

LNR and Trent Foundation Schools

Educational Programme & Study Leave Policy

Introduction

1. LNR and Trent Foundation Schools recognise that some of the skills a Foundation doctor need to attain competence will not be readily available in the workplace. In response to this, hospital-based teaching programmes and a Foundation School led generic skills programme have been developed, to ensure the Foundation doctor can gain all of the necessary skills to succeed in their training.
2. Completion of the generic foundation skills programme is a **compulsory requirement** for sign off.

Foundation Year 1

3. In each Trust, the Foundation Training Programme Directors organise a weekly hospital teaching programme for F1 doctors. This is protected teaching time.
4. The Foundation School expects all F1 doctors to attend at least 30 hours of all available weekly hospital teaching programme sessions. This is a **compulsory requirement** for F1 sign off.
5. F1 doctors should use 3 days of their F2 study leave allocation to attend the Acute Simulation Training, the Career Training day and the End of Life Care Training detailed in paragraph 10. This is a **compulsory requirement** for F1 sign off.
6. F1 doctors appointed to a two year training programme may use up to five days of their F2 study leave allocation for taster days. Any time used during F1 training will be deducted from the doctor's F2 study leave allocation.

Foundation Year 2

7. F2 doctors have access to up to 30 days of study leave per year, consistent with maintaining essential services.
8. In each of the Trusts, the Foundation Training Programme Directors organise a hospital teaching programme for F2 doctors equating to 10 days. This is protected teaching time.
9. The Foundation School expects all F2 doctors to attend at least 30 hours of weekly hospital teaching programme sessions. This is a **compulsory requirement** of F2 sign off.
10. The mandatory Generic Foundation Skills Programme equates to 10 study leave days:
 - Acute Simulation Training (2 days study leave, 1 day of which is taken during F1 training)
 - Advanced Life Support course (2 days)
 - e-Learning Courses (0.5 days)
 - End of Life Care training (1 day taken during F1 training)
 - Foundation Choices (1 day, except CRIMP where 1 day should be taken from taster allocation)
 - Psychiatry Simulation and eLearning (1 day)
 - F1 Careers training day 'Your Career, Your Life, Your Direction' (1 day taken during F1 training)
 - F2 Careers study session (0.5 days)
 - One course of your choice with funding up to £300 (at least 1 day)
11. F2 doctors can request up to 10 taster days as part of their study leave allocation. Where F2 doctors have used study leave allowance for taster days during F1 training, this will be deducted from the 10 day allowance.

Course Manager Booking System and Study Leave Applications

12. Dates of the courses and how to book each session on the Generic Foundation Skills Programme will be circulated by the Trust based Foundation Programme Co-ordinator.
13. After identifying a course to book onto, Foundation doctors should log onto Leave Manager and apply for study leave. All study leave applications must be made through the online leave manager system.
14. Study Leave applications will normally only be considered where they meet the following criteria:
 - Planned at least 6 weeks in advance;
 - Does not compromise essential clinical services;
 - Does not exceed a total of 10 days in any four-month placement or 30 days per year
 - Is listed on the school's approved courses list for the relevant year group i.e. F1 or F2.
15. When the Foundation doctor has study leave approved, they can then book a place on the identified course. Foundation doctors should ensure that they book onto the correct course for their grade and only make a booking when they have study leave approved for that date.
16. Foundation doctors experiencing problems in agreeing study leave with their clinical directorate must contact their Foundation Training Programme Director to discuss and resolve.

