

# Oxford Foundation School Study Leave Guidance 2019

*Effective from 7<sup>th</sup> August 2019*

Changes to study leave (SL) in England came into force in April 2018 in response to concerns expressed by doctors about the high financial costs of some of their training, and the inequities of the old system.

The allocated individual study-leave budget system was replaced with one that funded the following:

- all elements of curriculum delivery for trainees on approved training programmes in secondary care (Advance Life Support - ALS - is the best example of this sort of leave in the Foundation Programme, and is now fully funded)
- discretionary courses that add value to the individual and support the wider system. (this might include support for courses on generic subjects that offer benefit to the NHS, such as Quality Improvement and Medical Education)

Please read this document in conjunction with the deanery-wide HEE-TV guidance and FAQs for all trainees.

## **Study Leave for FY1 trainees**

- 15 days of study leave are allocated to FY1 which are used for regular teaching including ILS, SIM day and careers workshop.
- However, FY1s usually take up to 5 days from FY2 allocation for taster days. If an FY1 is sitting ALS then (s)he may be allowed S/L to sit this but would not be expected to take S/L to prepare for this (see below).
- There is no funding available for study leave for FY1 year.

## **Study Leave for FY2 Trainees**

- FY2 trainees are allocated 30 days of study during FY2, of which 15 days are taken up with regular teaching, which usually includes a SIM day and a careers workshop. This leaves 15 days remaining.
- 5 of these 15 days are usually taken during FY1 as taster days. This is equivalent to the 5 days allocated to private study for non-FY trainees. Other days for private study, such as to revise for examinations, are not usually permitted. (Trainees can take leave for the examination itself and also please see below regarding funding for pre-examination courses.)
- If an FY2 has not done 5 taster days during FY1, then (s)he can use the remaining days for taster days during FY2.

- Study leave for courses or conferences is therefore 10 days during the whole of FY2. It is not 10 days per annum if training less than full time or training over longer than 12 months for another reason.
- An exception to this rule on private study is ALS: ALS can be undertaken as either a 2 day face-to-face course or a 1 day course with 1 day of e-learning in advance. If a trainee cannot undertake this e-learning in their own time in the run up to the course due to excess on call commitments such as nights or weekend working, then a trainee may occasionally be permitted one day of private study to complete the e-learning. If the trainee has already taken 5 taster days during FY1, then this day of private study is in addition (leaving 9 remaining days).

## Funding for Study Leave for FY2 Trainees

There will still be two types of Study Leave

- Essential (for FY2 Trainees, this is limited to ALS)
- Discretionary (may add value to the individual and/or the wider system). 'Career Development' is included in this category.

In addition to Curricular leave (for ALS) **Trainees may be granted approval for funding for a maximum of one 'Wider system' course plus One 'Career Development' course (OR conference)** in their FY2 year. See below for further information.

An FY2 might therefore expect to receive funding for ALS and up to two additional courses (one wider system and one career development). If FY2 trainees wish to take further wider system course(s) and/or further career development course/conference(s), then this is permitted but leave will be unfunded. The maximum of 10 days of study leave for courses still applies.

For ALL F2 study leave to be considered/approved, trainees **MUST** be making satisfactory progress with his/her portfolio and on track for a positive ARCP outcome. In addition, the trainee **MUST** ensure that the local rota coordinator as agreed to the study leave.

## Funding for Discretionary Study Leave

Two types of Discretionary SL have been identified, those that benefit the wider system and those that aid career development (including presenting at a UK Conference, oral or poster).

## **'Wider System' courses**

*Examples:*

- Quality improvement
- Medical education
- Leadership/management
- Development of research skills
- Resilience

## **'Career Development' Courses:**

Study Leave to prepare for future training posts (including applications), typically the sort of courses taken in early specialty / run-through training.

*Examples: (must do local course if available)*

- Part 1 Membership Revision course (must do local course if available)
- Basic Surgical Skills Course
- Radiology Course
- APLS
- ATLS

## **Conferences**

Presenting at national or international conferences within the UK is included in this category of 'Career Development' SL. Educational Supervisors must agree it would be advantageous for trainee and usual Trust rules about reasonable costs will apply: low-cost accommodation (only if required in terms of distance), cheapest travel options, presentation of receipts etc.

Presenting at conferences held outside the UK generally adds little extra benefit but may be supported on an exceptional basis, at the discretion of the Foundation Training Programme Director as well as the Educational Supervisor. Conference Registration fees will be paid, but travel and accommodation costs will not.

## **Postgraduate Certificates**

Neither unfunded or funded study leave for Certificated courses of Postgraduate Study (PG Cert, Dip or Masters) will not be supported, as the time commitments involved are not compatible with full engagement in Foundation Programme Training.

Applications for study leave should be undertaken on the approved HEE-TV form with all the necessary signatures. All applications for funding for study leave costing more than £700 require the additional agreement of the trainee's TPD.