

## LNR and Trent Foundation Schools

### Educational Programme & Study Leave Policy

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#### Introduction

1. LNR and Trent Foundation Schools recognise that some of the skills a Foundation doctor needs to attain competence will not be readily available in the workplace. In response to this, hospital based teaching programmes and a Foundation School led generic skills programme have been developed, to ensure the Foundation doctor can gain all of the necessary skills to succeed in their training.
2. This document outlines how the Foundation School's educational programme meets the requirements of the Foundation Programme Reference Guide (2016), paragraphs 3.46-3.57.
3. Completion of the generic foundation skills programme is a **compulsory requirement** for sign off.

#### Foundation Year 1

4. In each of the Acute Trusts, the Foundation Training Programme Directors organise a weekly hospital teaching programme for F1 doctors. This is protected teaching time.
5. The Foundation School expects all F1 doctors to attend at least 70% of all available weekly hospital teaching programme sessions. This is a **compulsory requirement** for F1 sign off.
6. F1 doctors must use 2 days of their F2 study leave allocation to attend the Acute Simulation Training and the End of Life Care Training detailed in paragraph 10. This is a **compulsory requirement** for F1 sign off.
7. F1 doctors may use a further 1 day of their F2 study leave allocation to attend the 'Your Career, Your Life, Your Direction' Careers Day.
8. F1 doctors appointed to a two year training programme may use up to five days of their F2 study leave allocation for taster days. Any time used during F1 training will be deducted from the doctor's F2 study leave allocation.

#### Foundation Year 2

9. F2 doctors have access to up to 30 days of study leave per year, consistent with maintaining essential services.
10. In each of the Acute Trusts, the Foundation Training Programme Directors organise a hospital teaching programme for F2 doctors equating to 10 days. This is protected teaching time.
11. The Foundation School expects all F2 doctors to attend at least 70% of all weekly hospital teaching programme sessions. This is a **compulsory requirement** of F2 sign off.
12. The mandatory Generic Foundation Skills Programme equates to 10 study leave days:
  - Acute Simulation Training (2 days study leave, 1 day of which is taken during F1 training)
  - Advanced Life Support course (2 days)
  - e-Learning Courses (0.5 days)
  - End of Life Care (1 day)
  - Foundation Choices (1 day, except CRIMP where 1 day should be taken from taster allocation)

- Psychiatry Simulation and eLearning (1 day)
- Public Health Study day (1 day)
- F1 Careers training day 'Your Career, Your Life, Your Direction' (1 day taken during F1 training)
- F2 Careers study session (0.5 days)

13. F2 doctors can request up to 10 taster days as part of their study leave allocation. Where F2 doctors have used study leave allowance for taster days during F1 training, this will be deducted from the 10 day allowance.

### Course Manager Booking System and Study Leave Applications

14. Courses on the Generic Foundation Skills Programme can be viewed on Course Manager which can be accessed at <https://secure.intrepidonline.co.uk/CourseManager/EMD/>.

15. After identifying a course to book onto, Foundation doctors should navigate to the Leave Manager module (blue button on the left side of the home page screen) and apply for study leave. All study leave applications must be made through this online leave manager system.

16. Study Leave applications will normally only be considered where they meet the following criteria:

- Planned at least 6 weeks in advance;
- Does not compromise essential clinical services;
- Does not exceed a total of 10 days in any four month placement or 30 days per year
- Is listed on the school's approved courses list for the relevant year group i.e. F1 or F2.

17. When the Foundation doctor has study leave approved, they must then return to Course Manager and book a place on the course. Foundation doctors should ensure that they book onto the correct course for their grade and only make a booking when they have study leave approved for that date.

18. Foundation doctors experiencing problems in agreeing study leave with their clinical directorate must contact their Foundation Training Programme Director to discuss and resolve.

### Failure to attend Generic Foundation Skills Programmes taught courses

19. LNR and Trent Foundation Schools commission sufficient places for all Foundation doctors to attend the mandated courses. Non-attendance by a Foundation doctor does not mean that course fees will be waived. Where there is an acceptable reason for non-attendance, the school will facilitate attendance on a further course date. Acceptable reasons for non-attendance at taught courses are sickness, compassionate, paternity or carers leave which has been reported in accordance with the employing Trust's policy. Where there is not an acceptable reason for non-attendance, the Foundation doctor will be asked to self-fund attendance at a subsequent course date:

<b>Generic Foundation Skills Programme</b> mandatory to attend all courses	Acute Simulation	£200
	End of Life Care	£50
	Psychiatry Simulation	£30
	Public Health	£50
<b>Foundation Choices</b> mandatory to attend one from the 6 choices	Care of the Critically Ill Medical Patient (CRIMP)	£125
	Effective Consultations	£50
	Foundation Teaching Skills	£100
	Mentoring Skills	£100
	Paediatric Acute Illness Management (AIMS)	£100
	Resilience Skills	£100
<b>Hospital Based</b>	Advance Life Support (ALS)	£350

20. Foundation doctors must not book more than one place on a course and it is not acceptable to book onto more than one of the 6 Foundation Choices courses. Double bookings will be charged as per the rates listed above.

