

Generic Teaching Policy and Study Leave Guidance for F1 and F2 Trainees

Yorkshire and the Humber Foundation School, December 2019

Foundation doctors should be encouraged to attend in-house generic teaching, speciality programme teaching and Regional Training Days, in order to help achieve Curriculum competencies, explore career opportunities and improve wider professional development.

YHFS do circulate information to trainees about training opportunities and advertise these on our website.

<https://www.yorksandhumberdeanery.nhs.uk/foundation/bulletins-courses-and-information-your-attention>

We cannot mandate training unless it is provided by the UKFPO, HEE, the GMC or YHFS, but trainees can attend if their TPD / ES agrees and they can have the time off agreed.

The Foundation Programme Training Guide and Operational Guide details the rationale and delivery of the generic foundation teaching sessions, and study leave for F1 & F2s.

https://www.foundationprogramme.nhs.uk/sites/default/files/2019-10/FoundationGuideTraining_Sept19_Update.pdf

<https://www.foundationprogramme.nhs.uk/sites/default/files/2019-11/Operational%20Guide%20%2008.11.19.pdf>

The HEE YH study leave policy and guidance is available on the HEE YH website:

https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies/curriculum_delivery

This YHFS guidance is not intended to replace these documents, but rather to provide clarity on points of detail specific to the delivery of the Foundation curriculum across YHFS.

Trust Mandatory Training

‘Trust Mandatory training’ - training required by the employer to ensure effective service delivery, should be delivered within working time, and is not included within this guidance.

For the purposes of curriculum delivery, mandatory training is trust based training that ensures safe working practices and governance within the trust such as fire safety, resus training, and information governance. This will often be delivered in the “Shadowing” period and is mandatory for employment. This training does not require study leave.

What courses training are included?

Study leave for FY1 remains the same – this is to be used for the Regional Training days organised by YHFS. However, in the new guidance it has been agreed that FY1 trainees can take 5 taster days in their FY1 year. We had previously said this should be split across the 2 foundation years where possible.

All trainees **MUST** agree their study leave with their ES / TPD / DME and **MUST** comply with their employers' own study leave policy. In addition, we will not allow leave outside the region or school if we provide an equivalent in-house alternative.

It is not possible to list every training course but for FY2 trainees, as a general principle we would generally allow, on average

- Attendance at one course for career development
- Attendance at one “skills” course (e.g. chest drain / ultrasound / BSS / ATLS)
- Presentation at one meeting

Paediatric life support for trainees in a paediatric placement or as a Bridging the gap day is eligible for trainees with an intention to enter paediatric core training as their next post. Applications must be in the standard way in accordance with trust policy.

Other courses **MUST** be discussed well in advance with the responsible TPD and written approval given.

There are some course requirements for Foundation trainees (below) that must be completed – i.e. they are mandatory - but these are **NOT** Mandatory Training in the employer sense – they should be provided (and counted) under the scope of curriculum delivery/study leave.

Except for the generic Regional Training days, that are a YHFS requirement, all other study leave is a discretionary decision by the Trust as employer and is dependent on that Trust maintaining an effective service and considering the needs of other trainees.

It must be discussed and agreed with the educational supervisor and/or TPD and should be used to support the aims of the Foundation programme, achieve Foundation outcomes or explore career opportunities and improve wider professional development.

Study leave for any other purpose is therefore only likely to be approved in very exceptional circumstances. It may be given as a professional leave of absence, rather than study leave, and YHFS may not be able to provide funding support.

The generic foundation teaching sessions and study leave are core components of the FP and allow trainees to meet their curriculum requirements. They also allow for training in core medical skills, professionalism, good medical practice and prescribing. Achieving these skills benefit the trainee, the trust and most importantly, patients and their care.

F1 teaching

In Yorkshire and the Humber, F1 doctors are provided with the following teaching and learning opportunities:

- **Regional Training Days** – Attendance at the 4 mandatory YHFS regional training days.
 - Day 1: Careers
 - Day 2: Quality Improvement (QI)
 - Day 3: (Simulation)
 - Day 4: Local training day (please note not currently running in West Yorkshire)

The themes for these days are agreed centrally. These days enable F1s to access simulation training and help them meet Curriculum competencies that may be harder to achieve in day-to-day work. The Training Days are divided between the hospitals to help assure the quality of the teaching provided. The Training Days are offered several times throughout the year. F1s must be supported to attend all of the Training Days; in some circumstances, this may require an F1 to go to a day in a different locality (e.g. West, South, East). 100% attendance is expected at the YHFS training days.

