

Foundation Study Leave

Additional guidance on the Management of Foundation Study Leave

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FOUNDATION STUDY LEAVE

Additional Guidance on the Management of Foundation Training study leave

This document should be read in conjunction with the Deanery document “Guidelines for Study Leave : Common Principles” and the relevant sections of “The UK Foundation Programme Reference Guide”.

This additional guidance has been produced following adjustment to the management of the foundation doctors’ study leave budget, to support the implementation of the changes, and to clarify the purpose of study leave funding and how it should be used in the support of the training of foundation doctors.

1. Principles

- 1.1 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.
- 1.2 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.
- 1.3 Attendance at the formal teaching programme is compulsory for all foundation doctors.
- 1.4 The study leave resource can be top sliced to enable activities as part of that formal teaching programme to achieve those aims.
- 1.5 Foundation doctors in foundation year one (F1) are not eligible for study leave funding.
- 1.6 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.
- 1.7 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.
- 1.8 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.

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

- National professional examination/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 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 on the maximum study leave resources available to support a single application.
- Commercial preparation for specialty/GP recruitment courses. Such training should be delivered, as part of the generic teaching programme, utilising local and Deanery resources.

1.10 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 course or qualification 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.

1.11 The exception to 1.10 above is the ATLS course, which can be supported by study leave resources, as it appears that credit is given for this course 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.

1.12 Approval of study leave for courses and events not held locally would normally not include funding for travel or subsistence.

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

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

2. Process

2.1 The Foundation Programme Director is responsible for managing the Deanery process

for study leave at local level and accounting for the study leave budget allocated to their programme. This involves the following :

- bringing the Deanery process (which includes an appeal 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 Deanery and national documentation and the locally published process;
- considering and approving study leave applications from Foundation Year 1 trainees for support for career “taster” sessions;
- taking advice from the Foundation School Director, 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 Deanery;
- organising the consideration of any appeals, in line with the locally published process.

2.2 Applications for study leave support should be made by the foundation doctor using the agreed local application form. Applicants will be required to demonstrate how the course/event maps to the competences of the Foundation Curriculum

2.3 At the beginning of July, October, January and April each year, the Foundation Programme Director will be responsible for:

- presenting a quarterly breakdown of expenditure from the study leave budget to the local Foundation committee (which must include Deanery representation) for approval and sign off;
- providing a copy of the quarterly breakdown of expenditure to the Foundation School Director and the Foundation School Manager (as part of the papers for the local Foundation committee meeting) for review, and where appropriate, comment.

2.4 Once signed off at local level, quarterly statement invoices will be submitted in line with Deanery published procedure for authorisation/payment

2.5 The Postgraduate Dean, as budget holder, will review and authorise the invoices before progressing to the finance team for payment.