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<b>Authorised by</b>	Postgraduate Dean's Senior Management Team
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## Guidance

### Introduction

This guidance document replaces all previous documentation and policies relating to curriculum delivery funding (previously known as “study leave funding”) for junior doctors and dentists in training, and is effective immediately. The arrangements for dentistry may vary and therefore dental trainees are advised to contact the local Postgraduate Dental Dean or their Dental Training Programme Director in the first instance.

Access to education and training away from the workplace is an integral part of the Personal Development Plan (PDP) for all trainees, supporting achievement of the learning outcomes specified in specialty and generic curricula. Educational events and opportunities (including web based learning, clinical skills and simulator training) are available both locally and regionally. Doctors and dentists in training are encouraged to utilise these opportunities which are supported by Educational and Clinical Supervisors, Training Programme Directors and Heads of Schools. All educational and training requests should meet the requirements detailed within Dental, Foundation or Specialty College Curricula. Health Education England, working across Yorkshire and the Humber (HEE YH) also recognises that, in some specialties, trainees will need to access specialised training events and opportunities that are arranged outside HEE YH.

All trainees **must** follow the Local Education Provider (LEP) application process for formal authorisation when making all applications to access education and training events occurring outside the workplace. This will involve using the form in use at the LEP (Hospital or Practice) where you are working when the leave will be taken. The administrative arrangements within the LEP may vary, so it is important to obtain this information early on in each rotation – it should be given during Induction, and is always available through the Trust-based Medical and Dental Education Centre or GP Practice Manager.

This guidance is given in accordance with current advice and information from the Department of Health, NHS Employers, the Conference of Postgraduate Medical Deans (CoPMED) and the Postgraduate Dental Deans (COPDEND) who have set out the processes to be used when considering applications for study time and professional leave.

This document is a reference guide and should be referred to, throughout training. Updates and revisions will be issued from time to time and will be available on the HEE YH website:  
[http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/curriculum\\_delivery/](http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/curriculum_delivery/)

### Budget Availability

Funding is identified annually through recommendations from each Foundation and Specialty School. Annual priorities are agreed by the Postgraduate Dean’s Senior Management Team.

### Governance and Appeals

HEE YH will use the Postgraduate Dean’s Senior Team and its subgroups to govern the arrangements and funding for postgraduate medical and dental education and training.

Appeals will be managed within the LEP and School. Details of the process are included at the end of this document.

### Training Support Infrastructure

All trainees are required to have a named Educational Supervisor with whom they should meet to discuss and plan personal development and access to education and training. Each trainee should produce a Personal Development Plan (PDP). Meetings should be documented and take place at the beginning, middle (usually) and end of each placement. Additional support is available from Clinical Supervisors, Training Programme Directors, Heads of Schools and Directors of Postgraduate Medical Education/Directors of Medical Education.

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## **Trainees on Maternity/Sick Leave**

It is not expected that trainees that are absent from work on sick leave or maternity leave would apply for leave. If it is part of a trainees 'keep in touch' scheme or part of the LEP policy for phased 'return to work' expenses will be reimbursed. These details should be clearly marked on applications, which should be submitted as described below.

## **The Approval Processes**

Trainees need to seek approval that the leave is appropriate in content and context for their curriculum, stage of training and PDP. This is approved via the relevant School process and trainees should be guided by their School's pages on the HEE YH website. They also need to seek approval to be released from their commitments in the workplace to attend the educational event. This is approved by the appropriate LEP where the trainee will be working when they take the leave. Signatures are required for both before leave is granted.

## **Curriculum Support Definition**

Leave to participate in education and training activity away from the workplace is granted only when that activity supports the foundation or specialty curriculum. Overall responsibility for approval lies with the School, through the Training Programme Director (TPD). The TPD may delegate this responsibility to Specialty Curriculum Delivery Approver. Wherever possible such activity should occur locally, trainees will only be supported to attend educational activity outside HEE YH when it is agreed as being relevant to the curriculum AND is not available locally. Once the activity is deemed to be appropriate to the trainee's needs, then the LEP's policy should be followed to obtain permission to be freed from work.

