

Health Education England (working across Yorkshire and the Humber) Curriculum Delivery (Study Leave) Guidance for Core Medical Trainees

2018/19

Background

The HEE YH Curriculum delivery policy applies to Core Medicine Training (CMT) trainees; however this document has been written as a supplement to that provide clarity on arrangements in CMT.

The relevant HEE YH protocols can be accessed via these links:

https://yorksandhumberdeanery.nhs.uk/learner_support/policies/curriculum_delivery

In particular the following statements should be noted:

- It is usual for Local Education Providers (LEPs) to state that applications for leave must be submitted at least 6 weeks before the date of the leave. Some LEPs require longer.
- The curriculum delivery entitlement is currently a maximum of 30 days per annum in total for all training grades, as defined within national Terms and Conditions.
- Trainees will be granted leave with pay and expenses (other than examination fees) for the purpose of sitting an examination for a higher qualification where it is necessary as part of an approved, structured training programme and meets curriculum requirements. Leave will be granted, but without expenses, for second and subsequent attempts at the same examination.
- The authorisation of requests for private leave is discretionary and is subject to the support and formal approval of the local Director of Medical Education (DME), Educational Supervisor and Training Programme Directors. Private leave will count towards the curriculum delivery leave entitlement and should only be awarded in exceptional circumstances (usually only immediately prior to examinations). National Terms and Conditions states up to a maximum of 5 days of private leave can be taken by an individual trainee, per annum.

CMTs are required to pass all parts of the MRCP examination in order to progress to higher specialty training. It is therefore important that CMT trainees are supported to achieve this.

Specific guidelines for CMT

- Trainees studying for MRCP exams should be granted 5 days private study leave per annum. This would normally be within 3 months of the exam date and taken on days mutually agreeable to the trainee and employer.
- It is mandatory for all CMT trainees to attend one of the regional 2 day PACES teaching courses. These may take place at weekends in order that venues and faculty are available. Trainees should be given time off *in lieu* of attending one of these courses. They will be expected to submit a study leave form detailing the dates of the course, and the dates taken off *in lieu*.

- Trainees who are required to complete Trust and/or Mandatory training in their own time (post nights, on rostered days off etc.) should be given time back *in lieu*. They will be expected to submit a study leave form detailing when they did the training, and the equivalent time they intend to take off.

Where trainees have provided notice of study leave in accordance with the HEE YH curriculum delivery protocol (i.e. 6 weeks), employers are expected to process the application prior to the study leave commencing. Where possible, this should be within two weeks of receipt of the application.

- Postgraduate doctors in training are advised to book study leave as far in advance as possible, where the Trust has not provided the rota with 6/52 notice due consideration should be made and this should not disadvantage the applicant.

Regional Teaching Days: Attendance Requirements

For 2018/19 the School of Medicine is moving to a regional teaching policy.

Trainees are expected to attend either eight regional training days per year or seven regional training days plus demonstrate evidence of 6 hours of self-directed professional development (elaborated upon below). If opting for the second option trainees are expected to be given a day off in lieu for the 6 hours on a date mutually agreeable between trainee and employer so whichever option is taken results in eight days of study leave for regional training/self-directed study. Attending more than eight regional training days is acceptable provided trainee and employer are able to accommodate this.

Each of the three regions of Yorkshire and the Humber will put on a number of training days in duplicate each year and in total we aim to have around 40 different teaching days throughout the region all run in duplicate. Although most days will have a suggested audience (CT1 or CT2 and be primarily aimed at trainees in a certain region) a few may be for one group only (e.g. Induction for CT1). It's recommended that trainees try and go to the training days for both their year of training and within their region but if this isn't possible for whatever reason they can book to go to any region and to alternative year-group sessions (e.g. CT2 whilst a CT1 trainee) unless they are labelled as being only for trainees at that stage of training.

There's no requirement on the topics to be covered over the eight days and it's left to the trainee to decide what their specific learning needs are. For example, if they feel they have specific development needs around one area attending two similar presentations in different regions on that topic is acceptable (although attending both versions of a day run in duplicate by the same speakers isn't).

