

Foundation Study Leave

Guidance on the management and administrative processes for Foundation Study Leave

Yorkshire and Humber Deanery

**Workforce Training and Education, North East and Yorkshire,
NHS England**

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Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.

1. Purpose of the Guidance

1.1 Scope

This document has been created using former YHFS study leave guidance, North West Foundation School and Northern Foundation Schools' guidance & the overarching national guidance. It aims to clarify the purpose of the study leave process and study leave funding for Foundation Doctors in the Yorkshire and Humber Foundation School (YHFS) and how it should be used in support of the training of Foundation Doctors.

This document should be read in conjunction with:

[The Yorkshire and Humber Study Leave - Operational Guidance](#) and the [National Study Leave Policy](#) available on the Yorkshire and Humber (YH) policies and procedures page of the [website](#).

1.2 Roles and responsibilities

1.2.1 NHSE / NHSE YH responsibilities

NHSE has an obligation to ensure that all Foundation Doctors comply with the requirements of:

- [National Study Leave Policy](#)
- [Terms and Conditions of Service for NHS Doctors and Dentists in Training \(England\)](#)
- [COPMED](#) Study Leave Guidelines
- Current Reference Guide for Postgraduate Foundation and Specialty Training in the UK - [The Gold Guide](#)

NHSE is committed to developing quality training programmes as outlined by the UK Foundation Programme Office ([UKFPO](#)), General Medical Council ([GMC](#)) and local training committees.

The Foundation School Director (FSD) and Deputies, Foundation Training Programme Directors (FTPD), Educational Supervisors (ES) and Foundation Tutors, etc have a responsibility to ensure that this policy is implemented for Foundation doctors in training.

1.2.2 Foundation Doctors responsibilities

- All applications for study leave (time, funding and expenses claims) should be made using [Accent Leave Manager](#) (ALM). Please refer to the [user guide](#)
- Attendance at the YHFS regional teaching days is compulsory for all Foundation Doctors.

- Foundation Doctors have a responsibility to be aware of what is mandatory in terms of progressing to the next level of training and being awarded their F1CC / FPCC.
- In general Foundation Doctors should be meeting core curriculum requirements before considering additional discretionary enhancement activity.
- The support required by each individual Foundation Doctor to achieve their curriculum outcomes or to meet their educational needs should be discussed and agreed with their ES in the first instance. This should then be discussed with their FTPD.
- It must be clear how the educational activity will support the Foundation Doctor to achieve their curriculum outcomes and how the activity will help them to improve the care they are able to provide to patients.
- For educational activities or courses to be supported, the content should be mapped to curriculum outcomes. The activity should be positively evaluated by the doctor in training and faculty.
- Foundation Doctors are encouraged to update their portfolios with evidence of carrying out their study leave, and feedback on its value.
- Attendance at courses or conferences should either be online or as close to the Foundation Doctor's base as possible.
- In exceptional cases, requests to meet the costs of study leave will be reviewed by the TPD and relevant Deputy FSD prior to approval, ensuring courses represent best value. Requests will not usually be approved if there is a similar course available for free or a cheaper course available, which would meet the training curriculum requirements. Foundation Doctors should not assume that a course will be supported and should therefore not make payments for courses prior to receiving approval.

1.2.3 Local Education Providers (LEP) responsibilities (Foundation doctors in training)

Refer to [The Yorkshire and Humber Study Leave - Operational Guidance](#) and the [National Study Leave Policy](#) available on the Yorkshire and Humber (YH) policies and procedures page of the [website](#).

- LEPs are to make allowances for elected Foundation Doctor representative to take part in NHSE YH meetings, School Board meetings, Specialty Training Committees and National Training Committees. Study leave should not be required for such activities.
- To ensure every effort is made not to rely solely on Foundation Doctors for service delivery, where several trainees are required to attend the same event e.g. Foundation SFP Presentation Day

- Discretionary study leave days should be supported for SFP trainees where possible. E.g. SFP Induction, SFP Presentation Day and where YHFS fund any courses specifically for SFP trainees.

The FTPD, with assistance from the Trust Foundation Administrators are responsible for applying the NHSE guidance and process for study leave at local level and for managing the study leave budget allocated to their programme.

