

LNR and Trent Foundation Schools

Study Leave Policy and CPD Guidance

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 necessary skills to succeed in their training.
2. Completion of the generic foundation skills programme is recommended to help you meet the mandatory curriculum requirements.

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. F1s can attend F1 generic virtual teaching delivered by any trust within the East Midlands.
4. The Foundation School expects all F1 doctors to attend at least 30 hours of all available weekly hospital teaching programme sessions. This is recorded as Core CPD and is a **compulsory requirement for F1 sign off**.
5. F1 doctors are recommended to use 3 days borrowed from their F2 study leave allocation to attend the Acute Simulation Training, the Careers Training day and the End of Life Care Training detailed in paragraph 10.
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 as per contract.
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 recorded as Core CPD and is a **compulsory requirement of F2 sign off**.

10. The Generic Foundation Skills Programme equates to 7 study leave days (3 taken in F1, see above):
 - Acute Simulation Training (2 days, 1 day 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 taster leave also taken)
 - 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) – 'Aspirational Study Leave'
11. Aspirational Study leave can be applied for 1 course with a fund of £300. Aspiration study leave can be used to attend a conference, specialty course, exam prep course etc. It should enhance the F2 doctor's e-portfolio and have agreement from their Educational Supervisor.
12. 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.

Study Leave Applications and Course Bookings

13. Dates of the courses and how to book each session on the Generic Foundation Skills Programme will be circulated by the Foundation Programme Co-ordinator.
14. After identifying a course to book onto, Foundation doctors should log onto Leave Manager and apply for study leave.
15. Study Leave applications will normally only be considered where they meet the following criteria:
 - Booked at least 6 weeks in advance using Leave Manager;
 - Does not compromise essential clinical services;
 - Does not exceed 10 days in any four-month placement or 30 days per year
 - Is listed on the school's approved courses list for F1 or F2.
16. 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.
17. Foundation doctors experiencing problems in agreeing study leave with their clinical directorate must contact their Foundation Training Programme Director to discuss and resolve.
18. 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.

Failure to attend Generic Foundation Skills Programmes taught courses

19. LNR and Trent Foundation Schools commission sufficient places for all Foundation doctors to attend the recommended courses. Non-attendance without an acceptable reason, is a waste of the financial resources and unfair to other Foundation doctors. You are asked to cancel any place booked which you are unable to attend in good time using the same method/contact details as when you booked the course. Repeated non-attendance without giving good notice may result in an adverse ARCP outcome.
20. Foundation doctors must only book one place on each course.
21. Foundation doctors who wish to cancel a booked place on any of the above courses should give at least 6-weeks' notice. Failure to provide 6 weeks' notice may result in the Foundation doctor being asked to self-fund attendance at a subsequent course date or not being permitted to re-book.

Guidance for Continuing Professional Development in the LNR and Trent Foundation Schools

Introduction

Foundation doctors need to evidence a minimum of 60 hours of learning within both F1 and F2 rotations to ensure successful outcomes at ARCP. This appendix sets out the arrangements for the governance of this process.

The 60 hours of CPD can be made up of core and non-core CPD, at least 30 hours need to be core.

CORE Minimum 30 hours of generic Trust delivered Foundation Teaching

NON CORE 30 hours of additional CPD activity.

It will be the responsibility of the Foundation doctor to maintain a CPD record using the teaching log within HORUS e-portfolio. No paper based or alternative portfolios will be accepted for the purpose of recording Foundation CPD.

Failure to provide evidence of satisfactory attendance will result in non standard ARCP outcome and may halt progression.

Trust delivered Foundation Teaching Programmes will continue to be mandated by the Foundation Schools and all Foundation doctors must attend a minimum of 30 hours. Potentially all 60 CPD hours could be Core however it is more likely that up to 30 hours will be Non-Core. Traditionally this has been face to face learning, however it is acknowledged that post-COVID, many sessions of teaching are delivered by webinar, teams meetings or blended methods.

Foundation Doctors can attend virtual foundation teaching delivered by any Trust within the East Midlands to support evidence of Core teaching.

In addition, up to 30 hours of Non-Core CPD is required. The Foundation Schools highly recommend attendance at Foundation School organised-teaching events (Generic Foundation Skills Programme) which have been commissioned by HEE for Foundation Doctors. These events will count towards mandatory curriculum evidence:

1. Acute Simulation training in F1 and F2
2. Psychiatry Simulation F2 (for those who have not had a Psychiatry placement)
3. End of life care F1
4. Windmills F1 careers session

The Foundation School delivered Programme will provide places on the following F2 courses at no charge to Foundation doctors to assist in them gaining sufficient evidence of Non-Core CPD required and aimed at mandatory curriculum evidence.

