

Anaesthesia Specific Supervision and Study leave Guidance

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Solo work and Supervision

We suggest that it is appropriate for training that a CT2 do a solo list once every 2 weeks / 1 per month

ST 3/4 once a week

ST 5/6/7 once or twice a week

This is as long as they get equivalent to 3 training lists a week over their placement time.

They should be indirectly supervised by a nominated named consultant who is in another theatre nearby, doubled up and able to leave and assist with any problems. This is not meant as anything other than a recognition that solo work is an important part of training and departments should not feel they are taking advantage of their trainees if they do solo work. This is not mandatory and merely guidance.

Study Leave

Trainees are allocated up to 30 days of study leave per year of training, each trainee has a fixed budget. As the money is held for the school some trainees (usually the most senior) can be allowed to exceed their budget as the more junior STs concentrating on exam success, usually underspend. This is at the discretion of the HOS or nominated deputy. These 30 days may end up being unevenly distributed between 2 hospitals that the trainee attends particularly in ST3/4.

The commonest example being the local final FRCA course (15 days) plus simulation days and special weds. This should be allowed as it is local teaching provided by the school for the purpose of passing the exam and we expect them to attend what we have provided and paid for out of the school study leave budget.

Apart from this exception we would expect them to try and evenly divide their study leave allocation between 2 x 6 month placements, if they are allowed more that is at the discretion of the rotamaster of the hospital at which they are placed when they study leave is taken.

Prior to the final FRCA trainees may be given up to five days of private study leave in addition to the time to attend the examination. Fees and expenses are not paid from the study leave budget.

Trainees may apply for overseas study leave once only during their training, an award towards (not fully) the costs of travel and accommodation may be given at the discretion of the Associate Dean.

STUDY LEAVE

CORE TRAINING

The focus of core training should be gain basic skills in anaesthesia and passing the Primary FRCA Exam. Therefore, study leave will not usually be granted for anything other than the regional teaching courses, attending the exam, exam preparation courses and life support courses. An in-date ALS should be the priority for life support courses but a maximum of one per training year will be approved. Current guidance from the Local Education and Training Board (LETB) is that trainees are allowed a maximum of 5 days per year for private study. **Locally arranged teaching courses already provide time away from training to prepare for the Primary FRCA and so further study leave for exam preparation will not be supported except for those courses listed in Annex 1.** 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. Trainees who are repeating the Primary FRCA MCQ will be offered access to the website www.onexamination.com for a 2-month period paid for by the School.

Whilst developing teaching skills is important, this can be done as part of the training programme, so study leave for teaching and instructing will not usually be given to core trainees.

There is discretion for those trainees who pass the Primary FRCA exam early in core training, but overseas study leave will not usually be supported.

INTERMEDIATE TRAINING

The focus of intermediate training should be completing the necessary Units of Training and passing the Final FRCA Exam. Thus, Study Leave will not usually be granted for anything other than the regional teaching courses, attending the exam, exam preparation courses and life support courses. An in-date ALS should be the priority for life support courses but a maximum of one per training year will be approved. **Locally arranged teaching courses already provide time away from training to prepare for the Primary FRCA and so further study leave for exam preparation will not be supported except for those courses listed in Annex 1.** 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.

Local Study Days on specialist areas may be supported, provided the trainee can demonstrate it is supporting their learning.

Whilst developing teaching skills is important, this can be done as part of the training programme, so 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. 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.

There is some discretion for those trainees who pass the Final FRCA exam within their first year of intermediate training, but overseas study leave will not usually be supported.

HIGHER AND ADVANCED TRAINING

Senior trainees will have a more diverse range of learning needs, as they develop their career aspirations. Thus, they should become more self-directed in their learning and identifying their learning needs. Higher and Advanced Trainees must make every effort to attend the Post-FRCA Study Meetings. These will be funded from the 2017- 18 academic year with a small contribution from the study leave budget.

Overseas study leave will usually only be supported once during higher and advanced training and the financial support of costs will be limited to £250. This will be at the discretion of the Postgraduate Deputy Dean.

Whilst developing teaching skills is important, this can be done as part of the training programme, so study leave for teaching and instructing will be limited to 5-days per training year, again this must be supported by consultant supervision and the opportunity to complete WPBAs, ideally in conjunction with the Edge Hill Teaching Module. This is discretionary and if involved in developing new regional courses then more time will be allowed after discussion with the study leave lead.

Below is a table of what we expect the trainees to attend and the regional training provided.

