

# Study Leave Guidelines

Health Education England, North West (Mersey)  
Training Year August 2017-2018  
Version 2



[Health Education North West](#)

## BACKGROUND

This is the second version of the study leave guidelines since the Mersey and Manchester Rotations were combined to form the Health Education England North West School of Anaesthesia. This document describes the study leave arrangements for the Mersey side of the rotation and describes the local courses that we will be running and supporting this training year.

The aim of the guidelines is to ensure consistency for all trainees, irrespective of the Local Education Provider (LEP) they are attached to. I fully sympathize that the time around the Primary and Final FRCA are very stressful and it is important that everyone is aware of what they are entitled to.

**Study leave is a maximum of 30 days per training year and all efforts must be made to submit applications no later than 6 weeks prior to the event (sometimes this isn't always possible though). The study leave budget is only £805 per trainee per training year (not very much!) so I have tried to maximize what people get for this and clearly attending a local course is better value for money.**

I have also tried my best over the last few months to listen to the wishes of trainees and trainers and have investigated the Educational Governance around each course. I hope that people are happy with the packages of training that have been arranged, I'm clearly not going to please everyone but do get in touch if you have any ideas on how this could be improved and the guidelines will be re-drafted again for the next training year. I really hope this guidance is more '**what you can do**' and '**how we can help you**' rather than '**what you can't do**' and you are all very welcome to contact me. Any ideas for additional courses are most welcome.



Dr Simon Mercer  
Associate Head of School  
Health Education England North West School of Anaesthesia

## **BASIC ANAESTHETIC TRAINING PROGRAM**

The main aim of the Core Training Years is to pass the Primary FRCA and attain all the competencies to progress to Specialty Training. The bulk of the training is therefore geared towards passing the Primary FRCA. Once this exam has been passed then there will be the opportunity to undertake other activities such as attending conferences to present work and this will be agreed on an individual basis with the Core Training TPD (Dr Allsop). This must also be balanced on people having an up to date e-portfolio and making good progress with their competencies and modules.

**This year, all CT1 trainees will be top sliced £600 and CT2 trainees £500 (CT2 trainees who have already passed the Primary FRCA will be contacted and their top-slicing adjusted accordingly).**

This ensures that there is a small amount of money available to attend a National Event if desired and the composition of the package doesn't just focus entirely on the Primary FRCA. The following package has been negotiated and courses are automatically paid for from the study leave budget.

**Trainees must apply for study leave in the usual way to attend ALL these courses and the costing have been made based on an 80% attendance.** There are several opportunities to attend most courses and priority will be given to CT2 trainees if they missed something in CT1. **If you have no alternative but to attend a mandatory course on your 'rest day' then College Tutors have been informed that you are to have an alternative rest day (if you really want one!).** In addition to this, where possible, courses have been allocated to different days for LTFTs. **All college tutors will be informed of the BASICS dates but you will still need to apply for these.**

The following courses are included in the package and amount to 31.5 days of study leave. **Please bear in mind, to purchase these courses individually would cost a trainee in the region of £2000.** You will be contacted with the outstanding dates early in the training year.

- Novice Laryngoscopy Course (CT1)
- BASICS – Core Trainees Primary Preparation Course (12 days)
- BASICS + – Core Trainees Primary Preparation Course (2 Days)
- The EASE Course - Emergencies in Anaesthesia (CT1)
- Transfer Training Course
- Mersey Introduction to Critical Care Course
- Difficult Airway Course for Core Trainees
- BASICS 2 (2 Days)
- Basic Obstetric Anaesthesia Course
- Mersey School of Anaesthesia Primary FRCA MCQ Course (5 days)
- Mersey School of Anaesthesia Primary OSCE/VIVA Course (5 days)
- Introduction to Ultrasound Course (Half day) (CT2)
- Human Factors Workshop (Half day) (CT2)
- Pain Workshop (Half Day)

Trainees may use additional study leave days to attend other exam revision courses if they wish **but these will only be supported for 'time only'**. Local Education and Training Board (LETB) guidance is that trainees are allowed a maximum of 7 days per training year for private study at the discretion of their Educational Supervisor. There will of course be discretion for those who are repeating the Primary FRCA as they may benefit from another external course and this will be supported.