Approval that the educational event is appropriate is NOT approval to take leave from the workplace.

## **Planning and making an application**

Applications must be made on the form in use at the LEP where the doctor/dentist is working at the time the leave is being taken. Local policy must be followed with regard to the notice period for the leave, what information needs to be completed and who should sign the form. All application forms should contain **estimated costs** of travel, subsistence, accommodation etc. Once completed, this form (in hard copy) must be signed by the appropriate designated signatory(ies). It is usual for LEPs to state that applications for leave must be **submitted at least 6 weeks before** the date of the leave. Some LEPs require longer. You must check and abide by your LEP's policy. For leave taken early in a rotation this will necessitate the submission of the relevant forms **before** you commence your placement. Details of leave taken must also be recorded within the training portfolio.

It is important that other LEP colleagues (particularly the Rota Organiser) are involved in requests for leave, to ensure that service commitments are appropriately covered. You must find out who this is and follow the LEP department's/Surgery's correct authorisation process.

## **Reimbursement Process Following Approved Study/Examination Leave**

- Completed Claim Forms **MUST** be accompanied with **ALL** receipts **AND** proof of attendance. Further support and assistance can be accessed via the local Trust Medical Education Manager, or equivalent.
- There are Department of Health regulations concerning salary, travelling expenses and subsistence. All reimbursement claims **must** be submitted to the **Employing LEP**, within 28 days of incurred expenses, using the LEP Reimbursement Claims process. Failure to meet this timescale will endanger a successful application.
- Unless special considerations exist, LEPs should pay all reasonable expenses that arise as a natural consequence of granting leave, that is, travelling and subsistence in accordance with prescribed rates, together with appropriate fees. **Requests for partial funding WILL NOT be supported.**
- Wherever possible, trainees must take advantage of concessionary fare arrangements.

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All applications for reimbursement should be accompanied by feedback and, or an evaluation on the

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content of the educational event together with a certificate of attendance (where these are available).

### **Curriculum Expectations**

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.

Education and training activity that occurs within the workplace, such as teaching ward rounds, regular weekly teaching/tutorial meetings, journal clubs and protected teaching time within the working week does not count against this entitlement.

Training activity arranged as an integral part of the School's local educational programme will be counted against the leave entitlement. Leave must still be applied for to ensure that service delivery is not compromised. If trainees do not attend educational sessions that are required by the School programme, access to alternative leave activities may well be restricted.

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. Where it is essential for doctors and dentists in training to obtain an appropriate higher qualification, financial support will not be provided to allow them to obtain the equivalent qualification of more than one College/Faculty.

Requests to attend "crammer" courses or intensive learning/preparation courses for examinations are not supported; learning materials are available via the specialty Schools and the Trust Medical Education Centres and on the e-learning for healthcare website <http://www.e-lfh.org.uk/home/>. Medical Education Managers can provide relevant details.

### **Medical GP Trainees**

GP trainees are usually allowed to attend essential training sessions within the specialty and to attend half day release sessions (or equivalent block teaching modules) on the local GP Training Programme.

These may include sessions unrelated to their current post but which are specifically designed to facilitate development in a chosen future career in General Practice. However, where possible, attendance at hospital specialty events should occur whilst the trainee is undertaking a placement in that specialty unless they specifically clash with the half day or block teaching events.

Whilst in a Hospital specialty post, GP trainees should follow the same arrangements as described above, (Planning and making an application) to apply for leave. Applications should also be discussed and countersigned by the responsible GP Training Programme Director.

GP Trainees wishing to apply for specialty leave whilst in the GP Training Practice, should discuss this at the earliest opportunity with their Educational Supervisor.

### **Diplomas (DRCOG, DCH, DGM)**

These are not considered necessary for the development of the core knowledge and skills for MRCP, however, these may be of interest to some GP Trainees, especially those who may wish to pursue a special interest.

