**FY1 Study Leave Guidelines**

* FY1 Doctors have **no** defined study leave allocation as it is at present. This is a Blackpool Teaching Hospitals decision to allow the use of study leave in certain circumstances in FY1
* Foundation Doctors have 10 days study leave in total (outside of the core teaching programme)
* Any FY1 Study leave taken is deducted from this 10 days total (normally allocated in F2)
* FY1 Study leave is aimed purely at assisting preparation for entry into specialty recruitment immediately following completion of the foundation programme.
* FY1 doctors must demonstrate how requested study leave meets the recruitment criteria for their chosen specialty and explain why they feel this cannot wait until they commence their FY2 year.
* FY1 doctors may apply for advance use of study leave following 6 months of FY1 experience and not before.
* FY1 doctors should be meeting core curriculum requirements before considering discretionary enhancement activity such as Study Leave.
* Foundation doctors who are training less than full time are entitled to pro-rata access to study leave resources.

**Principles**

* Career based Taster Days are available in the third placement of FY1 and throughout FY2. Any Study Leave granted for these taster days will be deducted from the total study leave allowance of 10 days.
* ALS can be supported by study leave resources however there is a HEE cap for use of study budget for resus courses of £275. Any additional costs will need to be met by the Foundation Doctor.
* The ATLS and APLS courses can be supported by study leave resources, as it appears that credit may be given for these courses in some ST applications, even though this is not necessarily signalled in the job specifications on the various websites. Similarly, Basic Surgery Skills (BSS) courses can be supported from the study leave allowance.
* The overnight accommodation allowance outside of London should not exceed £120 a night which falls in line with the rates agreed nationally for recruitment expenses.
* Approval of funding for activities *not* held locally within HEE North West will not automatically include entitlement to reimbursement for travel or subsistence. Travel and subsistence, including overnight accommodation costs, may be claimed for activities undertaken within the local HEE North-West region but may only be claimed for courses and events outside the local region if there are no similar opportunities available locally. This includes reimbursement for resuscitation courses required for sign off. Where no available places remain in the North-West reimbursement for travel will be permitted.
* International study leave requests to attend overseas study courses and conferences will only be considered in exceptional circumstances and 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. For approved applications the school will consider funding either the full cost of the course/conference fees or the full cost of economy travel and accommodation, whichever is the lower amount. Any accommodation costs should not exceed the maximum amount permitted for study budget claims within the UK. The trust must seek prior approval from the school for all intended overseas claims.

**Study Leave funding will *not* be available for the following:**

* Applications for Study leave time allowances that are declined. Funding can only be claimed towards approved Study leave.
* Costs associated with sitting national professional examination/college examination courses and exam preparation courses, including other expenses involved in undertaking them
* Commercial preparation for specialty/GP recruitment courses or assessment days. Such training should be delivered, as part of the generic teaching programme, utilising local and HEE North West resources.
* Payment for local trust employees delivering formal teaching or simulation. In regard to locally delivered teaching, only costs associated with necessary equipment and consumables to deliver specific topics as part of the formal programme will be reimbursed.
* GIC (Generic Instructor courses with the Resus Council) are not approved via study leave as these are usually not aimed at foundation level doctors.

**Application process**

* All requests must be made a minimum of 6 weeks in advance, to allow time for the approval process to be completed prior to the date of the Study Leave applied for
* Approval will be given by the FPD based on your individual education plan, the amount of funding available and the amount of leave and funding already awarded
* Retrospective Leave will be rejected
* Incomplete/unsigned forms will be returned
* You must not pay any money in advance for Study Leave before the application is approved
* Trainees will be required to demonstrate via the application form how the course/activity benefits their career application.
* This form, available from the Foundation section on oneHR or from the Foundation Programme Administrator (FPA), must be completed by the trainee and then approved and signed by the Rota Co-ordinator, before submitting to the FPA.
* The completed application form is to be returned to the FPA by hand or by email to [bfwh.foundation.education@nhs.net](mailto:bfwh.foundation.education@nhs.net)
* Once study leave has been considered by the FPD you will receive a letter via email confirming whether Study Leave has been approved, including any budget awarded.
* If you disagree with the FPD decision, an appeal can be made in writing to the Medical Education Committee (MEC), chaired by the Director of Medical Education
* If you have any queries regarding your Study Leave application, please do not hesitate to contact the Foundation Programme Administrator - [bfwh.foundation.education@nhs.net](mailto:bfwh.foundation.education@nhs.net)

**Claiming Study Leave Expenses**

* You are only able to back date funding claims for three months. Allow one month for processing, so claim within two months of the event date.
* Any expense claims submitted by Foundation trainees now need to be done on the EASY Expense system.
* The expense system can be accessed via the intranet homepage - type ‘EASY’ in the Search Centre and the link will appear under the ‘Systems Access’ area. You should use this system to claim for any expenses.
* Please make sure you add your receipts of payments and a certificate/email of proof of attendance when you submit your claim
* Guides and Video Tutorials
  + [Introduction To EASY Expenses](https://bthnet/misc_notices/2022/Expenses/Introduction%20to%20EASY%20Expenses.pdf)
  + [Making an Expense Claim](https://bthnet/misc_notices/2022/Expenses/Making%20an%20Expense%20Claim.pdf)
  + [Management and Approval of Expenses](https://bthnet/misc_notices/2022/Expenses/Management%20and%20Approval%20of%20Expenses.pdf)
  + [Adding a Vehicle](https://bthnet/misc_notices/2022/Expenses/Adding%20a%20Vehicle.pdf)
  + [Expenses FAQs](https://bthnet/misc_notices/2022/Expenses/Expenses%20FAQs.pdf)
  + [Video Tutorials](https://bthnet/misc_notices/2022/Expenses/Video%20Tutorials.pdf)
* Please email [bfwh.foundation.education@nhs.net](mailto:bfwh.foundation.education@nhs.net) when you have submitted your claim online so that the postgraduate manager can approve it

**Further Information**

* HEE’s study leave document ‘An overview of the HEE wide approach’– available on the Foundation policies and procedures page of the website:

<https://www.nwpgmd.nhs.uk/foundation-policies-and-processes>

* The relevant sections of the Guide to Foundation Training in the UK: <https://www.foundationprogramme.nhs.uk/>

**FY1 STUDY LEAVE APPLICATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trainee Name:** | |  | | **Placement:** |  | |
| **Date From:** | |  | | **Date To:** |  | |
| **Days off work:** | |  | **Course/ Event Fees:** | **£** | **Travel & Accomm costs**  **(if claiming):** | **£** |
| **Course Provider/ Hosting Body:** | |  | | | | |
| **Leave/Course Title:** | |  | | | | |
| **Venue & City Location of Leave**: | |  | | | | |
| **Career Interest:** | |  | | | | |
| **Career Application Deadline:** | |  | | | | |
| **How does this Study Leave (course) relate to your personal and professional development plans?** *Please provide as much detail as possible to describe the benefits of attending. This should include why it is important that you attend this in FY1 rather than FY2* | | | | | | |
|  | | | | | | |
|  | **I have attached a flyer/official details of the course, including information about any associated costs.** | | | | | |

**AUTHORISATIONS:**

1. **Rota Co-ordinator Confirmation**

I confirm that I have been given suitable notice to release this trainee on the dates provided above.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

1. **Foundation Programme Director Approval**

I **DO NOT SUPPORT** this Study Leave application for this trainee:   
  
I **SUPPORT** this Study Leave application for this trainee, as specified above, to a cost of £ \_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Date: \_\_\_\_\_\_ \_\_