Unfortunately, an 'in date' Advanced Life Support Course is currently required for ST3 short listing. We plan to run a 'School of Anaesthesia' ALS Course this year to reduce the cost to trainees (*and I have written to HEE to see why this is actually in the person specifications as it makes no sense to me and could be considered a monopoly!*). Attendance on other Life Support Courses will be considered, but these are very very expensive, particularly the ATLS Course (>£700) and the ultimate value of attending these courses must be considered. Unfortunately, the application for ICM training gives addition points for being an ALS instructor so sadly we have to support attendance on the GIC which itself cost £600 for 2 days (*this too I feel is ridiculously expensive!*)

Trainees who are repeating any component of the Primary FRCA may apply to attend the locally arranged teaching in the North-West side of the School and will be offered access to the website [www.onexamination.com](http://www.onexamination.com) for a 2-month period paid for by the School if they so wish.

The Lead Employer has indicated that claims should be made via them for travel expenses to local hospitals and therefore local travel claims will not be approved from the study leave budget to attend local courses. Travel to National Meetings and accommodation can still be requested and will be supported within budget.

**Study leave money cannot be used to pay for Royal College Anaesthetists Examinations or travel and subsistence for attendance at the exam. You may use private study leave to attend the exam within your 7 day allocation (so make sure you save some of your allocation for this).**

Individual Courses are described in more detail below

### **Novice Laryngoscopy Course**

- [Monday 21 August 2017](#)
- [Monday 12 February 2017](#)

**Location:** Education Centre, Warrington Hospital, Lovely Lane, Warrington WA5 1QG

**Course Director:** Dr Seema Charters ([seema.charters@me.com](mailto:seema.charters@me.com))

**Description:** This course is recognized by the Royal College of Anaesthetists and is an introduction to laryngoscopy for new Core Trainees. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## BASICS – Core Trainees Primary Preparation Course

- [Thursday 10 August 2017](#)
- [Thursday 14 September 2017](#)
- [Thursday 12 October 2017](#)
- [Thursday 9 November 2017](#)
- [Thursday 14 December 2017](#)
- [Thursday 11 January 2017](#)
- [Thursday 8 February 2017](#)
- [Thursday 8 March 2017](#)
- [Thursday 12 April 2017](#)
- [Thursday 10 May 2017](#)
- [Thursday 14 June 2017](#)
- [Thursday 12 July 2017](#)

**Location:** Education Centre, Arrowe Park Hospital, Upton, Wirral, CH49 5PE

**Course Directors:** Dr Chris Brearton, Consultant Anaesthetist and Clinical Director, Royal Liverpool University Hospital ([Chris.Brearton@rlbuht.nhs.uk](mailto:Chris.Brearton@rlbuht.nhs.uk)), Dr Tom Williams, Consultant Anaesthetist, Arrowe Park Hospital and Training Program Director for Intensive Care Medicine (Mersey) ([tom.williams@nhs.net](mailto:tom.williams@nhs.net))

**Description:** The BASICS Course is the HEE-NW (Mersey) Flagship preparation course for the Primary FRCA. It covers many aspects of the syllabus. Trainees who attend are invited to join a 'DropBox' account with recent lectures. **Trainees are expected to apply for study leave to attend this course and aim to attend at least 80% of the sessions. A register will be taken**

## BASICS + – Core Trainees Primary Preparation Course

- [Dates to be arranged](#)

**Location:** Education Centre. Arrowe Park Hospital, Upton, Wirral, CH49 5PE

**Course Directors:** Dr Chris Brearton, Consultant Anaesthetist and Clinical Director, Royal Liverpool University Hospital ([Chris.Brearton@rlbuht.nhs.uk](mailto:Chris.Brearton@rlbuht.nhs.uk)). Dr Tom Williams, Consultant Anaesthetist, Arrowe Park Hospital and Training Program Director for Intensive Care Medicine (Mersey) ([tom.williams@nhs.net](mailto:tom.williams@nhs.net))

**Description:** The BASICS + Course prepares further for the Primary FRCA. Trainees are expected to apply for study leave to attend this course.