If progress towards certification is satisfactory and there have been no concerns, leave will be available to sit these exams. Leave will be granted without expenses.

### **Foundation Trainees**

Foundation Year 1 (FY1) trainees are not eligible for funded study leave, however the requirement for suitable study opportunities is supported and defined by the Foundation School Director and will usually

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be arranged towards the end of FY1.

It is a requirement for Foundation Year 1 (FY1) trainees to attend the formal education programme which is provided within the NHS Trust. Attendance will be monitored and trainees must record attendance within the portfolio. Reasonable time within working hours to attend other educational events within the hospital will also be encouraged and should be recorded in the portfolio.

FY2 and DF2 trainees are eligible to access funded leave, however requests should be mapped to the Foundation curriculum and funds **should not be used** to prepare for specialist examinations.

Foundation Year 2 (FY2/ DF2) trainees are required to attend generic training programmes organised by the Foundation School or their department, as well as any regional study days. This is part of the study allowance. The trainee may take further leave to a total of 30 days as long as this is consistent with maintaining essential service. This may include up to five days as "Taster days" in preparation for core and specialty training. Where possible these 'taster days' may be taken in FY1.

All Foundation trainees must liaise with their rota co-ordinators in advance, according to their Trust protocol, to be released for their Generic Training programmes, taster days etc.

During the 2 years of Medical Foundation Training, trainees will be required to complete AND PASS an ALS course. Please liaise with the local Foundation Training Programme Director, Director of Medical Education or Medical Education Manager for details. Dental Foundation trainees must complete an annual CPR course, ideally to ILS level.

### **Paediatric Speciality Trainees**

The Speciality Education Programme for Paediatrics (STEPP) is a mandatory training programme specifically for paediatric trainees. Please refer to the HEE YH website for STEPP training dates. All trainees must apply to attend the programme in the usual way by completion of the Application Form. Trainees will receive reimbursement at the standard public transport rate.

### **Trainees Training Less than Full Time**

Trainees working less than full time are eligible to access leave on a pro rata basis to ensure annual progression through achievement of specialty curriculum competencies.

### **Academic Clinical Fellows (ACFs) and Clinical Lecturers (ACLs)**

Leave related to academic research is not funded by the NHS Trust Hospital based budget. Trust policies must be adhered to in order to apply for leave from work to attend.

Academic Clinical Fellows (ACFs) and Clinical Lecturers (ACLs) holding an active National Training Number (NTNa) are eligible to apply for a Masters programme/academic components of a Masters' programme as well as access to a bursary for presenting at appropriate National meetings only.

Applications to attend events relating to the academic part of the training programme should be directed to the Academic Training Programme Director.

### **Locum Appointments for Training (LATs) and Fixed Term Training Appointments (FTSTAs) and FTTA or post CCST in Dentistry**

Applications would only be considered from trainees holding LAT or FTSTA/ FTTA appointments of more than **3 months**. However, the decision to grant leave is at the discretion of the Educational Supervisor and Training Programme Director. All applications must follow the same process as described in 'Planning and Making an Application' above.

### **Monitoring leave taken**

When monitoring leave, all the days approved are counted, including weekends and bank holidays because of the liability for expenses (curriculum delivery should be built into the training programme

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timetable and therefore planned in advance).

### **Private Leave Requests**

The authorisation of requests for private leave is discretionary and is subject to the support and formal approval of the local 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.

### **Ad hoc Requests for Leave**

- Trainees Identified or Acting as Faculty for a Training Event – leave would be supported and reimbursement given using professional leave.
- Applications for Leave to attend Graduation Days – this is not supported.
- Applications for Trainees to be part of Selection Panels – local LEP Special Leave Policies would apply.
- Attendance at Careers Fairs – if trainees have been invited to attend to present/give advice on the specialty/training and this is supported by the TPD, then reimbursement can be made following local LEP policy.