These courses will be allocated on first come first served basis. We advise Foundation doctors to book early to avoid disappointment as these are popular courses and doctors will not need to seek reimbursement for attendance. F2 doctors may apply for up to two of the following courses:

1. CRIMP course (care of the critically ill medical patient)
2. Teaching Skills
3. Paediatric AIMS course
4. Effective consultations
5. Mary Seacole NHS leadership course
6. Other relevant topics which may be delivered from time to time.

Details of how to book each course will be circulated to Foundation Doctors and courses may change according to demand and uptake.

ILS, ALS and e-ALS and equivalents

ILS and ALS will not count towards CPD (UKFPO directive) and are considered essential to job role training.

ILS and ALS are no longer mandated by the GMC however ILS and ALS are the most effective way of learning and evidencing resuscitation skills which are necessary for curriculum sign off. ALS or equivalent will be delivered to those F2s who do not have a valid ALS certificate.

Trust Mandatory Training

UKFPO has also stated CPD hours cannot be claimed for Trust statutory and mandatory training eg fire safety, information governance.

Data recording and evidence of participation in Trust Programmes

We anticipate that Foundation Programme Coordinators in Trusts may keep records of attendance for quality assurance purposes and to assist participants and lecturers, but the onus will be on individual doctors to maintain records on their e-portfolio that demonstrate engagement in learning.

Less than full-time (LTFT) doctors

CPD should be pro-rata for LTFT doctors. For example, if a Foundation doctor is working at 50% of full time, then the CPD for the F1 or F2 training year would be accumulated over two years.

Mary Seacole

A maximum of 10 hours of CPD can be counted for those F2 doctors undertaking the Mary Seacole course.

PG Certificate

Academic Leadership Foundation doctors can count a maximum of 15 hours CPD for the delivered element of this qualification.

Taster days

Taster days do not count towards CPD hours.

E- learning

This will be a permitted component of CPD. The Trent and LNR Foundation schools will allow a **maximum of 6 hours of 'e-learning for health' module completion** to count towards CPD in line with other Foundation Schools. No single module will be credited with more than 30 mins. This is separate to any e-learning that an employer might insist on as induction modules to allow an employee to fulfil their role.

Study leave

The Study leave guideline is available: www.eastmidlandsdeanery.nhs.uk

The study leave policy facilitates the participation of our doctors in a wide range of activities that support the curricular objectives of Foundation with the provision of funding and study leave. We have deliberately been as flexible as possible in the approvals process to encourage Foundation doctors to use their allowances.

Types of activity that will count towards the additional Non-Core 30 hours of training are:

1. External accredited courses attended by F2 doctors as Aspirational study leave (see study leave guidance).
2. Internal educational activity at F1 and F2 including
 - a. Morbidity and mortality reviews
 - b. Journal clubs
 - c. Departmental meetings where a formal register is kept
 - d. Hospital grand rounds or the equivalent
 - e. Departmental simulation training
 - f. Balint groups
 - g. Schwarz rounds
 - h. QI teaching or QI meetings and presentations
 - i. E-learning for Health - a maximum of 6 hours will be given credit, no single module will be credited with more than 30 mins. See E-learning for Health for details of Foundation e-learning
3. Attendance at Generic Foundation Skills Programme courses delivered by the Foundation School.

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 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. This is described as Aspirational Leave.

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?*
Most Trusts provide at least 40 hours of internal Foundation teaching so even with days off and annual leave you should be able to attend 30 hours teaching. If you are regularly unable to attend teaching please inform your Foundation TPD and complete an exception report so your concerns can be actioned. In addition, many Trusts will now permit doctors from outside of their Trust to attend the virtual delivery of Foundation teaching.

Generic Foundation Skills Programme

5. *What is involved in the Generic Foundation Skills Programme?*
The programme is made up of taught and approved e-learning courses.
6. *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 (refer to Taster Leave policy for full details)

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, please see paragraph below regarding Exception Leave Requests.

Exception Leave requests

10. *What is a permissible exception leave request?*

Attendance at specialty exams, career-relevant courses/conferences, specialty exam preparation courses or specialty career-relevant courses/conferences may be permitted for F2 doctors only, providing you seek prior agreement from both your Educational Supervisor and FTPD.

Continuous Professional Development

11. *What happens if I fail to present evidence in my portfolio of 60 hours of training?*

Initially you will receive an outcome 5 at ARCP. If within a short period you fail to provide evidence of 60 hours of CPD you will be issued an outcome 3 and fail to progress. This would lead to an extension of training of 4 months initially.

12. *How can I record my CPD?*

The only method available is the HORUS portfolio to which all evidence should be uploaded.

13. *How do I apply for study leave?*

Please follow the study leave guidance at www.eastmidlandsdeanery.nhs.uk

14. *Does personal study leave count towards my CPD hours?*

No, we do not permit Foundation doctors to apply for personal study leave.