Failure to attend Generic Foundation Skills Programmes taught courses

17. LNR and Trent Foundation Schools commission sufficient places for all Foundation doctors to attend the mandated courses. Non-attendance by a Foundation doctor does not mean that course fees will be waived. Where there is an acceptable reason for non-attendance, the school will facilitate attendance on a further course date. Acceptable reasons for non-attendance at taught courses are sickness, compassionate, paternity or carers leave which has been reported in accordance with the employing Trust's policy. Where there is not an acceptable reason for non-attendance, the Foundation doctor will be asked to self-fund attendance at a subsequent course date:

Generic Foundation Skills Programme mandatory to attend all courses	Acute Simulation	£200
	End of Life Care	£50
	Psychiatry Simulation	£30
Foundation Choices mandatory to attend one from the 6 choices	Care of the Critically Ill Medical Patient (CRIMP)	£125
	Effective Consultations	£50
	Foundation Teaching Skills	£100
	Coaching Skills	£100
	Paediatric Acute Illness Management (AIMS)	£100
Hospital Based	Surgical Skills	£100
	Advance Life Support (ALS)	£350

18. Foundation doctors must not book more than one place on a course. Double bookings will be charged as per the rates listed above.
19. Foundation doctors who wish to cancel a place on any of the mandated courses should give at least 6-weeks' notice. Failure to provide 6 weeks' notice will result in the Foundation doctor being asked to self-fund attendance at a subsequent course date fee as outlined in point 19 of this document.
20. Non-payment of fees for cancelled places without 6 weeks' notice, double booked places and non-attended places may result in an adverse outcome at the Foundation doctor's ARCP.
21. Less than full time Foundation doctors will receive the full time entitlement of study leave spread pro-rata across of the duration of their training programme and will be expected to spread their mandatory training out across the duration of their training programme.

FREQUENTLY ASKED QUESTIONS

General

1. How are the 30 days study leave for F2s allocated in the LNR and Trent Foundation Schools?

Ten days are assigned for Taster Leave of which up to 5 can be taken in the F1 year. The remaining 20 days are assigned to your hospital protected teaching programme for F2 (10 days) and the school's mandatory Foundation Skills Programme (10 days).

2. Does the school make study leave funding available to F2 doctors?

F2 doctors in the East Midlands can apply for £300 of funding towards one course.

Hospital Foundation Teaching Programmes

3. What are valid reasons for being absent from the hospital's teaching programme?

Valid reasons for not attending teaching include being on on-call or post on-call and also being on annual, sickness, compassionate, paternity or carers leave.

4. I am not being released from my current job to attend the hospital's teaching programme. I am concerned I'm not meeting the required attendance level, what should I do?

You should inform your Foundation Training Programme Director (FTPD) if you are experiencing difficulty with being released from clinical duties to attend teaching.

Foundation Skills Programme

5. What is involved in the Foundation Skills Programme?

The programme is made up of taught and approved e-learning courses, all aspects of the programme are mandatory. You are advised to refer to your Educational Contract and ARCP checklist which give full details.

6. Can you explain what is meant by the term acceptable reason for non attendance?

The Foundation Schools consider acceptable reasons for non-attendance to be sickness, compassionate, parental, or carers leave which has been reported in accordance with your employing Trust's absence management policy.

7. I can no longer attend the date I am booked on to for one of the taught courses. Can you explain what is meant by the term adequate notice for cancellations?

Adequate cancellation notice is considered to be six-weeks or more, this provides the Foundation School with sufficient opportunity to re-utilise your cancelled place for another foundation doctor.

8. I've already undertaken ALS - can I use the study leave and funding to attend another course?

With the permission of your Educational Supervisor and FTPD, you may be permitted to attend another relevant course or further taster days, but there will be no funding available for this.

Taster Leave

9. I have already spent time in the specialties I am considering for my specialty career, so can I use my taster leave for something else?

Yes, however only F2 doctors may use taster leave in this way with permission of their FTPD.

10. What does the foundation school consider to be permissible exception leave request?

Attendance at specialty examinations or career-relevant courses/conferences may be permitted for F2 doctors only, providing you seek prior agreement from both your Educational Supervisor and FTPD. The school does not permit F2 doctors to use taster leave to attend specialty examination preparation courses. No funding is available to support F2 doctors in attending specialty exams or specialty career-relevant courses/conferences.