## The EASE Course - Emergencies in Anaesthesia

- [Dates to be arranged](#)

**Location:** Simulation Centre. Learning and Development Building, Aintree University Hospital NHS Foundation Trust, Longmoor Lane, Aintree, L9 7AL.

**Course Directors:** Dr Simon Mercer ([simon.mercer2@nhs.net](mailto:simon.mercer2@nhs.net)) and Dr Clinton Jones ([clint.jones@aintree.nhs.uk](mailto:clint.jones@aintree.nhs.uk)) Consultant Anaesthetists at Aintree University Hospital NHS Foundation Trust.

**Description:** The EASE Course is a one day high fidelity simulation course that is mapped to the Basic Curriculum of the Royal College of Anaesthetists and allows practice of critical incidents. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Transfer Training Course

- Dates to be arranged

**Location:** Simulation Centre. Learning and Development Building, Aintree University Hospital NHS Foundation Trust, Longmoor Lane, Aintree, L9 7AL.

**Course Directors:** Dr Clinton Jones ([clinton.jones@aintree.nhs.uk](mailto:clinton.jones@aintree.nhs.uk)). Consultant Anaesthetist, Aintree University Hospital NHS Foundation Trust.

**Description:** This multi-disciplinary high fidelity simulation course is mapped to the BASIC Curriculum of the Royal College of Anaesthetists and local Transfer Network Guidelines. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Mersey Introduction to Critical Care Course

- Thursday 14 September 2017
- Friday 15 December 2017

**Location:** Kent Lodge Education Centre, Broadgreen Hospital

**Course Director:** Dr Simon Rogers, Consultant in Critical Care and Anaesthesia at Royal Liverpool University Hospital ([Simon.Rogers@rlbuht.nhs.uk](mailto:Simon.Rogers@rlbuht.nhs.uk))

**Description:** The Mersey Introduction to Critical Care Course is design for those new to Critical Care. Places can be booked directly by contacting Helen Allanson ([Helen.Allanson@rlbuht.nhs.uk](mailto:Helen.Allanson@rlbuht.nhs.uk)) and will be paid for from the study leave budget. Study Leave must also be requested in the usual way.

## Difficult Airway Course for Core Trainees

- Date to be arranged

**Location:** Education Centre, Royal Liverpool University Hospital

**Course Director:** Royal Liverpool University Hospital Consultants

**Description:** The Difficult Airway Course for Core Trainees is an annual course designed to introduce Core Trainees to the equipment used to manage an anticipated difficult airway. It also introduces the general management of the difficult airway. Places can be booked directly by contacting the course directors and will be paid for from the study leave budget. Study Leave must also be requested in the usual way. **More information to follow on this course - will be held towards the end of the training year.**

## BASICS 2

- 6 October 2017
- 24 November 2017

**Location:** Education Centre, Royal Liverpool University Hospital

**Course Directors:** Dr Mruga Diwan and Dr Lee Poole, Consultant Anaesthetists at the Royal Liverpool University Hospital.

**Description:** The BASICS 2 Course prepares Core Trainees for the Primary OSCE Course. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Basic Obstetric Anaesthesia Course

- [18 October 2017](#)
- [14 March 2018](#)

**Location:** Education Centre, Liverpool Women's Hospital

**Course Directors:** Dr Charlene Grassman ([Charlene.Grassman@lwh.nhs.uk](mailto:Charlene.Grassman@lwh.nhs.uk)), Consultant Anaesthetist at the Liverpool Women's Hospital.

