**FY2 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**: | |  | | | | |
| **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.* | | | | | | |
|  | | | | | | |
|  | **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: \_\_\_\_\_\_ \_\_

\*\*Please return this signed form to [bfwh.foundation.education@nhs.net](mailto:bfwh.foundation.education@nhs.net) \*\*

**Study Leave Guidelines**

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

**Principles**

* FY2 doctors may take *up to* 10 days Study Leave, as long as this is approved in advance by their local Foundation Programme Director and is consistent with maintaining essential service.
* In general trainees should be meeting core curriculum requirements before considering discretionary enhancement activity.
* 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 your FY2 allowance
* ILS training is provided by the Trust during FY1 which meets the curriculum requirements of FY1 and FY2. If an FY2 doctor wishes to complete ALS this can be supported through study leave however, the funding is capped by HEE at £275 per trainee. Any additional costs (£75 for e-ALS or £125 for ALS) must be met by the foundation doctor. If the foundation doctor needs to repeat all or Part of ALS after the first partially funded attempt, then the whole cost of re-taking is at the expense of 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.
* 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.
* 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.
* 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.
* Foundation doctors who are training less than full time are entitled to pro-rata access to study leave resources.

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 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
* Catering expenses for trainees attending the trusts formal teaching programme

**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 in the year (this includes the cost of ALS)
* Retrospective Leave will be rejected and any incomplete forms will be returned
* You must not pay any money in advance for Study Leave before the application is approved
* This form, available from the Foundation section on oneHR or from the Foundation Programme Administrator (FPA), must be completed by the FY2 trainee, approved and signed by the Supervisor and the Rota Co-ordinator, before submitting to the FPA.
* Trainees will be required to demonstrate via the application form how the course/activity maps to the competences of the Foundation Curriculum
* The completed application form is to be returned to the FPA by hand or email to [bfwh.foundation.education@nhs.net](mailto:bfwh.foundation.education@nhs.net)
* You will shortly receive a letter confirming whether Study Leave has been 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. To claim Study Leave expenses, you must provide three items:

Any expense claims submitted by Foundation trainees now need to be done on the EASY Expense system, please see information below:

* 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

1. [Introduction To EASY Expenses](https://bthnet/misc_notices/2022/Expenses/Introduction%20to%20EASY%20Expenses.pdf)
2. [Making an Expense Claim](https://bthnet/misc_notices/2022/Expenses/Making%20an%20Expense%20Claim.pdf)
3. [Management and Approval of Expenses](https://bthnet/misc_notices/2022/Expenses/Management%20and%20Approval%20of%20Expenses.pdf)
4. [Adding a Vehicle](https://bthnet/misc_notices/2022/Expenses/Adding%20a%20Vehicle.pdf)
5. [Expenses FAQs](https://bthnet/misc_notices/2022/Expenses/Expenses%20FAQs.pdf)
6. [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 North West’s guidance on study leave - available on the HEE North West website
* 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>