Health Education England working across North East and North Cumbria (HEE NE)

Study Leave Policy

This local documentation aligns with the nationally agreed approach to HEE Study Leave.
This documentation applies to doctors and dentists in training within HEE NE only.

<table>
<thead>
<tr>
<th>Version:</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratified by:</td>
<td>Deans Management Team</td>
</tr>
<tr>
<td>Date ratified:</td>
<td>September 2018</td>
</tr>
<tr>
<td>Name and Title of originator/author(s):</td>
<td>Deans Management Team</td>
</tr>
<tr>
<td>Name of responsible Director:</td>
<td>Professor Namita Kumar</td>
</tr>
<tr>
<td>Date issued:</td>
<td>September 2018</td>
</tr>
<tr>
<td>Target audience:</td>
<td>Doctors and Dentists in training; LEPs, Education Centres; Educational Supervisors; Clinical Supervisors.</td>
</tr>
<tr>
<td>Communication Plan:</td>
<td>Published on HEE NE website</td>
</tr>
<tr>
<td>Review date:</td>
<td>April 2019 (Annually or in line with National changes)</td>
</tr>
</tbody>
</table>
| Equality Impact Assessment: | Screened by authors  
New EIA completed with each review of document |
| Document History: | First version of this document issued 2015 |

Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet, and copied to the internet, is the controlled copy. Any printed copies of this document are not controlled.

As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.
Executive Summary

Study leave and funds are available to doctors and dentists in training to support them in achieving curricula outcomes. This document provides an overarching policy and set of standard operating procedures to ensure a fair and transparent approach is taken to manage study leave applications for all doctors and dentists in training in Health Education England’s North East Office.

Contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2. Scope</td>
<td>3</td>
</tr>
<tr>
<td>3. Duties</td>
<td>3</td>
</tr>
<tr>
<td>4. Principles and Procedures underpinning study leave and funding arrangements</td>
<td>5</td>
</tr>
<tr>
<td>5. Variations in Directorate Procedures</td>
<td>11</td>
</tr>
<tr>
<td>6. Appeals</td>
<td>15</td>
</tr>
<tr>
<td>7. Equality Impact Assessment</td>
<td>15</td>
</tr>
<tr>
<td>8. Monitoring Compliance and Effectiveness</td>
<td>16</td>
</tr>
<tr>
<td>9. Associated Documentation</td>
<td>17</td>
</tr>
<tr>
<td>10. Appendices</td>
<td>17</td>
</tr>
<tr>
<td>11. References</td>
<td>21</td>
</tr>
</tbody>
</table>
1. Introduction

Health Education England is committed to developing quality training programmes as laid down by Colleges / Faculties / GMC / GDC and local training committees / Schools. Study leave is available to support doctors and dentists in training with their professional development. It should be used for specific educational and training needs that cannot be obtained through the training programme. Funding for study leave ensures that doctors and dentists in training continue to be paid for the time spent absent from their place of work. With prior agreement, reasonable expenses incurred by the doctor or dentist in training for approved study leave will be reimbursed. Study leave must be used for the purpose for which it is granted and includes but is not restricted to participation in:

- Study (linked to a course or programme)
- Research
- Teaching
- Taking examinations
- Attending conferences for educational benefit
- Rostered training events
- e-learning packages

2. Scope

This policy aims to provide in detail the overarching approach to study leave for HEE NE doctors and dentists in training within Foundation, Specialty, Dentistry and Primary Care Schools. It is important to note that there are differences between these directorates’ in the way study leave is managed, therefore the principles of this policy need to be read in conjunction with the relevant directorate procedures, detailed in section 5.

3. Duties

3.1. HEE NE responsibilities

HEE NE has an obligation to ensure that all doctors and dentists in training comply with the regulations of:

- Conditions of Service for NHS Doctors and Dentists in Training (England) 2016
- COPMED Study Leave Guidelines
- Foundation Programme Reference Guide (UK Foundation Programme Office)
- Dentistry Gold Guide
- Modernising Medical Careers (MMC)
3.2. **Doctors and Dentists in training - responsibilities**

3.2.1 Doctors and dentists in training have a responsibility to be aware of what is mandatory in terms of progressing to the next level of training and being awarded their CCT, CCST or CESRCP.