This involves the following:

- Bringing the guidance and process to the attention of their Foundation Doctors
- Utilising study leave resources to support the YHFS regional teaching days.
- Considering and approving study leave applications from Foundation Doctors in line with the policy and guidance, for support with career “taster” sessions, or exceptional requests for courses/programme of activity.
- Taking advice from the Foundation School Director / Deputy PG Dean for Foundation, where clarity is required of whether the application should be supported.
- Ensuring the details of approved applications are logged on Accent Leave Manager
- Organising the consideration of any appeals, in line with the locally published process.
- Reporting to the FSD / Regional committee of study leave spending.

2. Principles

For overarching guidance please see the national and YH documents here on our [website](#).

All applications for study leave (time, funding and expenses claims) should be made using Accent Leave Manager (ALM). Please refer to the [user guide](#)

Study leave ensures that Foundation Doctors continue to be paid for the time spent absent from their place of work. With prior agreement, reasonable travel expenses incurred by Foundation Doctor for approved study leave will be reimbursed. It is available to support Foundation Doctor with their professional development and should be used for specific educational and training needs that **cannot** be obtained through the training programme.

Study leave must be used for the purpose for which it is granted and includes, but is not restricted to participation in:

- Study (linked to a course or programme)
- Research

- Teaching
- Taking examinations
- Attending conferences for educational benefit
- Rostered training events
- e-learning packages
- Online courses, conferences, and events

Resources for study leave at Foundation level are intended to be used to:

- Support the aims of the Foundation Programme
- Achieve the Foundation curriculum outcomes.
- Explore career opportunities and improve wider professional development.

2.1 Entitlement

Grade Days per annum	Grade Days per annum
Foundation Doctors in training Year 1	15
All other Doctors and Dentists in training	30

The principal method of achieving the above intentions should be via the locally provided YHFS regional teaching days over the 2-year programme. The YHFS regional teaching days are designed to support the Foundation Curriculum and are mapped to Foundation Professional Capabilities

2.2 YHFS Funding

(please also see the “Claims” section of [The Yorkshire and Humber Study Leave - Operational Guidance](#))

- YHFS curriculum delivery / study leave budget is used to fund the regional training days programme and delivery of the Foundation Programme Curriculum.
- Foundation trainees do not have an individual study leave budget.
- YHFS have limited resource to fund external courses or attendance at external conferences, except in exceptional circumstances.
- YHFS will not fund external courses e.g. Basic Surgical Skills
- In exceptional circumstances, if an F2 trainee has an interest in attending a specific course, it may be possible to provide discretionary funding. This will only be considered if they have not already attended 2 BtG courses, have written to the relevant Deputy Foundation School Director and it has been agreed with their Educational Supervisor and Training Programme Director

- Approval of funding for activities held locally within NHSE YH will not automatically include entitlement to reimbursement for travel or subsistence. Please check your Trust travel and subsistence policy.

For Foundation trainees, Study leave funding **will not** be available for the following:

- Costs associated with sitting national professional examinations/college examination courses and preparation courses, including any other expenses involved in undertaking them. Exam fees are not funded through study leave.
- Private study
- 'joining'/membership costs for a conference or course, even if this is advertised to provide a reduced attendance fee.
- Commercial preparation for specialty/GP recruitment courses or assessment days. Such training should be delivered, as part of the generic teaching programme, using local and NHSE resources.
- Payment for local trust employees delivering formal teaching or simulation. For locally delivered teaching, only costs associated with necessary equipment and consumables to deliver specific topics as part of the formal programme will be reimbursed.
- Commercial training courses for cosmetic enhancements such as Botox or Dermal Fillers

3. Study leave for YHFS F1 Doctors

All Foundation Doctors are expected to demonstrate achievement of a minimum of 60 hours clinical and generic teaching in each training year. This must include a minimum of 30 hours core teaching and 30 hours non-core teaching which is trainee-led continuing professional development.

In general, study leave for F1 Doctors will take the form of regular scheduled teaching/training sessions delivered locally.

Apart from taster sessions, normally F1 doctors do not have an automatic right to take study leave or to access funding and this is for the local faculty to determine and approve.

FDocs / Medics academy

YHFS fund the [FDocs Programme](#) for all F1 and F2 trainees. FDocs supports Foundation Schools to deliver a world class Foundation Programme.

It enables final year medical students and foundation doctors to prepare for their future careers whilst easily achieving their curriculum requirements. This includes resources accessible to any final year medical student or foundation doctor, access to the FDocs community, national conferences and events.

