

LNR and Trent Foundation Schools Study Leave Policy

Introduction

Foundation doctors in the East Midlands are provided with a generic skills training programme that is made up of protected teaching as an F1 and a series of mandatory courses at F2. The “Foundation Choices” programme offers a variety of courses according to career aspirations and F2s must choose one of these courses in addition to the mandatory elements provided by the schools.

In addition, F2 doctors will be able to use the discretionary element of study leave to attend a course of their choice with time and financial support provided. F2 doctors may choose any course that is relevant to their career development including exam preparation courses or skills courses, we aim to be flexible in supporting our doctors but will not approve courses intended for doctors in specialty training.

Additionally, from August 2019 there will be 20 places (across the LNR and Trent schools) provided on the Mary Seacole NHS leadership course for trainees not enrolled in the Academic Leadership stream.

Academic trainees will continue to benefit from a bursary to support academic activity and F2 leadership trainees will be able to complete a PG cert in Leadership.

Less than Full Time Trainees (LTFT) should note that they are entitled to a full study leave allowance and all trainees are encouraged to explore return to work funding if you are absent from work for any reason for a 3 month period. Please discuss return to work funding with your FTPD if you anticipate needing this support.

F1 Guidance

Foundation year	F1
Study Leave Entitlement	15 days
Number of hours equates to one day	6 hours
Mandatory Trust education programme delivers	40 hours
Foundation doctors less than full time entitlement	Same budget as full time trainee with pro rata leave allocation

Study Leave activity

1. F1 doctors do not have a study leave budget or external study leave allowance.
2. Trust delivered educational programme / generic F1 educational programme (minimum one hour per week) – Trainees must demonstrate 70% attendance.
3. Acute F1 Simulation training day – organised by the Foundation School – 1 day
4. End of life care – organised by the Foundation School – 1 day
5. Local Departmental teaching programme e.g. specialty meetings
6. ILS – organised by the Trust – 3 hrs
7. Trust mandatory training – 1 day
8. 5 Taster days can be taken from the F2 year allowance of 10 taster days
9. Presentation at a recognised conference. This is subject to ES/CS support and FTPD approval. There is no additional funding.
10. PSA – if a F1 doctor fails to pass the assessment the employing Trust will provide support and may mandate education modules required to satisfy the employer that the F1 can prescribe safely.

F2 Guidance

Foundation Year	F2
Study Leave Entitlement	30 days
Number of hours equates to one day	6 hours
Mandatory Trust educational programme delivers	60 hours
Foundation doctor less than full time entitlement	Same budget as full time trainee with pro rate leave allocation

The 30 days entitlement comprises:

- 10 days of taster days (5 days can be taken during F1)
- 10 days of protected teaching provided by the Trust
- 10 days of external study leave

Study Leave activity

1. The equivalent of 10 days generic F2 training will be delivered by the Trust of which you must attend 70%. There will be 7-8 days of Foundation School delivered mandatory training and 100% attendance is required.
2. Acute F2 Simulation day – 1 day
3. ALS – 2 days
4. Psychiatry Simulation day – 1 day
5. Public Health day – 1 day
6. Choices – Foundation doctors will choose **one** of the following courses:
 - a. CRIMP (2 days)
 - b. Foundation Surgical Skills
 - c. Effective consultations
 - d. Paediatric AIMS
 - e. Teaching skills
 - f. Mentoring Skills
7. Mandatory training (e-learning) – 1 day
8. Taster days – 10 days
9. Aspirational requests – **F2 doctors may apply to attend one course** that can include:
 - Courses that both enhance their learning within foundation and also help prepare trainees for future careers. (Exam or interview preparation, skills courses relevant to ST applications)
 - Presenting at a recognised conference

The overall study budget is finite and we anticipate supporting applications with £250 per F2 initially, further funding may be available depending on the uptake of study leave funding. Please ensure your claims include full details of your expenses so that further allocation can be made if funding allows at year end.

We will not provide funding for travel abroad or conferences outside the UK

Academic Foundation Doctors

Academic Foundation doctors can also apply for maximum bursary of £500 for presenting in a conference or any approved academic activity. Application for their funding is supported by the School of Academics. More details on our school website or through the Academic FTPD.

[Academic Foundation Doctor Bursary Guidelines and Application Form 2017](#)

Foundation Trainee Representatives

Trainee representatives are given leave to attend three deanery half days and two national full day meetings. (Travel expenses will be funded). This must be agreed with your employer in advance to minimise rota disruption. Train tickets to FDAB meetings can be booked and paid for by the Foundation team on behalf of the Foundation reps but all other expenses should be applied for via the Study leave mechanism and HEE will reimburse Trusts for these costs.

Course Manager Booking System and Study Leave Applications

Retrospective claims will be allowed for courses taken from August 2018 **prior** to the publication of this policy. From December 2018 **all** claims must be prospective with prior approval granted. Your study leave application is made via the online leave manager system, please see:

https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave

1. 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/>
2. After identifying a course to book onto, Foundation doctors should navigate to Leave Manager and apply for study leave. All study leave applications must be made through this online leave manager system.
3. 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;

4. 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. If you are applying for an external course then this will not be visible on course manager but you must still apply for study leave.
5. 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

6. 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:

Generic Foundation Skills Programme mandatory to attend all courses	Acute Simulation	£200
	End of Life Care	£50
	Psychiatry Simulation	£30
	Public Health	£50
Foundation Choices 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
	Surgical Skills	£100
Hospital Based	Advance Life Support (ALS)	£350

7. 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.
8. 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.
9. 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.

RP 30 November 2018