3.2.2 The support required by each individual doctor and dentist in training to achieve their curriculum outcomes should be discussed and agreed with their educational supervisor in the first instance.

3.2.3 The activity should meet the educational needs of the individual.

3.2.4 In general, doctors and dentists in training should be meeting core curriculum requirements before considering discretionary enhancement activity.

3.2.5 It must be clear how educational activity will support the doctor or dentist in training to achieve their curriculum outcomes and how the activity will help them to improve the care they are able to provide to patients. For educational activities or courses to be supported by the curriculum delivery budget, the content should be mapped to curriculum outcomes. The activity should offer value for money and should be positively evaluated by the doctor or dentist in training and the faculty. It is the responsibility of providers of educational activities / courses to offer feedback data on content, quality and delivery.

3.2.6 Applications must be submitted at least 8 weeks prior to the first day of leave and retrospective applications will not be accepted or reimbursed.

3.3. **Local Education Providers (LEP) responsibilities**

3.3.1 Ensure that employer statutory and mandatory training is not taken as part of study leave allowance

3.3.2 To ensure that attendance at interviews and selection processes is not taken as study leave

3.3.3 To ensure every effort is made not to rely solely on doctors or dentists in training for service delivery should a number require to attend the same event e.g. College examinations
4. **Principles and Procedures underpinning Study Leave and funding arrangements**

4.0 **Principles of applying for study leave**

4.0.1 All requests for study leave will be properly considered by the LEP (and, where the doctor or dentist in training is on an integrated academic pathway, academic responsibilities) and must be authorised by the LEP.

4.0.2 Study leave up to the limits described below will normally be granted flexibly and tailored to individual needs in accordance with the requirements of the curriculum.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Days per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Doctors in training Year 1</td>
<td>15</td>
</tr>
<tr>
<td>All other Doctors and Dentists in training</td>
<td>30</td>
</tr>
</tbody>
</table>

4.0.3 Requests for study leave in excess of these limits should be considered fairly where circumstances indicate such requests to be reasonable and may be granted.

4.0.4 Doctors or dentists in training will be supported to take study leave for the purposes of sitting examinations in the UK, however fees will not be reimbursed. Please refer to the Northern Foundation School Taster Policy for further detail on how this applies to FY2 doctors in training.

4.0.5 Private study leave for the purpose of home-based revision will normally be taken within six weeks from the date of the exam and normally runs from Monday to Friday. Doctors and dentists in training may take up to 12 days per year, but only 6 days at any one time out of their 30 day allocation. Only one period of private study leave per exam is allowed. Please note that home based revision is often not the best way of preparing for GP exams.

4.0.6 Private study will be considered for writing up research as part of a PhD.

4.0.7 Less than full time doctors and dentists in training will receive their study time allocation pro rata to those of a full-time doctor or dentist in training. Where a doctor or dentist working less than full time is required to undertake a specific training course required by the curriculum, which exceeds the pro rata entitlement to study leave, the employer will make arrangements for additional study leave to be taken, provided that this can be done while ensuring safe delivery of services.

4.0.8 Where a doctor or dentist in training takes maternity leave, their entitlement to study leave continues, and this may be taken during ‘keeping in touch’ days or will otherwise accrue to be taken at a later date. Study leave requests would
be made to the Trust the doctor or dentist in training was allocated to prior to the commencement of maternity leave.

4.1 Process – How to apply for study leave

4.1.1 Prior to any study leave application / request, study leave must be planned with the Educational Supervisor (Clinical Supervisor for GP doctors in training) and prioritised carefully to ensure funding and time is available to attend all mandatory courses required for the curriculum outcomes. The resulting learning agreement is to be uploaded to the doctor or dentist in training’s portfolio with the exception of Foundation doctors in training.

4.1.2 Study leave request forms must be submitted at least eight weeks prior to the first day of leave to ensure the rota will not be adversely affected. Retrospective study leave request forms will not be accepted or reimbursed.

