave to attend if they have a presentation or poster as first name author.</li> <li>➤ Presentations and posters must include the UKFPO logo and Foundation School banner.</li> <li>➤ A copy of the poster or abstract must be sent to the FSD.</li> </ul> <p>This can be counted as part of the taught programme flexible component (30 hours) or be completed in addition to those hours.</p>	<b>12 hours</b>

It is not expected that there will be aspirational study leave granted in FY1. Any requests to use remaining time for activities not detailed above must be reviewed and approved by the FSD, funding will not be available under any circumstances. Requests must be submitted to [studyleave.eoe@hee.nhs.uk](mailto:studyleave.eoe@hee.nhs.uk)

**It is strongly recommended that the 90 hours for FY1's are utilised as above.**

## Foundation Year 2

Foundation year 2	Entitlement
Study Leave Entitlement	30 days/180 hours
Number of hours equates to one day	6 hours
Foundation doctors less than full time entitlement	Pro-rata access
Study leave time to be applied for locally, for activities highlighted green.	Study leave time to be applied for locally, plus FTPD approval, for activities highlighted blue.

Study Leave activity	Allocated SL hours
<b><u>Taught Programme</u></b>	
Taught Programme Centrally Directed mandatory 30 hours (core) ➤ Please review the <a href="#">taught programme guidance</a>	<b>30 hours</b>
Taught Programme trainee Flexible Component mandatory 30 hours (non-core) ➤ Please review the <a href="#">taught programme guidance</a> for suitable activity	<b>30 hours</b>
e-learning half-day ➤ This may be spread across the academic year or taken with a hub half day to make up a whole day of study leave ➤ This is in addition to SCRIPT, details are included in the core taught programme guidance	<b>3 hours</b>
<b>Total</b>	<b>63 hours</b>
<b><u>Mandated teaching for specific groups</u></b>	
Cambridge academic trainees must attend three half-day sessions: Welcome, Annual Symposium and Research Day Norwich academic trainees must attend the annual research teaching Educational academics must attend the regional training as hosted by HEE This can be counted as part of the taught programme flexible component (30 hours) or be completed in addition to those hours.	<b>6 hours</b> <b>6 hours</b> <b>9 hours</b>

Study Leave activity	Allocated SL hours
All academic trainees are encouraged to submit their work to the UKFPO sponsored Academic Foundation Programme Conference. Presentations and posters must include the UKFPO logo and foundation school banner. A copy of the poster or abstract should be sent to your FSD.	
<p><b><u>Additional Study Leave/Teaching</u></b>  <i>These are additional options to make up the available 90 hours</i></p>	
FTPDs may increase the weekly Trust Delivered educational programme/Generic training time.	
Attendance at additional half-day FY teaching (Hub Events) in any of the patches according to availability.	<b>3 hours</b>
<p>ALS - two days (this includes the one day course with one additional day for preparation of course materials) ALS is the only curriculum requirement course in the foundation programme.</p> <ul style="list-style-type: none"> <li>➤ Many FY2 trainees will already have ALS</li> <li>➤ <b>Please note</b> ATLS, NLS, APLS or other life support are not curriculum requirements but can be applied for via an aspirational application.</li> </ul>	<b>30 hours per week</b>
<p>A 5-day taster week may be taken in FY2, each Taster week is the equivalent of 5x6 hours (30 hours total).</p> <ul style="list-style-type: none"> <li>➤ <b>Please note:</b> If a taster week was also taken in FY1, the time must be deducted from the FY2 allocation and you must make your Trust during FY2 aware.</li> </ul>	<b>6 hours</b>
<p>Presentation at the National Foundation Doctors Presentation Day</p> <ul style="list-style-type: none"> <li>➤ All foundation doctors will be given a day of study leave to attend if they have a presentation or poster as first name author.</li> <li>➤ Presentations and posters must include the UKFPO logo and foundation school banner</li> <li>➤ A copy of the poster or abstract must be sent to the FSD.</li> <li>➤ This can be counted as part of the taught programme flexible component (30 hours) or be completed in addition to those hours.</li> </ul>	<b>12 hours</b>
<p>Specialty examinations: From 2011, the UKFPO, supported by COPMeD, has asserted that Study Leave may not be used by Foundation doctors to prepare for national exams as these are seen as appropriate to Speciality, not Foundation programmes.</p> <p>Nevertheless, we acknowledge that career planning is a significant component of the FP and we wish to interpret the guidelines constructively to enhance our trainees' career opportunities. We will therefore permit FY2 trainees to attend a single examination preparation course.</p> <ul style="list-style-type: none"> <li>➤ There is no funding available to support this</li> <li>➤ Time may not be taken as personal study leave</li> <li>➤ There is no funding available for the day of the specialty exam</li> </ul>	

