

# Generic Teaching Policy, Study Leave and SDT Guidance for F1 and F2 Trainees

Yorkshire and the Humber Foundation School, October 2021

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://foundationprogramme.nhs.uk/curriculum/curriculum-e-portfolio-documents/>  
(scroll down to Reference Guides)

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

**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.

## Specialised Foundation Trainees

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

- The Foundation Schools directly fund the modules leading to a Postgraduate Certificate (Health Research or Medical Education)
- SFP 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 SFP trainees are encouraged to attend the annual HEE YH Academic Presentation Day, and other regional events, which support training as an SFP trainee. Attendance, and presentation, is mandatory for the F2 SFP trainees and a study leave form should be submitted. While it is not mandatory for F1 SFP 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 SFP 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.

## **Self-Development Time (SDT)**

Self-development time has been introduced for all Foundation doctors in England as a result of the Foundation Programme Review carried out by Health Education England (HEE). It is time which will be formally included in the personalised work schedule of a Foundation doctor to allow them to carry out non-clinical activities related to their curriculum or career exploration; it is similar to the Supporting Professional Activity (SPA) time included in consultant contracts.

### **What am I meant to do during SDT?**

SDT is intended to be used for non-clinical activities that are essential for meeting the curriculum requirements for successful sign-off at ARCP or for developing future career plans – examples include meeting with supervisors, working on the ePortfolio, carrying out Quality Improvement work, formally reflecting on your clinical practice, and exploring career opportunities. Fuller descriptions of intended uses of SDT can be found in the Intended Uses of SDT Time document.

### **What if my work schedule already includes time for these activities?**

Where trusts or individual departments have already included such time in work schedules it is expected that this will be re-named as SDT.

### **Does SDT have to be given every week?**

No – it is expected that many trusts will want to amalgamate several weeks of SDT to be taken at one time, for example four weeks of SDT for an FY1 could be given as 4 hours, in one afternoon, once a month. Such arrangements may well work better for both Foundation doctors and service delivery.

### **Who decides when the SDT is timetabled?**

According to the Terms and Conditions of Service (2016) for doctors in training, Educational Supervisors are accountable for ensuring that a personalised work schedule, based on the generic work schedule for the post, is agreed with their supervisee. SDT should be included in both the generic work schedule and the final agreed personalised work schedule. In many Foundation posts the responsibility for discussing and agreeing the personalised work schedules will be delegated to the named Clinical Supervisor.

### **How do I plan and record SDT?**

Your plans for, and use of, your SDT should be included in the regular discussions with your Educational Supervisor. Making a Personal Development Plan, and regularly updating this throughout the year, will help identify non-clinical activities you should undertake during SDT. The ePortfolio does not contain a specific section for documenting use of SDT but the evidence you gather of progress in achieving your PDP objectives, along with the records of your Educational Supervision meetings, will show how the SDT has been used.

### **What if I am working LTFT?**

You should be given SDT pro-rata to the percentage of whole time equivalent you are working.

### **Do I have to do the same thing in SDT each week?**

No - your non-clinical and career development needs will vary as you progress through Foundation training and it is important to regularly review these and how you will use your SDT to achieve success.

**How does using SDT for career exploration differ from taster days?**

Foundation doctors are expected to develop career planning skills and to proactively explore and plan their career options. SDT can be used for activities to support this, such as gathering careers information from internet resources (such as Royal College websites or the Health Careers website), seeking advice from relevant clinicians, and taking time to reflect on career options and plans. Whereas taster days are meant to provide a much longer opportunity, usually of several days to a week, for experiencing one or more specialties and are provided out of the Foundation doctor's study leave allowance.

**Can I do e-learning in SDT?**

Yes – using SDT to do e-learning to further your knowledge about areas that are in the curriculum, have been identified in your reflections, or are related to your career planning are all very appropriate uses of the time. SDT is not, however, meant to be used for mandatory e-learning done as part of trust teaching programmes or for doing mandated trust electronic induction and essential training packages.

**What if I do not get the SDT?**

In the first instance discuss this with your named Clinical and Educational Supervisors, as they are responsible for your personalised work schedule, they should be able to support you in getting the appropriate SDT. If the situation cannot be resolved with the help of your supervisors, you should talk to your Foundation Training Programme Director.

Please also see the NHS employers guidance here:

<https://www.nhsemployers.org/articles/foundation-programme-review>

<https://www.nhsemployers.org/sites/default/files/2021-06/Self-development-time-FAQs.pdf>