21. Foundation doctors who book on to and subsequently wish to cancel a place on any of the mandated courses are asked to provide at least 6-weeks' notice. This gives sufficient opportunity for another Foundation doctor to use this place. Failure to provide 6 weeks' notice will result in the Foundation doctor being asked to self-fund attendance at a subsequent course date fee as outlined in point 19 of this policy document.
22. Non-payment of fees for cancelled places without 6 weeks' notice, double booked places and non-attended places may result in an adverse outcome at the Foundation doctor's ARCP.

**Less than full time trainees**

23. Less than full time Foundation doctors will receive the full time entitlement of study leave spread across the two years of their training programme and will be expected to spread their mandatory training out across the two years.

## FREQUENTLY ASKED QUESTIONS

### General

**1. The Foundation Reference Guide states that F2 doctors are entitled to 30 days study leave; can you explain to me how this is allocated in the LNR and Trent Foundation Schools?**

Yes, ten days are assigned for Taster Leave of which up to 5 can be taken in the F1 year. The remaining 20 days are assigned to your hospital protected teaching programme for F2 (10 days) and the school's mandatory Foundation Skills Programme (10 days).

**2. Does the school make study leave funding available to F2 doctors**

No, the School receives an annual study leave budget from the Department of Health to deliver curriculum appropriate training which is used to fund the delivery of the Foundation Skills Programme.

### Hospital Foundation Teaching Programmes

**3. How is my hospital teaching attendance record calculated?**

When calculating attendance at teaching the numerator should be the number of teaching sessions a trainee has attended. Annual leave, on-call duties and other reasons for missing teaching should not be taken into account. The denominator should be the number of teaching sessions which were delivered over the course of the year. Sessions cancelled by your Trust should not be included in the calculation. The denominator number should be the same for all trainees in a training year at the same hospital.

**EXAMPLE**

*Trust X provides 50 (denominator) one-hour teaching sessions over the course of a training year.*

*Dr A attends 35 (numerator) of the 50 available sessions and is on annual leave; on-call or post on-call for the remaining 15 sessions. Dr A has achieved the 70% attendance record required for sign off.*

*Dr B working in the same Trust has attended 25 sessions (numerator) and was on annual leave; on-call or post on-call for 15 of the sessions. Dr B believed that they were only required to attend 70% of teaching sessions they were available for and believed they had achieved the 70% attendance rate. Dr B's attendance record was only 50% of all sessions; there were a further 10 sessions they should have attended. Dr B will therefore not meet the requirements for sign off.*

**4. What are valid reasons for being absent from the hospital's teaching programme?**

Valid reasons for not attending teaching include being on on-call or post on-call and also being on annual, sickness, compassionate, paternity or carers leave.

**5. I am not being released from my current job to attend the hospital's teaching programme. I am concerned I'm not meeting the required 70% attendance level, what should I do?**

You should inform your Foundation Training Programme Director (FTPD) if you are experiencing difficulty with being released from clinical duties to attend teaching. The FTPD will raise this with the relevant clinical department and advise you how to bring your attendance record to the required level.

## **Foundation Skills Programme**

### **6. What is involved in the Foundation Skills Programme?**

The programme is made up of taught and approved e-learning courses, all aspects of the programme are mandatory. Their completion forms one of the requirements for satisfactory progression of the foundation programme. The exact composition will change from time to time. You are therefore advised to refer to your Educational Contract and ARCP checklist which give full details.

### **7. I've missed one of the taught courses I understand that I may be asked to self-fund attendance at a subsequent course if I have failed to provide an acceptable reason. Can you explain what is meant by the term acceptable reason?**

The foundation schools consider acceptable reasons for non-attendance to be sickness, compassionate, parental, or carers leave which has been reported in accordance with your employing Trust's absence management policy. Course fees are not waived by our providers if a trainee does not attend, so where there is not an acceptable reason you will be asked to self-fund attendance at a subsequent course date as detailed in the Study Leave Policy.

### **8. I can no longer attend the date I am booked on to for one of the taught courses. I would like to cancel my place and rebook on another date however understand that I have to give adequate notice. Can you explain what is meant by the term adequate notice?**

Adequate cancellation notice is considered to be six-weeks or more, this provides the foundation school with sufficient opportunity to re-utilise your cancelled place for another foundation doctor. Please note that it is not acceptable for foundation doctors to book more than one place on a course. All double booking will be charged as per the rates listed in the Study Leave Policy.

### **9. I've already undertaken ALS - can I use the study leave and funding to attend another course?**

We are not able to make funding available to you in this instance. The School has contracted all of the mandatory courses from various providers and course fees have been paid in advance. In relation to ALS, the funding is provided directly to your employing Trust. It is advisable that you consider attending ALS so that it lengthens the time you are covered by the certificate. Alternatively, with the permission of your Educational Supervisor and FTPD, you may be permitted to attend another relevant course or further taster days, but there will be no funding available for this.

## **Taster Leave**

### **10. I have already spent time in the specialties I am considering for my specialty career, so can I use my taster leave for something else?**

Yes, however only F2 doctors may use taster leave in this way with permission of their FTPD.

### **11. What does the foundation school consider to be permissible exception leave request?**

Attendance at specialty examinations or career-relevant courses/conferences may be permitted for F2 doctors only, providing you seek prior agreement from both your Educational Supervisor and FTPD. The school does not permit F2 doctors to use taster leave to attend specialty examination preparation courses. No funding is available to support F2 doctors in attending specialty exams or specialty career-relevant courses/conferences. Please note that this does not apply to F1 doctors.