**Description:** The Basic Obstetric Anaesthesia Course is mapped to the Basic Syllabus of the Royal College of Anaesthetists. It consists of lectures and workshops. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Mersey School of Anaesthesia Primary FRCA MCQ Course

- [21-27 July 2017](#)
- [6-12 October 2017](#)
- [26 January – 1 February 2018](#)

**Location:** Education Centre, Whiston Hospital

**Course Directors:** Dr Dominic Cliff, Dr Iestyn Harrod, Dr Richard Dodwell, Dr David Mayhew

**Description:** The Mersey School of Anaesthesia is a charitable organization that specializes in exam preparation courses. Core Trainees on the Mersey Rotation can attend this course **once** as part of the 'top slice package' from the training year 2017-18. **Places on the course can be booked by emailing [applications@msoa.org.uk](mailto:applications@msoa.org.uk). Attendance on this course counts as 5 days of Private Study Leave and you will have to arrange the weekend off with your base hospital.**

## Mersey School of Anaesthesia Primary OSCE/Oral Course

- [27 October to 3 November 2017](#)
- [12-19 January 2018](#)
- [4-11 May 2018](#)

**Location:** Education Centre, Whiston Hospital

**Course Directors:** Dr Tushar Dixit and Dr Catherine Gerrard, Consultant Anaesthetists at Whiston Hospital

**Description:** The Mersey School of Anaesthesia is a charitable organization that specializes in exam preparation courses. Core Trainees on the Mersey Rotation can attend this course **once** as part of the 'top slice package' from the training year 2017-18. **Places on the course can be booked by emailing [applications@msoa.org.uk](mailto:applications@msoa.org.uk)**

**This course has limited spaces and you are therefore advised to reserve your place as soon as possible. If unfortunately, you don't pass the Primary MCQ and need to cancel, you must tell the MSA within a few days of the result to allow the MSA to offer the place to someone else.**

## Introduction to Ultrasound Course

- Next Course to Be Arranged (two half days per year)

**Location:** Arrowse Park Hospital

**Course Directors:** Dr Senthil Muthu

**Description:** There will be an introduction to Ultrasound Course include in the package for Core Trainees from the training year 2017-18. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Human Factors Workshop

- 22 March 2018 (am)– Half Day Workshop

**Location:** Rooms 1&2 Learning and Development Building, Aintree University Hospital, Longmoor Lane Aintree, L9 7AL

**Course Directors:** Dr Simon Mercer, Dr Louise Schofield.

**Description:** There will be a Human Factors workshop in the package for Core Trainees from the training year 2017-18. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Pain Workshop

- Next Course to Be Arranged (two half days per year)

**Location:** Royal Liverpool University Hospital

**Course Director:** Dr HooKee Tsang

**Description:** There will be a Pain Workshop include in the package for Core Trainees from the training year 2017-18. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## INTERMEDIATE TRAINING PROGRAMME

The main aim of the Intermediate Training Years is to pass the FINAL FRCA and attain all the competencies to progress to Higher Training. The bulk of the training is geared towards passing the FINAL FRCA. Other activities such as attending conferences to present work will be agreed on an individual basis with the Associate Head of School.

**This year, all ST3 trainees will be top sliced £600 and ST4 trainees £500 (Those trainees who have already passed the Final FRCA will have their top slicing adjusted accordingly)**

The following package has been negotiated and courses are automatically paid for from the study leave budget. **Trainees must apply for study leave in the usual way to attend ALL these courses** and the costing have been made on an 80% attendance. There are several opportunities to attend most courses and priority will be given to ST4 trainees if they missed something in ST3.

The following courses are included in the package and amount to 34 days of study leave over the two years. **A study leave form must be submitted to attend any course in study leave time. This package of courses would cost an individual trainee in the region of £1800 if purchased individually.** You will also need to ensure you tell your College Tutor in advance which MAFIT Course you wish to attend.

