

# STUDY LEAVE FUNDING FOR PAN LONDON FOUNDATION DOCTORS

4 May 2023, Version 3.0

The study leave review has been brought about by the “Improving Junior Doctor lives” project as part of the 2016 contract deal and the subsequent move to centralise the operational management of study leave.

## **Principles of Study Leave**

The philosophy of study leave (SL) is based on the broad principles of achieving curriculum competencies by the end of the two-year generic, broad based Foundation programme. It may also be used to supporting further professional development in Foundation doctors’ long-term careers.

The UKFPO does not have specific requirements and milestones, unlike many of the speciality schools. However, SL principles from the UKFPO reference guide is summarised below:

1. SL will normally be granted flexibly and tailored to individual needs, in accordance with the requirements of the curriculum.
2. SL for Foundation Year 1 (F1) doctors (maximum 15 days) will take the form of a regular scheduled teaching/training session as agreed locally. In addition, F1 doctors can use up to 5 days of study leave for tasters to inform future career decision making.
3. SL for Foundation Year 2 (F2) doctors (maximum 30 days) will include periods of regular scheduled teaching/training sessions delivered locally. May also, with approval from the educational supervisor and FTPD include undertaking an approved external course.

## Entitlement

### Foundation Year 1 (15 days)

	Study leave activity	Guidance (No. of days)
1	<b>Core teaching programme (30 hours per year)</b> Trust-wide, formal and 'protected' teaching appropriate to Foundation doctor level.	5
2	<b>Non-core teaching programme (30 hours per year)</b> May include departmental teaching, grand rounds, journal club, simulation training, e-learning, Balint groups.	5
3	<b>(e) ALS</b> (Not ATLS, APLS or similar)	2
4	<b>UKFP National Foundation Doctors Presentation Day</b> All FD may use 1 day if they have a poster or presenting author. Travel expenses funded.	1
5	<b>Taster Days</b> F1 may undertake 5 days towards the end of F1, aligned with their career interests. <b>They borrow up to 5 days from F2 year. This must go on the TOI form.</b>	5
6	<b>Presentation at a recognised conference</b> All FD may use 1 day if they have a poster or presenting author. Subject to ES and FTPD approval. <b>No study leave funding</b>	
7	<b>SFP Research Taster Day</b> SFP will be allowed 1 day to attend this day at University of Bristol	1

### Foundation Year 2 (30 days)

	Study leave activity	Guidance (No. of days)
1	<b>Core teaching programme (30 hours per year)</b> Trust-wide, formal and 'protected' teaching appropriate to Foundation doctor level.	5
2	<b>Non-core teaching programme (30 hours per year)</b> May include departmental teaching, grand rounds, journal club, simulation training, e-learning, Balint groups.	5
3	<b>(e) ALS</b> (Not ATLS, APLS or similar)	2
4	<b>UKFP National Foundation Doctors Presentation Day</b> All FD may use 1 day if they have a poster or presenting author. Travel expenses funded.	1
5	<b>Taster Days</b> F2 may undertake 5 days aligned with their career interests. (consider if borrowed during F1)	5
7	<b>SFP Research Taster Day</b> SFP will be allowed 1 day to attend this day at University of Bristol	1
8	<b>Optional SL</b> Please see guidance below. Subject to ES and FTPD approval.	
9	<b>Discretionary SL eg. presentation at a recognised conference</b> Please see guidance below. Subject to ES, FTPD and FSD approval.	

\*LTFT doctors pro rate access

## London Foundation School Guidance

The London Foundation School has one Pan London approach for implementation. Requests for such leave shall be viewed positively in most circumstances, but with a view to ensuring that the needs of service delivery can be safely met.

The guidance below is not meant to be too prescriptive as it is recognised that these doctors are in an early stage of their medical careers, and many are undecided about their medium-to-long-term professional development and career aspirations.

Study leave will be divided into three main categories:

1. **Curriculum mandated**

2. **Optional**

3. **Discretionary**

- Curriculum requirements are listed on the Foundation course list on the PGMDE Support portal. In most cases courses will be delivered locally by Trusts, with no cost incurred by the Foundation doctor. Such events are marked 'Trust use only' on the [course list](#).
- FDs must have completed, or provide evidence of plans to complete, mandated courses before other study leave can be approved. Most of the topics in the optional category are currently, and will continue to be, delivered within local teaching programmes.
- SFP doctors should be attending local academic study days.
- Tasters as a mechanism to inform professional development should be encouraged, ideally to be taken towards the end of F1 (the study leave days can be borrowed from F2).
- FDs should apply for ALS courses through their employing Trusts, who will take care of the course organisation and delivery, and who will claim back for reimbursement from HEE in their monthly returns. For Foundation Doctors, a **£350** cap per person is applied to these courses from 1st April 2023, as an ALS course is no longer specified as a requirement in the Foundation curriculum.

Should a FD be unable to attend a locally delivered ALS course and join a course organised externally, HEE will only refund a maximum amount of **£350** per Foundation doctor to the Trust. Please note that these would be treated as very exceptional circumstances, as Employing Trusts should always encourage Foundation doctors to attend their locally delivered ALS courses where applicable.

