

North West of England Foundation School

Foundation Study Leave

**Additional guidance on the management and administrative
processes for Foundation Study Leave**

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This document should be read in conjunction with HEE North West's document "Guidelines for Study Leave: Common Principles" and the relevant sections of "The UK Foundation Programme Reference Guide".

This additional guidance has been produced to clarify the purpose of study leave funding for Foundation trainees in the North West and how it should be used in the support of the training of Foundation doctors.

1. Principles

1.0) Resources, including funding, for study leave at Foundation level are intended to be used to:

- support the aims of the Foundation Programme;
- achieve the Foundation outcomes;
- explore career opportunities and improve wider professional development.

1.1) The principal method of achieving the above intentions should be via the locally provided formal teaching programme. The formal teaching programme must be designed to support the Foundation Curriculum and should be mapped to Foundation Curriculum competences.

1.2) Attendance at the formal teaching programme is compulsory for all Foundation doctors.

1.3) The study leave resource can be top sliced to enable activities as part of that formal teaching programme to achieve those aims.

1.4) Foundation doctors in Foundation year one (F1) are not eligible for study leave funding.

1.4.1) However, to maximise opportunities and to minimise the impact on service provision, study leave resources can be used to support "taster" career sessions for F1 doctors in the third placement of their F1 year.

1.4.2) F1 doctors can be allowed *up to* five days in support of career "taster" sessions, the time taken to be recouped from their F2 study leave allocation. There is the expectation that taster sessions should be taken locally, unless exceptional circumstances are approved by the local Foundation Programme Director.

1.5) Foundation doctors in Foundation year two (F2) have 30 days paid educational time, 20 days of which should be allocated to the generic teaching programme. F2 doctors may take *up to* an additional 10 days study leave, as long as this is approved in advance by their local Foundation Programme Director and is consistent with maintaining essential service.

- 1.6) In general trainees should be meeting core curriculum requirements before considering discretionary enhancement activity.
- 1.7) Statutory and mandatory courses and service requirements will be funded by the employer.
- 1.8) Local providers/trusts/training programmes are actively encouraged to develop low-cost, locally delivered course mapped to the curriculum in order to lower both delivery and travel costs.

Study leave funding will **not** be available for the following:

- National professional examinations/College examination courses and preparation courses, including other expenses involved in undertaking them
 - Courses/events run overseas. In exceptional circumstances approval may be given by the Deputy Postgraduate Dean in advance, on the grounds that there is no opportunity to gain the identified Foundation competences or experience from any other local or regional course or event. There will be a cap of £400 on the maximum study leave resources available to support course/conference fees and travel for a single overseas application. The trust must seek prior approval for all intended overseas claims. Trainees will need to explore alternative funding arrangements for accommodation associated with overseas trips.
 - Commercial preparation for specialty/GP recruitment courses or assessment days. Such training should be delivered, as part of the generic teaching programme, utilising local and HEE North West resources.
 - Payment for local trust employees delivering formal teaching or simulation. In regard to locally delivered teaching, only costs associated with necessary equipment and consumables to deliver specific topics as part of the formal programme will be reimbursed.
 - Catering expenses for trainees attending the trusts formal teaching programme
- 1.9) One of the F2 outcomes of the national Foundation Curriculum is “trained in advanced life support (ALS or equivalent)”. This training can be supported by study leave resources. Any additional training courses or qualifications required by the employing trust for a Foundation trainee to be able to undertake their duties in their placement in any specialty must be funded locally by the employing trust.
 - 1.10) The exceptions to 1.9 above are the ATLS and APLS courses, which can be supported by study leave resources, as it appears that credit may be given for these courses in some ST applications, even though this is not necessarily signalled in the job specifications on the various websites. Similarly, Basic Surgery Skills (BSS) courses can be supported from the study leave allowance.
 - 1.11) Approval of funding for activities *not* held locally within HEE North West will not automatically include entitlement to reimbursement for travel or subsistence. Travel and subsistence may be claimed for activities undertaken within the local HEE North West region but may only be claimed for courses and events outside the local region

if there are no similar opportunities available locally. This includes reimbursement for resuscitation courses required for sign off. Where no available places remain in the North West reimbursement for travel will be permitted.

- 1.12) Foundation doctors who are training less than full time are entitled to pro-rata access to study leave resources.

This list is not exhaustive and if Foundation Programme Directors are in any doubt regarding the appropriateness of courses requested, they should contact the Deputy PG Dean for Foundation or the Foundation School Manager to discuss.

2. Process

- 2.1) The Foundation Programme Director is responsible for applying HEE North West's guidance and process for study leave at local level and accounting for the study leave budget allocated to their programme. This involves the following:

- bringing the guidance and process to the attention of their Foundation trainees;
- top slicing study leave resources to support the formal teaching programme;
- considering and approving study leave applications from Foundation Year 2 trainees in line with the HEE North West and national documentation and the locally published process;
- considering and approving study leave applications from Foundation Year 1 trainees for support with career "taster" sessions;
- taking advice from the Deputy PG Dean for Foundation, where clarity is required of whether the application should be supported;
- recording the details of those applications approved on the standard template supplied by the Foundation School;
- organising the consideration of any appeals, in line with the locally published process.

- 2.2) Applications for study leave (time and funding) should be made by the Foundation trainee using the agreed local application form. Trainees will be required to demonstrate how the course/activity maps to the competences of the Foundation Curriculum

- 2.3) The Foundation/Postgraduate Education team at the trust is responsible for recording applications and requests for study leave to inform quarterly expenditure plans

Throughout the year as appropriate, the Foundation Programme Director is responsible for:

- presenting a quarterly breakdown of expenditure from the study leave budget to the local Foundation committee (which should include HEE North West representation) for approval and sign off;

- providing a copy of the quarterly breakdown of expenditure, as directed by the Foundation School, to the Deputy PG Dean for Foundation and the Foundation School Manager for review, and where appropriate, comment.
- 2.4) Once the quarterly expenditure has been approved and signed off by the Foundation School, invoices should be submitted in line with HEE North West's financial processes for authorisation/payment
- 2.5) The Deputy PG Dean for Foundation, as budget holder, will review and authorise the invoices before progressing to the finance team for payment.