- MAFIT 1 Course (10 days)
- MAFIT 2 Course (12 half days)
- MAFIT 3 Course (8 half days)
- Mersey School of Anaesthesia 'Booker Course' (5 days)
- Mersey School of Anaesthesia FINAL FRCA MCQ Course (5 days)
- The ADAM Course (Aintree Difficult Airway Management Course) (ST4)
- An Introduction to Research in Anaesthesia (ST4) (half day)
- Trauma for Intermediate Trainees
- The EASE Paeds Course - Emergencies in Paediatric Anaesthesia (ST3)
- Human Factors (ST4) (Half Day)

**Attendance on the MSA Final MCQ Course will count as 5 days of Private study leave as this is essentially a private study course (albeit in groups of four).**

Trainees may use additional study leave days to attend other exam revision courses **but these will only be supported for 'time only'**. Trainees who are repeating any component of the Final FRCA may apply to attend the locally arranged teaching in the North-West side of the School. *(There will always be flexibility if people are struggling with the exam, but I don't want all study leave time and money to just be used for the exam important as it is!)*

Attendance on Life Support Courses will be considered and are likely to be approved, but these are very expensive and not always required for Consultant Interview so think very carefully before using your allowance for these (*or even spending your own money!*). *The GIC Course is also very expensive.*

The Lead Employer has indicated that claims should be made via them for local travel expenses to local hospitals and therefore claims will not be approved from the study leave budget. National travel and accommodation will still be supported and overseas conferences will also be considered. Those wanting to present work and go to conferences must demonstrate they are engaging with the training program, (*particularly if they want to go on any conferences that involve skiing!*)

**Study leave money cannot be used to pay for Royal College Anaesthetists Examinations or travel and subsistence for attendance at the exam. You may use private study leave to attend the exam within your 7 day allocation.**

The Individual Courses are described in more detail below

### **MAFIT 1 Course**

- Monday 12 September 2017 (Whiston)
- Monday 26 September 2017 (Alder Hey)
- Monday 10 October 2017 (Whiston)
- Monday 14 November 2017 (Walton Centre)
- Monday 12 December 2017 (Whiston)
- Monday 16 January 2018 (Whiston)
- Monday 6 February 2018 (Liverpool Heart and Chest)
- Monday 13 March 2018 (Whiston)
- Monday 10 April 2018 (Liverpool Women's Hospital)
- Monday 15 May 2018 (Whiston)

**Location:** Different locations as above

**Course Directors:** Dr Mruga Diwan ([mruganaik@hotmail.com](mailto:mruganaik@hotmail.com)), Consultant Anaesthetists at the Royal Liverpool University Hospital and Dr Tushar Dixit ([Tushar.Dixit@sthk.nhs.uk](mailto:Tushar.Dixit@sthk.nhs.uk)), Consultant Anaesthetist at Whiston Hospital.

**Description:** The MAFIT 1 Course is the HEE-NW (Mersey) initial preparation course for the FINAL FRCA. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

### **MAFIT 2 Course**

- Dates to be decided

**Location:** Education Centre, Whiston Hospital

**Course Director:** Dr Nick Airey, Consultant Anaesthetists at the Royal Liverpool University Hospital.

**Description:** The MAFIT 2 Course is the HEE-NW (Mersey) preparation course for written FINAL FRCA and specializes in exam practice. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Kirstie Gray ([Kirstie.Gray@sthk.nhs.uk](mailto:Kirstie.Gray@sthk.nhs.uk))

### MAFIT 3 Course

- Dates to be decided

**Location:** Royal Liverpool University Hospital

**Course Directors:** Dr Oscar Fredy ([Oscar.Fredy@rlbuht.nhs.uk](mailto:Oscar.Fredy@rlbuht.nhs.uk)) and Dr Jonas Appiah-Ankam, Consultant Anaesthetists at the Royal Liverpool University Hospital.

**Description:** The MAFIT 3 Course is the HEE-NW (Mersey) VIVA practice course for the FINAL FRCA. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Dr Fredy directly ([Oscar.Fredy@rlbuht.nhs.uk](mailto:Oscar.Fredy@rlbuht.nhs.uk))

### Mersey School of Anaesthesia 'Booker Course'

- 20-25 August 2017
- 4-8 February 2017

**Location:** Liverpool Medical Institute

**Course Directors:** Dr Nigel Scawn (LHCH), Dr Simon Ridler (Chester), Dr Lawrence Wilson (Chester), Dr Tim Astles (Aintree), Dr Ed Clitheroe (Aintree)