- **Advanced Life Support (ALS)** – F1s will also attend ALS or e-ALS. This is counted as an additional 1 or 2 Training Days depending where the trainees attend the course.
- **Weekly generic teaching** – this should be protected (“bleep-free”). It is expected that F1s will achieve a minimum of 70% attendance of available weekly in-house teaching. F1 generic foundation teaching sessions is provided through weekly teaching delivered by the individual employing trusts.
- “Grand rounds”, speciality teaching, departmental meetings or other related teaching sessions.
- F1 trainees are not entitled to study leave.
- Up to 5 taster days across F1. (These don’t all have to be taken in F1, some could be taken in F2.) It is preferred that no more than 3 days are taken in one training year, except in exceptional circumstances. If more than 3 taster days are to be taken within a single training year this must be discussed with both the ES and FTPD in advance. F1s should discuss career aspirations with their educational supervisor and review their requirement and timing for tasters around the middle of the F1 year.

All F1s are expected to attend a MINIMUM of 60 hours training; F1s must keep a record on their e-portfolios of their attendance at generic / speciality teaching and training days (100% attendance) as evidence that they have achieved the required attendance. This record will be checked at ARCP.

F2 teaching

In Yorkshire and the Humber, F2 doctors are provided with the following teaching and learning opportunities:

- **Training Days** – Attendance at the **6** mandatory YHFS training days.
 - Day 1: Careers
 - Day 2: Quality Improvement (QI)
 - Day 3: Simulation
 - Day 4: Local training day
 - Day 5: Teach the teacher
 - Day 6: Workplace and Me (WAM)

The themes for these days are agreed centrally. These days enable F2s to access simulation training and help them meet Curriculum competencies that may be harder to achieve in day-to-day work. The Training Days are divided between the hospitals to help assure the quality of the teaching provided and are offered several times throughout the year. F2s must be supported to attend all of the Training Days; in some circumstances, this may require an F2 to go to a day in a different locality (e.g. West, South, East). 100% attendance is expected at the YHFS training days.

- **Bridging the Gap Days (BtG)** – in addition to the above Training Days, F2s are offered 2 BtG days to help “bridge the gap” into their chosen career specialties.

F2s are required to attend a minimum of 1 BtG day, either YHFS approved (funded) or non-funded.

- Please see the BtG guidance for further details:
https://www.yorksandhumberdeanery.nhs.uk/foundation/curriculum_delivery_and_teaching_and_training/bridging_the_gap
- **“Grand rounds”, speciality teaching, departmental meetings or other related teaching sessions.**
- The nationally specified maximum entitlement to study leave is 30 days. YHFS supports study leave applications for the following:

- Up to 5 taster days across F1 and F2 as per F1 teaching.
- Sitting specialty examinations, if appropriate, will be given as professional leave of absence.
- If appropriate, attendance at UKFPO events to enable a trainee to present their own work at a national level. YHFS will consider funding requests for Foundation trainees who attend to represent the YHFS.

Please note: There is no funding for specialty examinations and study leave will not be given for examination preparation.

All F2s are expected to attend a MINIMUM of 60 hours training; this can comprise of Training Days, Bridging the Gap Days, generic / speciality teaching, in-house training or other relevant conferences / events.

F2s must keep a record on their e-portfolios of their attendance at generic / speciality teaching (expected 70%) and training days (expected 100%) as evidence that they have achieved the minimum of 60 hours. This record should be checked at ARCP.

Academic Foundation Trainees

In addition to the above, trainees on the Academic Foundation Programme (AFP) are encouraged to undertake generic training specific to their AFP in either academic research or medical education.

- The Foundation Schools directly fund the modules leading to a Postgraduate Certificate (Health Research or Medical Education) required for completion of an AFP.
- AFP trainees may take approximately 10 days (5 in F1 and 5 in F2) to attend training required for their Postgraduate Certificate. They should still submit a study leave request for this, in order to let the trust know when they are attending their PGCert course, but attendance is mandatory and the trainee should be released.
- All YHFS Academic FP (AFP) trainees are encouraged to attend the annual HEE YH Academic Presentation Day, and other regional events, which support training as an AFP trainee. Attendance, and presentation, is mandatory for the F2 AFP trainees and a study leave form should be submitted. While it is not mandatory for F1 AFP trainees to attend the HEE YH Academic Presentation Day, attendance is encouraged. The HEE YH Foundation Schools will support attendance at regional events.
- There is no additional funding for AFP trainees to attend conferences or other courses, but we will support the opportunity to attend / study leave request.

Funding

- The YHFS curriculum delivery budget is used to fund the regional training days programme and delivery of The Foundation Programme Curriculum. This may include external courses or events but only with explicit prior agreement with Educational Supervisors and /or TPDS.
- No additional funding is available for F1 doctors to use as study leave unless there are exceptional circumstances.
- In exceptional circumstances, if an F2 has an interest in attending a specific course, it may be possible to provide funding up to £150. This will only be considered if they haven't attended 2 BtG courses, have written to the Foundation School Director and it has been agreed with their Educational Supervisor and Foundation School Deputy.

Private Study

- The YHFS do not support the use of study leave for private study.

The method by which trainees secure protected time for teaching or study leave should be in keeping with the Trust's own study leave policy.



Health Education England