### Aspirational Funding Requests

Aspirational study leave funding is supported at FY2 and we will endeavour to fund or part fund aspirational study leave, if approved through the local employer process (including ES/CS) ensuring the time can be accommodated, is included in the e-portfolio PDP and be approved by the FTPD and FSD, using the HEE EoE digital form.

- This must not be something that is partially or wholly available within the Taught programme, or is closely similar.
- The skills developed by the course should be wholly or significantly relevant to their foundation posts and should be utilised within these posts.
- Applications for aspirational study leave time **only** may be approved via the local process, with FTPD approval that it is educationally relevant.
- The aspirational HEE EoE form must be submitted to [studyleave.eoe@hee.nhs.uk](mailto:studyleave.eoe@hee.nhs.uk) and have all necessary approval **prior to attendance**.
- Overseas applications must be approved in line with the HEE EoE policy, this must be approved via the local process (including ES/CS approval) and have approval from the PGD or nominated deputy, using the HEE EoE digital form. This form must be submitted to [studyleave.eoe@hee.nhs.uk](mailto:studyleave.eoe@hee.nhs.uk) for approval **prior to attendance**.
- Retrospective applications for funding will be declined.

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

### Examples of aspirational study leave:

- **Presentations at conferences**
  - If the trainee is first author and presenting a paper or poster at a recognised conference, they may apply for leave for the day in question.
- **Specialty Activity**
  - Use of study leave to study for “speciality activity” will only be considered if a trainee can demonstrate the need and utilise the skills provided by such courses during the Foundation placements they undertake.
- **Non-clinical courses that map to the FY curriculum**
- **Specialty careers events**

### Specific Trainee Groups – Leave Entitlement

#### Educational AFPs

Education academic must be released for their university contact days. Since educational academic trainees work clinically LTFT, the remaining hours are allocated to educational experience and the rota patterns must be shifted to accommodate this. It is anticipated that their clinical including OOH/educational sessions will be swapped, however, this does not count as study leave. Time in lieu will be allocated for trainees not rostered to be at work.

#### Apprenticeship trainees

Trainees with apprenticeships built into their programme should be released for all the recommended apprenticeship dates – usually once a week. This is considered work and does not count as study leave.

#### Trainee representatives

Foundation Trainee representatives are given leave to attend two deanery (half-day) and one national (full day) meetings.

- It has been agreed that this is professional leave and classed as work
- Attendance is mandatory for trainee representatives

### Contact Details

#### Foundation School Directors

- EAFS: Dr Helen Barker: [Helen.barker6@nhs.net](mailto:Helen.barker6@nhs.net)
- EBH: Dr Ritwik: [Banerjee-ritwik.banerjee@hee.nhs.uk](mailto:Banerjee-ritwik.banerjee@hee.nhs.uk)

HEE EoE Study Leave Officer [Studyleave.eoe@hee.nhs.uk](mailto:Studyleave.eoe@hee.nhs.uk)

### Useful links

HEE EoE Study Leave guidance for all trainees can be found here: [https://heeoee.hee.nhs.uk/Study\\_Leave](https://heeoee.hee.nhs.uk/Study_Leave)

Full guidance on the taught programme, simulation (including VR), e-learning (including SCRIPT) and foundation specific study leave can be found here: <https://heeoee.hee.nhs.uk/foundation/training-programme-foundation/taught-programmestudy-leave-foundation>