

Guidance for Study Leave for Foundation Doctors Yorkshire and Humber Foundation School

Introduction

This guidance is based on study leave policy already published for Foundation doctors and should be read in conjunction with these policies:

HEE Yorkshire & Humber: Study Leave / Curriculum Guidance

http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/curriculum_delivery/

UKFPO Reference Guide: Generic teaching and Study Leave 2016 pp 14-15

<http://www.foundationprogramme.nhs.uk/pages/home/reference-guide>

This guidance is not intended to replace these documents, but to provide clarity on points of detail specific to the delivery of the Foundation curriculum in Yorkshire and Humber Humber Foundation School.

Mandatory Training

'Mandatory training' - training required by the employer to ensure effective service delivery, should be delivered within working time, and is not included within this guidance.

For the purposes of curriculum delivery mandatory training is trust based training that ensures safe working practices and governance within the trust such as fire safety, resus training, and information governance. This will often be delivered in the Shadowing period and is mandatory for employment. This training does not require study leave.

What courses are not included?

It is not possible to list every training course but as a general principle core or higher Speciality specific courses such as ATLS and NLS which are outside the Foundation curriculum are not eligible for study leave. Paediatric life support for trainees in a paediatric placement is eligible or as a Bridging the gap day for trainees with an intention to enter paediatric core training as their next post. Application must be in the standard way in accordance with trust policy. Other courses MUST be discussed well in advance with the responsible TPD and prior approval given.

There are some course requirements for Foundation trainees (below) that must be completed – i.e. they are mandatory - but these are NOT Mandatory Training in the employer sense – they should be provided (and counted) under the scope of curriculum delivery/study leave.

Foundation Year 1

Foundation Year 1 doctors' entitlement to study leave is detailed in the UKFPO Reference Guide: 3.46-3.57.

Generic training for FY1 is provided through a combination of weekly teaching delivered by the individual foundation programmes based in the employing trusts, and through generic teaching or personal development (PDP) days delivered throughout FY1.

Foundation doctors are entitled to 5 taster days in the 2-year period. It is recommended that no more than 3 days are taken in one training year except in exceptional circumstances. If more than 3 taster days are to be taken within a single training year this must be discussed with both the ES and FTPD in advance. FY1 should discuss career aspirations with their educational supervisor and review their requirement and timing for tasters around the middle of the FY1 year if not before.

Foundation Year 2

The nationally specified maximum entitlement to Study Leave is 30 days a year.

The Yorkshire and Humber Foundation School supports study leave for the following:

- HEE YH FY2 Generic Teaching Programme. This is the only mandatory programme required as part of F2 curriculum delivery.
- Up to 5 taster days across FY1 and FY2 (with no more than 3 taster days in each year of training)
- Examination leave to sit specialty exams (Foundation Reference Guide 3.56), if appropriate. It will be given as professional leave of absence. Trainees should already be making satisfactory progress towards F2 curriculum outcomes. There is no funding for specialty exams for Foundation trainees. Study leave should not be approved for exam preparation (3.56 of the Foundation Reference guide).
- Attendance at UKFPO National Foundation Presentation Day to enable a Foundation trainee to present their own work. HEE YH will consider funding for Foundation trainees who represent YH by presenting at this conference.

Except for the generic PDP days that are a School requirement, all other study leave is a discretionary decision by the Trust as employer, and is dependent on maintaining an effective service and in considering the needs of other trainees. It must be discussed and agreed with the educational supervisor and should be used to support the aims of the Foundation programme, achieve Foundation outcomes or explore career opportunities and improve wider professional development. Study leave for any other purpose is therefore only likely to be approved in very exceptional circumstances. It will be given as a professional leave of absence, not as Study Leave, and will not have any funding support.

Academic Foundation Trainees

In addition to the above academic foundation trainees are encouraged to undertake generic training specific to their academic foundation programme in either academic research or medical education. The foundation schools directly fund the modules which are offered by the three Schools Academic Foundation Programmes which lead to a Postgraduate Certificate in Medical Education or Research Methods.

Academic foundation trainees may take approximately 5 study days in each foundation year to attend appropriate modules offered by their respective academic programme.

Yorkshire and Humber Academic Foundation trainees are encouraged to attend the annual YH Academic Presentation day and regional events which supports training as an Academic Foundation Trainee. FY2 Academic Foundation Trainees are required to present their work at the annual Academic Foundation Presentation Day. While it is not mandatory for Academic FY1 to attend the annual academic presentation day attendance is encouraged in FY1. The HEE YH Foundation Schools will support attendance at YH regional events.

There is no additional funding for academic foundation trainees to attend conferences or other courses.

Funding

The Foundation Schools curriculum delivery budget is used to fund the generic training days (personal development days) and delivery of the HEE YH Foundation curriculum and Academic Foundation Curriculum. The YH Foundation Schools do not have resource to fund external courses or attendance at external conferences except in exceptional circumstances.

Private Study

The HEE YH Foundation Schools do not support the use of study leave for private study