

Study Leave in West Midlands Foundation Programmes

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Foundation Year 1

Foundation trainees are allowed a total of 15 days study leave. This time will take the form of regular scheduled teaching / training sessions (or similar arrangement) as agreed locally. As such, F1 trainees are expected to attend their weekly foundation teaching programme and other local educational training such as simulation training.

In addition, F1 trainees are able to undertake career tasters for up to 5 days.

At the discretion of the FTPD / Clinical Tutor, study leave time may be taken to present at regional or national conferences. Time spent will be taken out of their F2 study leave allowance.

There is no other specific study leave allowance for F1 trainees

Foundation Year 2

Since 2005 the policy for doctors in UK Foundation Programmes has been to meet the demands of the curriculum, including the “generic”, non-clinical skills which the curriculum specifies.

Foundation Schools deliver this part of the curriculum through their teaching and simulation programmes. Time to attend these sessions is taken from the trainee’s study leave time allowance. As such, 15 days of the statutory 30 days of study leave are allocated to cover these programmes.

The cost of providing some of the curricular requirements such as simulation training can be claimed from the HEE WM study leave budget. (Please note, trust mandated training cannot be funded from the study leave budget. Health Education England West Midlands (HEE WM) policy on the remaining 15 days study leave has been for nES/FTPD/Clinical Tutors, who decide on study leave requests by F2 doctors, to enable the trainee to concentrate on other aspects of Foundation training. In particular allowing the trainee to experience specialities not otherwise encountered to help make specialty career choices (taster experiences).

At the discretion of the nES/ FTPD/ Clinical Tutor, study leave can be approved for activities in accordance with the UKFPO reference guide. This includes activities related to:

- *support the aims of the foundation programme;*
- *achieve the foundation outcomes; or*
- *explore career opportunities and improve wider professional development.*

Courses which fulfil these criteria include:

- ALS or equivalent if not undertaken as FY1
- NLS if required in a paediatric placement.
- Managing / exploring career courses e.g. College Open days / career days
- Attending meetings arranged by the UKFPO.

Study leave in West Midlands Foundation Programmes

- Attending conferences where the Foundation trainee is presenting. (If presenting at conference outside of UK, please see section on international study leave.)

In addition to the above, in accordance with HEE Study leave policy – Aspirational Study Leave', FY2 trainees can apply for the following aspirational study leave provided that this has previously been discussed with their educational supervisor and recorded as a PDP:

- Skills courses that are beneficial to an FY2 trainee during a particular placement. E.g. NLS, APLS, BASICS ATLS if doing Emergency medicine or the appropriate specialty.
- Teaching skills courses (not PGCert Medical Education or equivalent.)
- Leadership and management courses.

Only one aspirational course can be funded during the FY2 year.

It is expected that foundation trainees attend local courses if offered and should only consider out of region courses if not available locally.

Where ever possible, study leave time should be split equally between each placement (5 days per placement.) If this is not possible, approval should be sought from the FTPD / Clinical tutor.

Study leave for interview preparation courses (including specialty application exam courses e.g. GP) do not fulfil the above criteria and so will not be approved. Leave for interviews is not covered by study leave. Trainees will need to consult local trust policy

The UKFPO has mandated that study leave may **not** be used for Foundation doctors to prepare for national exams, e.g. Royal College, as these are seen as appropriate to speciality programmes and not Foundation programmes. Therefore, while there is no bar for foundation trainees taking postgraduate exams:

- No study leave will be allowed for private study for post graduate exams
- Study leave can be allowed for the day of the exam only, but no budget for exam fees, travel or expenses is available.

All F2 doctors should be aware that although there is no maximum cap to the study budget, they are spending taxpayers' money when requesting funding for courses. Courses should therefore be applicable and chosen carefully. It is partly for this reason that permission for study leave during the Foundation Programme will be entirely at the discretion of the FTPD / Clinical Tutor, and will rely on satisfactory progress in the Foundation Programme as a minimum prerequisite

Military FY Trainees:

There is no formal study leave allowance or budget for military FY trainees. The only exception to this is for ALS, which is a curriculum requirement. As the military training programme is managed by the Defence Deanery, all clarification about study leave for military trainees should be directed to the Military Associate Dean (Defence Deanery) covering the Midlands region.

Study leave in West Midlands Foundation Programmes

Academic foundation Trainees:

At the discretion of the FSD, academic trainees in education or leadership programmes can apply for study leave time and 50% funding for a full Postgraduate Certificate relevant to their programme. If the academic institution providing the PGC request payment on a module by module basis, 50% funding will be given for each module provided the trainee commits to completing the whole certificate

For academic FY trainees in research roles, support will be given for attending conferences to present research work. This would include international conferences in line with the policy below.

International study leave.

All applications for international study leave need to be approved by the Postgraduate Dean or nominated deputy. Full guidance on international study leave can be found at:

<https://www.westmidlandsdeanery.nhs.uk/support/study-leave>

An application form must be completed and submitted to the PG Dean once the TPD and HoS have approved the request. The form can be found on the above website.

Study Leave Appeals

All study leave is approved at the discretion of the FTPD / Clinical Tutors. If any aspect of study leave is unclear, this should be discussed with the FSD in the first instance.

If the trainee does not agree with the decision of the FSD, then they are entitled to appeal to the study leave committee stating precisely the reason why they are appealing.

Study leave in West Midlands Foundation Programmes

Courses/Events	Standard S/L	Aspirational
Skills courses:		
ALS	Y	
ATLS		Y
APLS		Y
NLS		Y
EPLS		Y
BASICS		Y
Basic Surgical skills		Y
Radiological interpretation		Y
Foundation Simulation Sessions	Y	
Human Factors		Y
Leadership and Management		Y
Quality Improvement project	Y	
Teaching methods		Y
College career days / courses	Y	
Conferences where presenting	Y	
UKFPO Meetings	Y	

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Study leave in West Midlands Foundation Programmes

Policy applies as from update