### **Applications for Examination Leave, Republic of Ireland**

Leave taking place in RoI is technically classed as 'Overseas'. However, HEE YH accepts that occasionally there will be special circumstances when it will be reasonable for examinations in Ireland to be taken. All requests, including expenses must be applied for using the Curriculum Delivery Application Form and process. If an application is approved, second class rail, and ferry expenses will be paid to Dublin.

### **Overseas Leave**

There is no entitlement to overseas leave. However, trainees are encouraged to present papers at educational events, where these are deemed to be of educational value. Financial support in these circumstances may take the form of a grant. All decisions taken on approving this type of leave is at the discretion of the Head of School. Oral presentations should attract support more readily than posters (unless the poster involves special oral discussion during a 'poster plenary').

The Standard Application Form must be completed and accompanied by a letter of support indicating the exceptional nature of the leave from the educational supervisor, information on the venue to be visited, and the nature of the activity.

All applicants should submit the form to the Head of School a minimum of **two months** in advance of the proposed absence.

Under no circumstances will consideration be given to applications submitted retrospectively.

As the application is approved on a grant basis, it need not differentiate between fees, travel and subsistence. If the overseas leave is appropriate educationally, the trainee can accept additional sponsorship up to 100% of the cost. This may be from LEP or Commercial sponsorship. Trainees must follow their Employers governance guidelines in relation to making the appropriate declarations.

### **Guidelines for Attendance at Conferences Abroad**

Any of the following criteria can be applied to applications for overseas educational leave:

- The frequency of attendance at conferences of any one individual, area or category of staff, including reference to previous leave abroad which had been granted. The total number of applications received from one particular area/specialty for any particular study course/conference is also considered.
  - The opportunities or lack of them, for the applicant to keep abreast or add to his or her knowledge,
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apart from leave abroad.

- That the applicant has the capacity to benefit from the proposed attendance.
- That the value of the proposed conference is likely to be of sufficient benefit to the applicant and the National Health Service to justify attendance at NHS expense.
- That the cost of the conference is not excessive in relation to its current value for training purposes and the overall budget. The use of hospital funds and other sources of finance will be considered. It may well be that the applicant will make some contribution to the total cost. Applicants will be expected to travel by the most economic route.
- The applicant will be required to state the amount of financial support from other sources which will be made available to him or her.
- The applicant must produce a report to the Training Programme Director following his/her visit overseas.

### **Sponsorship and Acceptance of Gifts and Hospitality**

Applicants are asked to note that even where financial assistance is not being requested, it is still necessary to apply for leave. Staff should be aware of their LEP policy on the acceptance of hospitality.

### **Meetings at which Trainees Present Papers**

Trainees should be encouraged to present papers at academic meetings. The decision as to whether this should be allowed against the curriculum delivery entitlement and funded from the Curriculum delivery resource will depend on whether or not the meeting concerned is judged to be of educational value to that trainee. Applications will be considered on a case by case basis.

### **Appeals Procedure**

All appeals against non-authorisation of curriculum delivery must be in writing and submitted with comprehensive and detailed documentary evidence in support of the appeal. Those involved in the appeals process will only consider written evidence placed before them in a timely fashion.

If a trainee has a request for leave to attend educational activity away from the workplace refused they may appeal to the Head of School or the Postgraduate Dental Dean for dental trainees. Overseas application appeals should be made to the Deputy Postgraduate Dean.

If the School approves the leave but the employing trust refuses to release the trainee then an appeal should be made to the trust Director of Medical Education/Postgraduate Medical Education.

Trainees who wish to appeal should bear in mind that leave is discretionary and trusts may refuse if maintenance of the service is compromised, and/or their processes are not followed.

In cases where there has been a breach of the Terms and Conditions of Service or the guidelines in this document and the matter is not settled to the trainee's satisfaction by the local trust appeals procedure, the applicant then has the right to appeal to the Postgraduate Dean or Postgraduate Dental Dean. This should be done in writing within 15 working days of the local trust appeal decision being confirmed.

### **Next Review**

Guidance to be reviewed in March 2017 or in accordance with any organisational or national changes which effect the processes outlined.