Study leave request forms should be obtained from the HEE NE website at: https://madeinheene.hee.nhs.uk/Portals/0/Study%20Leave%20Request%20Form%202018%20%28V7%29%20final%20version.pdf

Section 1 and 2 of the study leave request form should be completed and then signed by the Educational Supervisor (CS for GP doctors in training) and rota manager. Depending on the type of application, the following documentation should be submitted with the application:

- Course/Conference - a copy of the programme (if extensive, only the first page is required)
- Exam leave – confirmation of exam sitting or exam receipt
- Private study - confirmation of exam sitting or exam receipt
- Taster session – confirmation of attendance
- Regional teaching – confirmation of attendance. (Not needed for GP Doctors in training, as your LEP will have been informed in advance of these dates.)

4.1.3 If the period of study leave falls when a doctor or dentist in training will have rotated to a different LEP, prospective approval from that LEP is required. In exceptional circumstances when the future LEP is not known, the current LEP may approve this. If this is the case, the new LEP must be made aware of the leave as soon as possible.

4.1.4 The completed study leave request form and supporting documents should be forwarded to the Education Centre / delegated nominee on behalf of the LEP, for consideration and approval.

4.1.5 A study leave request form should be completed for all study leave regardless of whether funding is required.
4.1.6 Doctors and dentists in training will receive confirmation that their leave has been approved. Where funding is to be reimbursed, this can be claimed by the individual using the LET Expenses Claim Form (for Lead Employer Trust employees) or appropriate LEP process for Foundation doctors who are employees of the LEP.

4.1.7 Doctors and dentists in training must update their portfolios with evidence of carrying out their study leave, and feedback on its value. Claims will be declined if this has not been done.

4.1.8 In the interests of probity, it is a responsibility of the doctor and dentist in training to inform the Education Centre in the event that the course is cancelled or if the doctor or dentist in training has been unable to attend. This excludes Foundation doctors in training.

An outline of the process for applying for study leave is available in appendix 1. If doctors in training require more information about the process or want to know what has happened to an application, they should contact the Education Centre based in their current LEP. The Education Centre staff are there to help and can provide useful advice.

4.2 Process – How to apply for international study leave

4.2.1 Study leave can be taken to attend overseas courses, conferences and events. Requests for international study leave funding will be considered by a review panel with directorate level representation held each calendar month for the approval or decline of such requests.

4.2.2 Doctors and dentists in training who wish to make a request for international study leave funding must adhere to the process outlined in section 4.1 and clearly demonstrate the following criteria below is evidenced as part of their request. If the criteria are not demonstrated on the application form (or in attached documents) it is likely that the review panel will decline the request, as the panel will not be searching for information on the proposed training themselves:

- The course/conference/event is required for curricula attainment.
- The course/conference/event will benefit the doctor or dentist in training in line with their PDP/educational agreement.
- Attendance or participation will enhance the doctor or dentists career development in some other way.
- Does the course/conference/event represent value for money e.g. How much more would it cost to attend the overseas course/conference/event compared to the UK equivalent.
- Would supporting the request restrict opportunities for other doctors or dentists in training.
- Has the doctor or dentist in training previously claimed for international study leave during this training year.
- In the event of previous funding support, how much funding was received by the doctor or dentist.
4.2.3 The completed study leave request form should be signed by the Educational Supervisor (CS for GP doctors in training) and rota manager and forwarded with any supporting documentation to the Education Centre / delegated nominee on behalf of the LEP.

4.2.4 The Education Centre will be responsible for sending all request forms and supporting documentation for international study leave to the Postgraduate Deans PA by the 1st day of each calendar month for panel review.

4.2.5 The panel will be held on a rotational basis with representation from all directorates at each meeting to include a Director or Senior faculty member, Business manager and School manager. The role of the panel Chair is to ensure that a fair and consistent approach is facilitated with the recording of the decision reached by the panel.

4.2.6 The Postgraduate Dean’s PA will co-ordinate the panels and review and record approvals for international study leave funding requests.

4.2.7 Trainees will be notified of a decision within 5 working days of the review panel meeting. Responsibility for this will reside with the representative attending on behalf of the school.

4.2.8 If a doctor or dentist in training disagrees with a decision about study leave made by the review panel, please refer to section 6 for further information related to the process for appeal.

