



GUIDANCE FOR STUDY LEAVE

Foundation Year 2 doctors are entitled to a maximum of 30 days study leave. At the start of your F2 year you will receive an email from the Study Leave department at NIMDTA to clarify that the Generic Skills Module days in the FLiGHT programme (Foundation Learning in Generic Hot Topics) will be automatically deducted from your Study Leave allowance.

The 30 days Study Leave is utilised as follows:

- 10 Days = Regional Generic Skills Programme (mandatory)
- 8 Days = GP Weekly Teaching Programme (if in a GP Placement)

These days do not require a study leave application.

An additional 2 Days can be used for ALS / e-ALS as detailed below however you are required to submit a Study Leave application for this course

- 2 Days = ALS / e-ALS (optional)

The maximum funding allowance for ALS/e-ALS is £300. Please note that we are not in a position to fund courses in excess of this amount. You must submit an expense claim form (www.nimdt.gov.uk) with receipts for any ALS/e-ALS course to business.management@hscni.net. Only one attempt during foundation training will be reimbursed.

The remainder of Study Leave may be used for:

- Taster Module
- Training Course
- Educational Conference/Meeting
- Poster/Oral presentation
- Private Study Leave toward postgraduate medical exams
- Other relevant educational events.

All of these requests require submission of a Study Leave Application. The education placement provider should be given 6 weeks notice and NIMDTA requires 4 weeks notice for study leave applications. Please note the following information in relation to each of the above listed options:



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Training Course

F2 Doctors who have completed a recommended training course during their F2 year may be considered for retrospective funding if they enter a NI Specialty/GP Training Programme immediately after completion of Foundation Training within Northern Ireland.

This must be claimed within 3 months after entering Specialty/GP Training. Please note the amount reimbursed will be in line with the NIMDTA Study Leave Policy. Claims for retrospective funding must be submitted to studyleave.nimdta@hscni.net who will liaise with the relevant Hospital Specialty.

Educational Conference/Meeting and Poster/Oral presentation

A maximum donation of £250 towards expenses will be considered for Foundation Doctors presenting at reputable educational conferences within UK and Ireland only. In order to be considered for this funding towards poster/oral presentations, please make sure you include the following along with your Study Leave application:

- Poster/oral presentation slides or abstract
- Copy of conference programme with your name / presentation section highlighted
- Letter or email correspondence confirming your acceptance to present at this conference
- Confirmation in writing that no funding is available from any other source
- Inclusion of the NIMDTA and/or the NIFS logo on your presentation slides or poster

Upon submission of the above requirements, please make sure that all receipts and necessary expenses are attached to your subsequent claim

Private Study Leave

Under the NIMDTA “VALUED” strategy, we allow a maximum of 5 days private study leave *on one occasion only* towards a recognised UK higher specialty postgraduate medical exam, provided the F2 doctor gives evidence of entry to the exam.

Please note Private Study Leave is not to be utilised for any other purpose such as Interviews or recruitment related processes.

Applications will only be processed when fully completed. All forms should be returned to studyleave.nimdta@hscni.net 4 weeks prior to the event. Any late or retrospective applications will **not** be considered.