SCRIPT

All F1 and F2 trainees have access to [SCRIPT](#), an eLearning prescribing programme.

F1 doctors have an allowance of 15 days which are provided as follows:

Regional Training Days – Attendance at the 4 mandatory NHSE YH regional training days.

- Day 1: Careers
- Day 2: Quality Improvement (QI)
- Day 3: (Simulation)
- Day 4: Local training day (please note not currently running in West Yorkshire)

The themes for these days are agreed centrally. These days enable F1s to access simulation training and help them meet curriculum competencies that may be harder to achieve in day-to-day work. They are divided between the local Trusts to help assure the quality of the teaching provided and are offered several times throughout the year. F1s must be supported to attend all the Training Days; in some circumstances, this may require an F1 to go to a day in a different locality (e.g. West, South, East).

100% attendance is expected at the NHSE YH regional training days.

Weekly generic teaching

This should be protected (“bleep-free”). It is expected that F1s will achieve a minimum of 70% attendance of available weekly in-house teaching. F1 generic foundation teaching sessions is provided through weekly teaching delivered by the individual employing trusts.

“Grand rounds”

Speciality teaching, departmental meetings, or other related teaching sessions.

Taster Opportunities (F1 and F2)

To maximise opportunities 5 days of study leave can be used to support taster sessions to inform future career decision making.

There is the expectation that taster sessions should be taken locally unless relevant opportunities are not available locally and are approved by the local ES/CS/FTPD.

YHFS strongly supports use of Study Leave for ‘Taster’ opportunities during foundation training and recognises the logistical benefits of enabling doctors in training to undertake Tasters during F1 prior to applying to specialty training in October/November of their F2 year.

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. F1s

should discuss career aspirations with their educational supervisor and review their requirement and timing for tasters around the middle of the F1 year.

In exceptional circumstances, F1 doctors may instead use the 5 additional days to undertake approved courses/programmes of activity that align with the core Foundation Professional Capabilities and/or inform future career decision making.

To fully benefit from 'Taster' opportunities individuals should discuss their career aspirations with their Educational Supervisor.

Further information can be found here on the YHFS [website](#):

F2 doctors may apply for a Taster in General Practice. Your local Trust will be able to help you organise this with a local practice.

F1 and F2 doctors can claim travel/mileage expenses for Taster experiences.

F1 Resuscitation courses (Intermediate Life Support (ILS) / Advanced Life Support (ALS))

The 2021 Foundation Curriculum no longer specifically references the requirement of ILS / ALS / equivalent for sign off.

YHFS still support this course being taken locally for FY1 trainees at the current time.

If there is no opportunity for an FY1 doctor to undertake this course in their FY1 year, it can be completed in FY2.

Quality Improvement Projects

All F1 doctors in training will be supported with time and funding to present Quality Improvement work where a project has been undertaken during the first twelve months of training. This will be one opportunity to present at a local, regional or national event. Please note that we are unable to support F1 doctors to present QI work at different events on multiple occasions.

Self-Development Time (SDT)

SDT is intended to be used for non-clinical activities that are essential for meeting the curriculum requirements for successful sign-off at ARCP or for developing future career plans – examples include meeting with supervisors, working on your ePortfolio, carrying out Quality Improvement work, formally reflecting on your clinical practice, and exploring career opportunities. **SDT is not study leave** it is time built into your work schedule. Nationally Foundation Doctors should be allocated the equivalent of 2 hours per week. This time can be taken weekly, or more likely, as a block (i.e. one day full every month).

Separate guidance for SDT guidance is being prepared and will be added to the YHFS website.

Prescribing Safety Assessment (PSA)

F1 doctors that have not already sat or passed the PSA, will have three opportunities to sit the exam in their F1 year. They are not required to apply for study leave for this. The dates for all sittings will be circulated by the YHFS in advance and shared with your local Foundation Tutor/Admin Support team who will liaise with the relevant Rota Co-ordinators to ensure trainees are released from clinical duties.

Discretionary Study Leave During F1 – Specialised Foundation Programme

In addition to the above, trainees on the Specialised Foundation Programme (SFP) are encouraged to undertake generic training specific to SFP in either academic research or medical education.

YHFS host an SFP induction for all F1 trainees held annually in September. This is mandatory for all F1 SFP trainees in YHFS.