Years of training	Recommended training	Commonly refused
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<p>CT1/2</p>	<p>Regional tutorial programme half day a week either new starter tutorial / primary weekly tutorial (no need to apply for study leave but ensure department aware.)</p> <p>Primary FRCA course days 18 days in 9 2 day blocks</p> <p>Stand-alone mandatory courses (top sliced from budget) to attend over CT1+2</p> <ul style="list-style-type: none"> • Transfer course 1 day • Intro to obs course 1 day • Airway day 1 day • Critical incidents 1 day • ICM 1 day • Medical device training 1 day <p>Local Exam preparation courses</p> <ul style="list-style-type: none"> • MCQ 3 days • OSCE/VIVA 2 days <p>Private study prior to primary FRCA (max five days per core training year)</p> <p>Study leave to take exam</p> <p>Course not included in top sliced budget</p> <ul style="list-style-type: none"> • ALS (1 or 2 days course) • USS block course (SHH or SRFT) £40 <p>If failed primary examination – first fail</p> <ul style="list-style-type: none"> • Attend BASICS course in Liverpool (Grant time, course free, no overnight expences) <p>Subsequent fails</p> <ul style="list-style-type: none"> • RCOA approved exam practice courses (grant time and course / expences pay) 	<p>Out of region exam courses unless failed after local course.</p> <p>Other courses including ATLS, APLS only allowed once passed primary exam. Course fees come out of remaining budget - £305 per core training year.</p>
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<p>ST3/4</p>	<p>Regional teaching days/tutorial programme half day a week (neuro,cardiac and paed) special weds full day 8 days.</p> <p>Need for paed(NEW) 1 day Final FRCA course MRI 10 days</p> <p>Local Exam preparation courses Intro day 1 day Viva days 2 x 2 days SAQ/MCQ/SBA 2 x 2 days</p> <p>Return to work course 1 day</p> <p>All above free to trainee (paid for by top slicing £100 per trainee off study leave budget)</p> <p>ALS</p> <p>Private study prior to FRCA (max five days. Exam leave 2 days</p>	<p>National Exam preparation courses(time only) unless fail after local course then only RCoA recommended ones will be funded.</p>
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ST5/6/7	<p>Regional Post FRCA teaching Days Count Down to CCT 8 days a year. Regional simulation days Human factors 1 day Advanced airway day 1 day Interview practice course 1 day Advanced obs 1 day Return to work course 1 day All above free to trainee (paid for by top slicing £100 per trainee off study leave budget)</p> <p>ALS and other specialist Life support Courses eg ATLS,APLS, GIC, MOET etc Broader based CPD activity related to Sub-specialist interest: TOE, FOI, U/S etc</p> <p>Teaching/PGCE Edgehill university module one(30 Credits) Clinical supervision (paid for by deanery free to trainee)</p> <p>National Meetings: GAT,AAGBI, ARS, DAS etc Leadership/management training</p>	<p>Courses unrelated to Higher training in anaesthesia such as Altitude or Wilderness Medicine</p> <p>Multiple overseas requests</p>
Post CCT	Sub-specialist training not necessary for the award of CCT	Courses relating to training required for CCT

Arrangements for Study Leave Application (From 1 January 2017)

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>).

A flow chart of the process is available also (https://www.nwpgmd.nhs.uk/sites/default/files/study_leave_process_application_fs1_form_flow_chart.pdf)

1. Download the electronic application form from the above website

Complete sections A, B and C ensuring you have inserted estimation of expenses you expect to claim.

2. 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 POSTGRADUATE.EDUCATION@aintree.nhs.uk

6. The study leave administrator will then forward your request to the Training Programme Director.

7. You must then await an acknowledgement from the Deanery which will be emailed to you with a study leave expenses claim form.

8. You should submit your expenses claim form to the Deanery as soon as possible after the course/ conference along with receipts.

[https://www.nwpgmd.nhs.uk/sites/default/files/Study%20Leave%20Guidelines%20final%20doc%20\(2009%20revision\).pdf](https://www.nwpgmd.nhs.uk/sites/default/files/Study%20Leave%20Guidelines%20final%20doc%20(2009%20revision).pdf)

Addendum 1

Professional leave

The deanery has specific guidance re professional leave see enclosed Addendum.

Professional Leave for Doctors and Dentists in Training

Background

Increasingly, committees and working groups are seeking trainee input and opinion. HENW value the input from those who are learning in the North West. This document sets out how trainees can apply for leave to undertake these functions.

The Current Position

Currently, trainees use a variety of mechanisms to secure agreed absence from the workplace to attend committees and working groups; some use study leave, others use annual leave or zero days. This seems unacceptable and unjust. Attendance at meetings is an important aspect of all doctors' and dentists' work and trainees need to learn the skills of working effectively in meetings; equally the trainees' contribution is vital if we are to listen and respond to our learners.

Proposal

Any medical or dental trainee, from F1 upwards, who is invited by the Postgraduate Dean or Dental Director to attend a North West wide or national meeting, should be released from their regular duties, provided the usual six weeks' notice is given. Application should be made in writing to their educational supervisor in conjunction with the clinical supervisor, documented in the e-portfolio and absence from the normal clinical activity agreed through local processes. It will be the trainee's responsibility to:

- (a) Gather opinion and any issues from the constituent group they represent to feed into the meeting they are attending.
- (b) Ensure that the group they represent is sent a brief summary of the meeting.
- (c) Record any learning points in their e-portfolio.

Reimbursement of travel will be through their host trust, following trust policy for professional leave (or in the case of foundation trainees their employing trust.)

If an educational supervisor is concerned about the time being allocated to professional leave at the expense of the curriculum, this should be brought to the attention of the relevant programme director who will consult with the Associate Dean/Director for the specialty.

In summary, attendance at deanery, specialty or trust activities should be managed locally and trainees released from normal duties to attend.

Jacky Hayden

15 September 2013.