

CMFT Guidance on Foundation Study Leave

Much of the guidance can be gathered from the NWPGM website from which much of this information has been copied.

GENERAL PRINCIPLES

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.

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.

Attendance at the formal teaching programme is compulsory for all foundation doctors.

The study leave resource can be top sliced to enable activities as part of that formal teaching programme to achieve those aims.

Foundation doctors in foundation year one (F1) are not eligible for study leave funding.

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.

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.

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 (including tasters), as long as this is approved in advance by their local Foundation Programme Director and is consistent with maintaining essential service.

*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
- Basic skills courses in any specialty
- 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.

EXAMINATIONS

Study leave days may be granted in order to sit professional examinations.

Study leave will not be granted for private study or for examination orientated courses.

SPECIFIC SKILL BASED COURSES.

E.g. BSS, ATLS, etc

Study leave may be granted for such courses. Expenses, course fees, etc. will be granted for some courses (namely BSS, ATLS, FOCUS) at the discretion of the Foundation Programme Director.

TASTERS

Please refer to other available guidance for tasters. However in essence tasters are to assist with career choice, should be taken in either placement 3 of FY1 or placement 1 of FY2, should be at CMFT unless the specialty is not available at CMFT and *must* approved by the foundation careers lead.

APPLICATION FOR STUDY LEAVE

Application (apart from tasters) should be made to the FPD, the F2 Study Leave Application Form is available on Moodle. All applications should contain full details and should be thoroughly mapped to the foundation curriculum. The application should be submitted six weeks before the planned leave.

THE STUDY LEAVE APPLICATION PROCESS

You must have approval for your leave. This will be from all of the following:

1. The rota master (in GP this is probably the same as your clinical supervisor) of the post you will be working for at the time of the leave.
2. The Clinical Supervisor/GP (of the job you will be working in at the time of the leave)
3. If your application is for a taster you will also require approval from the Foundation Careers Lead.
4. The Foundation Program Director (not the college tutor as it may say on the form)
 - a. Submit your form to the Foundation Office and we will ensure that the FPD or AFD sees it and decides if it is appropriate or not

Proof of approval can take the form of a signature on the F2 Study Leave Request Form from the relevant person, or a confirmatory email from the relevant person attached to the Study Leave Request Form.

Courtesy and good planning dictates that you should make all requests at least 6 weeks in advance.

Falsification of approval signatures will be considered a breach of professional conduct and will (and indeed has in the past) be dealt with under trust disciplinary procedures.

If you are in any doubts about the study leave, apply for it! Save time you would spend sending us emails asking if it is ok or will it be approved, apply for it and you will find out the answers to these questions.

CURRICULUM MAPPING

Please take some time mapping your proposed study leave to the foundation curriculum (page 2 of the application form). The more comprehensively you can do this the stronger your case will be for the study leave. Enclose a flyer for the course if at all possible.

I HAVE BEEN ALLOCATED FUNDING, HOW CAN I CLAIM IT BACK

We will soon be moving to an online system for claiming however at the moment the process is this:

1. Once you have attended the course ask the foundation team for a claim form
2. Complete the claim form and return it to the foundation office with a copy of your receipt and your original Certificate of Attendance for the course. **DO NOT SUBMIT DIRECTLY TO TRAVELSHOP.**
3. The foundation office will process your claim and send it on to travel shop. You will receive the funding in the next possible pay run.

HOW DO I CLAIM FOR GP/PSYCH TRAVEL

The same as above at the moment. Ask us for a claim form. Claims for travel to GP/Psych are always from the base hospital (M13 9WL) to the practice and back not from your home address.

- Car travel – if you want to claim for travel to home appointments then you **WILL** need business insurance. If you are only travelling to the GP/Psych placement and back you do not need business insurance. A copy of your Car Insurance Certificate showing business insurance cover will be required for claims including home visits.
- Public transport – keep all receipts for payment and tickets. Be careful with the receipts printed out on buses as they can fade or discolour easily.
- Cycling – you can claim for cycling to the placement as well.