Given trainees are expected to attend only eight of the 80 or so days in the region it's expected the vast majority of trainees should be able to do this even if they end up having to be absent at days earlier in the year for one reason or another. It's acknowledged that last minute absence towards the end of the year for whatever reason (including sick leave, carer leave etc.) may not leave the trainee with enough time to book onto alternative days. If this is the case trainees must liaise with their TPD at the earliest opportunity to discuss alternative arrangements.

Other Regional Days

In addition to regional teaching days, trainees are expected to attend a regional simulation day (usually ASCME) in their CT1 year and a PACES 2 day study course at a time in CMT

appropriate to their needs. These do not count as regional teaching and attendance is expected at them on top of the regional teaching requirements.

Laboratory procedural skill courses are provided in all regions. There is no requirement for attendance at these but they are put on to aid you with achieving your curriculum outcomes. The requirements for procedures are defined in the ARCP decision aid. If a trainee is already competent in a procedure (and has ePortfolio evidence for this) to the appropriate level then they aren't required to attend a further course for that procedure. As a general guide it's recommended that all new procedures are taught in a skills laboratory first before being performed in a supervised clinical environment and for many procedures the requirement at the end of CT1 is to be skills laboratory trained. Procedural skill courses do not count towards regional teaching and attendance is on top of that requirement.

Self-Directed Professional Development

For trainees taking the seven days plus 6 hours self-directed professional development option, it's expected that they can demonstrate what they've done for those six hours. Given the self-directed nature of this we don't stipulate what it should or shouldn't be on or where you find the resources for it. It can, for example, include courses with specific CPD credit, online modules with CPD credit or other events or activities with CPD credit. All activities with CPD credit will count towards the number of hours listed on their certificate. As well as activities with recognition for CPD you are also able to use activities that haven't received formal recognition as long as these aren't events you would routinely attend as part of your job (e.g. grand round or departmental teaching) and would expect the number of hours claimed to be commensurate with the length of the activity (if it was an hour long, you can claim an hour etc.) Other activities counted could include for example reading a book or journal, researching a specific clinical question, watching an online lecture or participating in a webinar. It's expected you would reflect upon these activities in order to count them. As a rough guide, most activities like this including time to reflect can count towards 0.5 CPD credits each.

You are expected to keep a log of the self-directed professional development in a text document titled "Self-Directed Professional Development [YEAR]" and in it list the hours claimed and next to each activity note where the evidence can be found e.g. "reflection on topic X dated Y" or "certificate titled Z"

Attendance difficulties

Any trainees having attendance difficulties are expected to both exception report as an educational exception and discuss it with their educational supervisor in the first instance. If this isn't resolving the issue it can be escalated to either the college tutor, local director of medical education or training programme director.

Less Than Full Time (LTFT) Trainee Attendance

Trainees who train LTFT are expected to attend the teaching and complete the self-directed learning on a pro rata basis. Trainees must discuss their attendance on the course with their Clinical Supervisor and Training Programme Director when agreeing their job plan.

Distribution of Leave and Lieu Days

As a rough guide for all their curriculum delivery requirements core medical trainees take approximately 15 days of curriculum delivery (study) leave per year. It's up to the employing trust and trainee to agree how these days should be distributed and whether spreading them evenly across all jobs (e.g. 5 per 4 month post or 8 in a 6 month post) or an alternative, asymmetrical way of distributing them is the preferred way of doing it (with the trust taking responsibility for communicating to supervisors their expectation if agreeing an asymmetrical arrangement to prevent difficulties in obtaining leave developing).

For a variety of reasons trainees may attend curriculum delivery events such as regional teaching or approved courses during rostered time off, weekends or annual leave days. Although we discourage this it is for the trainee and employing trust to decide how best to get the trainee to the required number of curriculum delivery days. With the exception of our PACES courses which are delivered over weekends for logistical reasons all other regionally arranged days are on normal working days.

Attendance at approved curriculum delivery events counts as working hours and so trainees if attending on anything other than a working day should receive time off in lieu for this. They would be expected to submit a curriculum delivery (study) leave form as usual and on this agree with their supervisor for that post the time in lieu they'll get off for that day. Care must be taken with regards to trainees attending regional teaching on non-working days as this often puts them in breach of EWTD requirements. Often placing the lieu day in the same or subsequent week may rectify this. With the move to Yorkshire and the Humber wide teaching days it's hoped this will be a rare occurrence but it's for the trainee and employing organisation to resolve if alternative days cannot be found to resolve it.