**Description:** The Mersey School of Anaesthesia is a charitable organization that specializes in exam preparation courses. Intermediate Trainees on the Mersey Rotation can attend this course as part of the 'top slice package' from the training year 2017-18. **Places on the course can be booked by emailing [applications@msoa.org.uk](mailto:applications@msoa.org.uk). As places are limited then it is advisable to make an early application for this course**

### Mersey School of Anaesthesia FINAL FRCA MCQ Course

- 11-17 August 2017
- 12-18 February 2018

**Location:** Education Centre, Whiston Hospital

**Course Directors:** Dr Nina Jain, Consultant Anaesthetist at Whiston Hospital.

**Description:** The Mersey School of Anaesthesia is a charitable organization that specializes in exam preparation courses. Intermediate Trainees on the Mersey Rotation can attend this course as part of the 'top slice package' from the training year 2017-18. **Places on the course can be booked by emailing [applications@msoa.org.uk](mailto:applications@msoa.org.uk). Attendance on this course counts as 5 days of Private Study Leave and you will have to arrange the weekend off with your base hospital.**

### The ADAM Course (Aintree Difficult Airway Management Course)

- To be arranged for June 2018

**Location:** Learning and Development Building, Aintree University Hospital NHS Foundation Trust

**Course Director:** Dr Peter Groom, Consultant Anaesthetist Aintree University Hospital NHS Foundation Trust

**Description:** This course is approved by the Royal College of Anaesthetists and focuses on the management of the Anticipated Difficult Airway. From the training year 2017-18 this course will be part of the top slice package for intermediate trainees with priority given to ST4 trainees to prepare them to start Higher Training. Study Leave must be applied for in the usual way and places can be booked by contacting Denise Morgan O'Neil ([DENISE.MORGANONEILL@aintree.nhs.uk](mailto:DENISE.MORGANONEILL@aintree.nhs.uk)), **this only applies to the June 2018 Course.**

## An Introduction to Research in Anaesthesia

- Date to be arranged

**Location:** Learning and Development Building, Aintree University Hospital NHS Foundation Trust  
**Course Director:** Dr Ben Morton, Consultant Anaesthetist and Intensivist, Aintree University Hospital NHS Foundation Trust

**Description:** From the training year 2017-18 this course will be part of the top slice package for intermediate trainees with priority given to ST<sub>4</sub> trainees. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Trauma for Intermediate Trainees

- Course Date to be arranged

**Location:** Learning and Development Building, Aintree University Hospital NHS Foundation Trust  
**Course Director:** Dr Simon Mercer, Consultant Anaesthetist, Aintree University Hospital NHS Foundation Trust

**Description:** This day of lectures and workshops will supplement the Intermediate Training in Trauma and allow several Work Placed Based Assessments to be undertaken. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## Emergencies in Paediatric Anaesthesia Simulation Course

- 2 dates to be arranged

**Location:** Simulation Centre. Learning and Development Building, Aintree University Hospital NHS Foundation Trust, Longmoor Lane, Aintree, L9 7AL.

**Course Directors:** Dr Joe Hobson Specialty Trainee (7) in Anaesthetists at Aintree University Hospital NHS Foundation Trust – with support from Consultants from Alder Hey Children's Hospital.

**Description:** The EASE Paeds Course is a one day high fidelity simulation course that is mapped to the Intermediate Curriculum of the Royal College of Anaesthetists and is aimed at improving confidence in dealing with children. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk)). Priority will be given to ST<sub>3</sub> trainees for this course

## Human Factors Workshop

- 22 March 2018 (pm) – Half Day Workshop

**Location:** Rooms 1&2 Learning and Development Building, Aintree University Hospital, Longmoor Lane Aintree, L9 7AL

**Course Directors:** Dr Simon Mercer, Dr Louise Schofield.

**Description:** There will be a Human Factors workshop in the package for Intermediate Trainees from the training year 2017-18. Trainees are expected to apply for study leave to attend this course and places are booked by contacting Janet Coulson ([janet.coulson@uhsm.nhs.uk](mailto:janet.coulson@uhsm.nhs.uk))