F1 doctors on the Specialised Foundation Programme may be supported with study leave to present their research project at a local, regional or national academic conference or event. E.g. UKFPO National Presentation Day and annual event, usually held in Bristol in January. This will be reviewed on an individual basis.

Trainees are also able to apply to attend an event which is explicitly linked to the SFP where this has been agreed in advance by the Foundation Training Programme Director (FTPD) for the Specialised Foundation Programme and Foundation Academic Lead/Foundation School Director.

4. Study leave for YHFS F2 Doctors

F2 doctors have an allowance of 30 days which are provided as follows:

Regional Training Days – Attendance at the 6 mandatory NHSE YH regional training days.

- Day 1: Careers
- Day 2: Quality Improvement (QI)
- Day 3: Simulation
- Day 4: Local training day
- Day 5: Teach the teacher.
- Day 6: Workplace and Me (WAM)

The themes for these days are agreed centrally. These days enable F2s to access simulation training and help them meet curriculum competencies that may be harder to achieve in day-to-day work. They are divided between the Trusts to help assure

the quality of the teaching provided and are offered several times throughout the year.

F2s must be supported to attend all the Regional Training Days; in some circumstances, this may require an F2 to go to a day in a different locality (e.g. West, South, East).

100% attendance is expected at the NHSE YH training days.

Bridging the Gap Days (BtG)

In addition to the above Training Days, F2s are offered 2 BtG days to help “bridge the gap” into their chosen career specialties. F2s are strongly recommended to attend a minimum of 1 BtG day, (one full-day course or two half-day courses).

It is optional for you to take a second BtG day providing that there is a space. You must not do more than one full-day equivalent of skills themed or speciality themed courses.

Please see the [BtG guidance](#) and booklet for further details.

“Grand rounds”

Speciality teaching, departmental meetings, or other related teaching sessions.

FDocs / Medics academy

As per the F1 FDocs section.

SCRIPT

As per the F1 SCRIPT section.

F2 Taster days

As per the F1 Taster days section.

This is linked to the career exploration component of the Foundation Curriculum and enables individuals to develop a better understanding of how the various specialties contribute to patient care.

Sitting specialty examinations

If appropriate, will be given as professional leave of absence for the day of the exam only. Study leave should not be used to prepare for specialty examinations during Foundation training. F2 doctors in training are however permitted to use some of their ‘Taster’ allowance to prepare for specialty examinations.

Attendance at UKFPO events, webinars and advertised taster events.

If appropriate, to enable a trainee to present their own work at a national level. NHSE YH will consider funding requests for Foundation trainees who represent the YHFS at these events e.g. the Foundation Doctors Advisory Board (FDAB).

F2 Resuscitation courses (Intermediate Life Support (ILS) / Advanced Life Support (ALS))

YHFS support ALS/ILS in F1. Please refer to the F1 section of this guidance.

Quality Improvement Projects

All F2 doctors in training will be supported with time and funding to present Quality Improvement work where a project has been undertaken during the first twelve months of training. This will be one opportunity to present at a local, regional or national event. Please note that we are unable to support F2 doctors to present QI work at different events on multiple occasions.

Self-Development Time (SDT)

As per the F1 SDT section.

Discretionary Study Leave During F2 – Specialised Foundation Programme

As per the F1 study leave section, in addition to the above, trainees on the Specialised Foundation Programme (SFP) are encouraged to undertake generic training specific to SFP in either academic research or medical education.

Remaining Days

F2 doctors may apply to use any remaining unallocated days (max 30 in total) for the purpose of discretionary study leave provided that the request is consistent with maintaining safe clinical services. Applications should be submitted 8 weeks in advance of the leave requested to minimise any disruption to services.

Undertaking an approved external course aligned to the curriculum: this includes an appropriate course enabling the F2 doctor to meet the curriculum requirement to “deliver standardised CPR in adults” and “manage a cardiac arrest by working with a multidisciplinary team in an emergency situation” (unless already completed in F1) and occasionally other activity intended to support FP doctors achieve their curriculum outcomes.

Study leave requested by individual F2 doctors must be supported by their Educational Supervisor and Training Programme Director and should be used to support the aims of the Foundation Programme; achieve specific learning outcomes; or explore career opportunities and improve wider professional development. Requests should be submitted to the relevant Deputy Foundation School Director

Study leave expenses should be claimed back via [Accent Leave manager](#) or in line with your trust policy.

5. Equality Impact Assessment (EIA)

English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.