

## **Health Education England (working across Yorkshire and the Humber) Curriculum Delivery (Study Leave) Guidance for Core Medical Trainees**

### **Background**

The HEE YH Curriculum delivery protocol applies to Core Medicine Training (CMT) trainees; however there are some specific issues which have been highlighted from HEE YH Quality Management visits and CMT focus groups and this guidance has been developed to provide clarity on arrangements in CMT.

The relevant HEE YH protocols can be accessed via these links:

<http://www.yorksandhumberdeanery.nhs.uk/media/865264/2015%20June%20Curriculum%20Delivery%20Policy-Jun2015.pdf>

<http://www.yorksandhumberdeanery.nhs.uk/media/802426/2014%20June%20Regional%20Guidance%20for%20Expenditure%20from%20the%20Curriculum%20Delivery%20Budget.pdf>

In particular the following statements should be noted:

- It is usual for Local Education Providers (LEPs) to state that applications for leave must be submitted at least 6 weeks before the date of the leave. Some LEPs require longer.
- The curriculum delivery entitlement is currently a maximum of 30 days per annum in total for all training grades, as defined within national Terms and Conditions.
- Trainees will be granted leave with pay and expenses (other than examination fees) for the purpose of sitting an examination for a higher qualification where it is necessary as part of an approved, structured training programme and meets curriculum requirements. Leave will be granted, but without expenses, for second and subsequent attempts at the same examination.
- The authorisation of requests for private leave is discretionary and is subject to the support and formal approval of the local Director of Medical Education (DME), Educational Supervisor and Training Programme Directors. Private leave will count towards the curriculum delivery leave entitlement and should only be awarded in exceptional circumstances (usually only immediately prior to examinations). National Terms and Conditions states up to a maximum of 5 days of private leave can be taken by an individual trainee, per annum.

CMT trainees are required to achieve the MRCP examinations in the curriculum (in particular passing the PACES examination), to progress to higher specialty. It is therefore important that CMT trainees are supported to achieve this. There is also evidence that increasing PACES pass rates improves recruitment to CMT training programmes.

### Background Specific guidelines for CMT

- Trainees studying for MRCP exams should be granted 5 days private study leave per annum. This would normally be within 3 months of the exam date.
- It is mandatory for all CMT trainees to attend one of the regional 2 day PACES teaching courses. These may take place at weekends in order that venues and faculty are available. Trainees should be given time off *in lieu* of attending one of these courses. They will be expected to submit a study leave form detailing the dates of the course, and the dates taken off *in lieu*
- Trainees who are required to complete Trust and/or Mandatory training in their own time i.e. post nights on annual leave etc. should be given time back *in lieu*. They will be expected to submit a study leave form detailing when they did the training, and the equivalent time they intend to taken off.

Where trainees have provided notice of study leave in accordance with the HEE YH curriculum delivery protocol (i.e. 6 weeks), employers are expected to process the application prior to the study leave commencing. Where possible, this should be within two weeks of receipt of the application.

- Postgraduate doctors in training are advised to book study leave as far in advance as possible, where the Trust has not provided the rota with 6/52 notice due consideration should be made and this should not disadvantage the applicant.

### Regional Training days: Mandatory Attendance Requirements

The Yorkshire and Humber School of Medicine has agreed the following attendance requirements:

- Trainees must attend a minimum of 85% of teaching provided and have a maximum of 15% authorised absences within the training year.
- Authorised absence of 15% is permitted for the following purposes:
  - Annual Leave (subject to the pattern of attendance)
  - Sick Leave
  - Carer Leave
  - Special/Emergency Leave
  - Maternity Leave
  - Partner/Paternity Leave
  - Adoption Leave
  - Attendance at the Coroner's Court
  - Jury Service
  - Out of hours duties and subsequent mandatory rest
  - Exceptional clinical experience with advance agreement from the TPD.
- Annual Leave is authorised, however should a pattern of non-attendance on teaching days occur it is subject to review by the Training Programme Director and/or Director of Medical Education.
- Trainees are only excused from attendance at <85% of regional teaching for reasons other than those stated above, with the advance approval of their Training Programme Director. This will normally only be given if the trainee has the opportunity of an exceptional clinical experience which is rarely encountered during training (e.g. observing court proceedings).

### Unauthorised Absence

Absence for any reason other than those stated above will be treated as unauthorised and must be accounted for. Recurrent unauthorised absence will be recorded, reported to the employer and investigated during trainee's ARCP and educational review.

Clinical commitments which have not been agreed in advance by the Training Programme Director are categorised as unauthorised. Trainees who are unable to attend teaching because of difficulties being released from their clinical placement are advised to contact their Training Programme Director and/or Director of Medical Education to raise the issue immediately. The Training Programme Director and/or Director of Medical Education will seek to resolve the issue urgently. Where a trainee has given adequate notice for approved training and a trainee is denied attendance, CMT trainees are advised to report this as an "Education Exception" to the local guardian.

### Less Than Full Time (LTFT) Trainee Attendance

Trainees who train LTFT are expected to attend the teaching pro rata. Trainees must discuss their attendance on the course with their Clinical Supervisor and Training Programme Director when agreeing their job plan.

