

FOUNDATION STUDY LEAVE GUIDELINES

FY1

FY1s do not have a study leave entitlement. Any courses other than those organised by the Deanery (ILS, simulation etc) should be taken from your annual leave or on days when you are not scheduled to be at work. This is a UK policy and applies to all FY1s.

FY2

In FY2 you can apply for study leave for a selected number of reasons. These are detailed on the website.

FY2s have 2 days for ALS and up to 10 days for Tasters. This study leave is non-transferable and can only be used for these purposes. The up to 10 days of Taster time can be taken in either the third block of FY1 or throughout FY2. It would usually be taken as 5 days for each specialty/GP area. Tasters are usually taken in your own region unless the clinical area isn't available locally.

Please see the advice on tasters on the website for further information:

<http://www.scotlanddeanery.nhs.scot/trainee-information/scottish-foundation-school/current-trainees/tasters/>

Of the remainder, much is taken up with your mandatory delivered education program, simulation training and mandatory ALS course. All the funding available for FY2 study leave is used to fund the ALS course and simulation training.

A further 8 days are available for appropriate personal study leave. You may apply for time to attend postgraduate exams but not courses to enhance your application. Study leave in Foundation can only be used to satisfy your completion of the Foundation curriculum. You are entitled to leave for interviews however this should be taken as service leave and you are contractually entitled to this however you must give adequate notice.

STUDY LEAVE APPLICATION PROCESS

Firstly, you should request leave from the service and then submit a request on TURAS for your FPD to approve. This should be submitted six weeks in advance of the leave date. If you are uncertain as to whether this is appropriate use of study leave please contact your FPD for advice in advance of the application.