## **HIGHER & ADVANCED TRAINING PROGRAM**

From August 2017, the Post Fellowship meeting will be paid for using 'top sliced' study leave budget. **All Higher and Advanced Trainees will be top sliced £100 per training year.**

The dates for the next training year are as follows

- **Monday 4 September 2017 (Aintree)**
- **Thursday 2 November 2017 (Aintree)**
- **Wednesday 31 January 2018 (Alder Hey)**
- **Wednesday 28 March 2018 (Walton Centre)**
- **June 2018 to be confirmed**

Other study leave for Higher and Advanced Trainees is self-directed and requests should be discussed with the Associate Head of School.

## Using Study Leave to Teach

Study leave is a day away from the 'shop floor' or a teaching list  
Trainees must be clear that a day away from training is worth it!

Study leave for teaching and instructing **will be limited to 5-days per training year**, provided the trainee has not used their allocated study leave and unless there are exceptional circumstances this will be for a **maximum of two days per course to maximize exposure**. It will be expected that any teaching and instructing activity is supported by evidence of consultant supervision and a plan for completion of work place based assessments.

For an Outcome 1 at ARCP, the following will be required for any trainee who uses their study leave to teach

- Candidate Feedback
- Consultant (or senior instructor) Feedback
- A reflection on what has been learnt based on the above

Those who wish to pursue a sub-specialty interest in Medical Education are encouraged to sign up for the Edge Hill Teaching Module and can have additional time for teaching using study leave as negotiated with the Associate Head of School.

Due to the ridiculously expensive cost of the Advanced Life Support Course, this training year the School will be running their own course at Aintree University Hospital to save our trainees money as usually they have to pay for this course with their own money. Those trainees wishing to teach on an ALS during study leave must commit to assisting with the School course first, unless there are reasonable reasons not to.

**Performing the role of an examiner alone without any tuition or feedback does not carry any educational value and so will not be supported for study leave. Those wishing to undertake this role must do so in their own time.**

## **Using Study Leave for Management**

Again, study leave is a day away from the 'shop floor' or a teaching list  
Trainees must be clear that a day away from training is worth it!

Study leave used to develop management should be discussed with the Associate  
Head of School and with a reasonable plan will be supported

Those who wish to pursue a sub-specialty interest in Management are encouraged to  
sign up for the Edge Hill Management Module.

## Arrangements for Study Leave Application (From 1 January 2017)

If you would like to do something that is not included in this guide then there is always room for negotiation. Please contact either Dr Allsop or Dr Mercer first before you apply.

Process for Applying for Study Leave for all CT and ST Trainees as per the HEE-NW Website (<https://www.nwpgmd.nhs.uk/study-leave>). This has been 'cut and pasted' from the website

1. Download the electronic application form from the above website
2. Complete sections A, B and C ensuring you have inserted estimation of expenses you expect to claim.
3. Email your completed form to your Educational Supervisor and Rota Coordinator to obtain approval for the course / conference and the time respectively. Please note, study leave can be approved by:
  - i) Inserting an electronic signature image into the study leave application, *or*
  - ii) Attaching an email from the relevant individual, stating that approval has been given.
4. Your Educational Supervisor and Rota Coordinator should email you back confirmation of their approval.
5. Forward the two approval emails along with the application for to the relevant study leave administrator. In the case of anaesthetic trainees from the 1 January 2017 this will be

### For Core Trainees

[edstudyleave@rlbuht.nhs.uk](mailto:edstudyleave@rlbuht.nhs.uk)

### For Specialty Trainees

[study.leave@aintree.nhs.uk](mailto:study.leave@aintree.nhs.uk)

6. The study leave administrator will then forward your request to the Training Programme Director, Dr Allsop for Core Trainees and Dr Mercer for Specialty Trainees.
7. You must then await an acknowledgement from the LETB which will be emailed to you with a study leave expenses claim form.
8. You should submit your expenses claim form to the LETB as soon as possible after the course/ conference along with receipts (within 3 months).

**Please note that in addition to this, retrospective study leave requests will not be supported by the LETB for reimbursement**