

F1 Doctors may claim reimbursement in two circumstances if they happen during the F1 year:

- 1. ALS or e-ALS (£300 max)**
- 2. Poster or Oral presentation (£250 max)**

Although F1 Doctors do not have entitlement to study leave, in order to claim for these events should they take place during F1, the electronic 'Study Leave Form' should be completed prior to the ALS date or the presentation date at a recognised UK or Ireland conference (see below):

Foundation Training Study Leave Approval Application (Copy)

The educational placement provider should be given 6 weeks' notice and **NIMDTA requires 4 weeks' notice for study leave applications. Only prospective applications can be considered for funding.** If a course takes place on a weekend or on a trainee's days off an application is still required prospectively to subsequently obtain funding towards the event. If your application has been approved with funding, claim forms and supporting documentation must be submitted within 3 months of the event taking place. Claim forms received after this time period will not be paid.

* Required

FOUNDATION 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 days will be automatically deducted from your Study Leave allowance to attend the regional FLIGHT teaching programme.

10 Days = Regional FLIGHT Programme
8 Days = GP Weekly Teaching Programme (if in a GP Placement)

5. What Grade are you? *

- F1
- F2

6. Please note F1 Doctors are not entitled to Study Leave (as per Terms & Conditions) but are required to use this form to claim reimbursement for ALS/eALS if done during F1 (max £300). This form should also be used if presenting at a recognised Education Conference within UK or Ireland in order to claim contribution towards expenses (max £250). *

- I have read and understood

Please have a look at the guidance for Study Leave [Study Leave & Taster Modules \(nimdta.gov.uk\)](http://nimdta.gov.uk)

Arranging time off work to attend these is done in the usual way by discussion with the local Trust team, including rota organiser, CS and FES.

The Education Supervisor and FPD will need to agree and approve the event. The date they do this (e.g on email) is the date to be entered into the electronic S/L form. Please read the full guidance on the NIMDTA website.

ALS/eALS (non-mandatory)

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.nimdta.gov.uk) with receipts for any ALS/e-ALS course to business.management@hscni.net. Only one attempt during foundation training will be reimbursed.

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.

Please read the full guidance which can be found - [Study Leave & Taster Modules \(nimdta.gov.uk\)](http://nimdta.gov.uk)