## Optional Study Leave Guidance

- It may be appropriate to undertake a single approved external course that aids decision making and contributes towards career development. This course should be one that is included on the approved study leave list relevant to the specialty aligned to the doctor's career intentions. All the specialty course lists can be found on the study leave website [here](#).
- Funding for this single course can be claimed using the code **FND0013** from the Foundation course list. This requires local approval from the doctor's educational supervisor and rota coordinator only.
- There are recommended financial guidelines for overnight allowance and travel. More information can be found [here](#).
- Study leave should be allowed for periods of sitting an examination, but not for preparation for an exam. The delivery of Statutory and Mandatory training remains the responsibility of the Trust. This also applies to courses that are essential for the FD to perform their role in particular specialities, e.g. radiology courses for FDs in ED.
- The administration and approval of study leave remains the responsibility of the Trust. Educational supervisors (ES) will be responsible for the approval in line with Trust policies. Mandatory and Optional courses are agreed locally by ES. Only discretionary courses, which will be minimal, should be directed to the Foundation School Directors (FSD), and only via the FTPD.

## Discretionary Study Leave Guidance

- Discretionary study leave will be granted for 'educational or professional development opportunities that enhance the knowledge, skills and attitudes of the doctor in training, or enhance any aspect of patient care, but are not mapped to any direct curriculum requirements'.
- **One** discretionary course (which includes international events) will be considered during the Foundation programme, which should be aligned to the doctor's personal development plan and career aspirations. FDs should not expect that discretionary courses will receive full reimbursement and must not commit to discretionary courses until confirmation has been received from the Study Leave team in HET.
- Discretionary courses will usually include attendance at conferences, or other study leave events **not otherwise listed on the approved specialty course lists**. (Events listed on the approved specialty course lists can be approved using the optional FND0013 code by the ES – see above.) FD can also submit a discretionary application for consideration in relation to

attending an international event, where priority will be given to those FD who are presenting their own work.

- For all discretionary courses there is a maximum cap of **£1000** funding. For international courses, **50%** of the combined costs of course fee, travel, and accommodation expenses can be reimbursed, up to an absolute maximum of **£1000**.
- Discretionary applications must outline the perceived benefits to the trainee at this point in their training. Applications should be discussed first at local level with the ES and TPD. If felt to be suitable then the application will be sent to the Foundation School Director by the FTPD for approval. Once FSD approval has been confirmed, the FD should complete the discretionary [study leave application form](#) on the PGMDE Support Portal. This is for the purposes of assigning a unique approval code to the course, so that funding can be claimed through the doctor's employing Trust.
- Any postgraduate qualifications require approval via the discretionary study leave process. Funding, if approved, would be capped at a maximum of **£1000**.
- All applications for discretionary study leave must be prospective. Retrospective applications will be rejected.

### **Exclusions to Funding**

- Statutory and mandatory training required by employers
- Other employer-related leave
- Courses for specialty examinations during Foundation Programme
- Interview leave of any type
- Professional examination fees at any point of training – e.g. MRCP exams
- Fees for courses that are booked and not attended (unless in exceptional circumstances)
- Fees for courses not approved
- Royal college membership fees/ E-portfolio fees
- Taxi fares (only in exceptional circumstances – i.e. the health and safety of a foundation doctor is compromised or there is no public transport available to complete a journey)

## APPENDIX: Foundation Course List

This curriculum list is not intended to be restrictive. It demonstrates possible events and activity that aligns to the curriculum. The lists are designed to facilitate local sign off by supervisors and Trusts. Where a trainee wishes to undertake career enhancing events that are not on the list then the discretionary approval process should be utilised.

School	Specialty/Programme	Code	Event Title	Mandatory/Optional	Descriptor	FY1	FY2	AFP
Foundation	Foundation	FND0001	Immediate Life Support course (ILS)	Optional	Depending on Foundation School	x		
Foundation	Foundation	FND0002	Advanced Life Support course (ALS) (up to a maximum of £350)	Optional	Up to a maximum of £350 per trainee	x	x	x
Foundation	Foundation	FND0003	Acute Simulation	Mandatory	Trust use only	x	x	x
Foundation	Foundation	FND0014	Psychiatry Simulation	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0004	Career Workshop	Mandatory	Trust use only	x		
Foundation	Foundation	FND0005	Academic Study Days	Mandatory	Trust use only			x
Foundation	Foundation	FND0006	F1 E Learning Modules	Optional	Trust use only	x		
Foundation	Foundation	FND0007	F2 E Learning Modules	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0008	End of Life Care Training	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0009	Public Health Training	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0010	Mentoring Skills	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0011	Resilience Skills	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0012	Learning From Incidents	Optional	Trust use only	x	x	x
Foundation	Foundation	FND0013	Courses aligned to career intentions for entry into relevant specialties	Optional	<b>One</b> course in F2: please see specialty course lists <a href="#">here</a> for guidance on appropriate courses		x	
Foundation	All international events	Discretionary	International Guidance Applies from 7th August 2019 (see <a href="#">PGMDE Support Portal</a> )	Discretionary	Maximum of <b>one</b> per programme			