4.3 Process - How to claim expenses

4.3.1 Ask for and retain all expense receipts (e.g. hotel bills, credit card slips, receipts, etc).

4.3.2 For LET employees: The doctor or dentist in training must complete a LET study leave expense claim form within 6 weeks of attending the study day(s), making sure that the amounts claimed are within the limits set out by the Whitley Council. (See Appendix 2 for maximum reimbursements). Claim forms are available at:

https://madeinheene.hee.nhs.uk/Portals/14/LET%20Study%20Leave%20Expenses%20Claim%20form%20%2802%29.pdf

For LEP employees (typically Foundation doctors): Complete the required expenses form within your specific employing organisation.

4.3.3 Complete Section 5 of the study leave form and log feedback and evidence of attendance on your portfolio.

4.3.4 Send the form together with the original receipts to your Education Centre’s delegated nominee on behalf of the LEP. If the period of study leave falls
when a doctor or dentist in training has rotated to a different LEP, they must submit the claim to the LEP that approved the initial application. In exceptional circumstances when the future LEP is not known, the current LEP may approve this. If this is the case, the new LEP must be made aware of the leave as soon as possible.

4.3.5 For LET employees: If you require the course fee to be paid prior to your attendance. You will need to submit your study leave expenses claim form (for all approved expenses) which must be submitted with all receipts attached, signed by yourself and authorised as described within the HEE NE Study leave policy. This should be forwarded to the LET payroll department. Within 8 weeks of you attending the course you must submit evidence of your attendance, if this is not received within the allocated time, it will be presumed that you did not attend the course and the advanced fee will be recovered from your salary.

4.3.6 In the event of being unable to attend the course agreed for payment prior to attendance for a genuine reason or mitigation. Please contact a LET payroll office to discuss this further.

4.3.7 Expenses are usually reimbursed within one or two months following the event. If you have any queries regarding payment of your expenses, please contact your Education Centre, LET payroll (or relevant payroll department for non-LET employees).

4.4 Limitations - Fees and Expenses that cannot be claimed

4.4.1 Whitley Council rates – Doctors and dentists in training are required to pay their expenses and will then be reimbursed as per the Whitley Council rates (Appendix 2) provided the original receipts are submitted within six weeks of the event. If a doctor or dentist in training pays above the maximum rates they will need to meet some of the costs themselves e.g. If a doctor or dentist in training opts to stay in an expensive hotel.

4.4.2 Overseas events - Study leave can be taken to attend overseas conferences. Requests for international study leave will be considered via a separate process outlined in section 4.2.

4.4.3 National Events – Doctors or dentists in training are to attend training courses within the local region when possible. Where there is an appropriate course available within the local region but the doctor / dentist in training decides to attend another course in another region, then the fees and expenses will only be granted up to the level that it would have cost to attend the local course.

4.4.4 Ensuring value for travel arrangements – Doctors and dentists in training are to choose transport that is value for money. Doctors and dentists in training should book advance tickets, where possible to keep costs down. First class fares will not be reimbursed unless cheaper than standard fares.
4.4.5 Course or conference fees will be approved (for reimbursement to the individual at a later date) at the discretion of the Educational Supervisor. Doctors and dentists in training will have to pay the cost of any social events themselves.

4.4.6 Exams - HEE will help towards the expenses for attempts at a UK professional examination but does not include the American VQE and exams taken outside the UK. HEE will contribute towards travelling and hotel costs for all parts of the examination but will not pay for doctors and dentists in training to attend to receive their diploma; doctors in training will be required to take annual leave for this. Doctors and dentists in training are required to pay any exam fees themselves.

4.4.7 Private Study - Doctors in training are not entitled to any expenses for private study leave.

4.4.8 Qualifications – Qualifications from Universities or other higher education or equivalent organisations will not be funded.

4.4.9 Out of Programme doctors in training - Study leave is only available to doctors and dentists in training currently occupying a HEE NE training post and therefore doctors and dentists in training who are out of programme (OOP) are not entitled to study leave. The exception to this rule is on occasions where the LET continues to be a doctor’s / dentist’s in training employer. Study leave cannot be used for short term placements outside of the region. OOP policy and process should be followed in these situations.

4.4.10 Period of Grace - There is no entitlement to study leave for doctors in training in their “grace period” post CCT/CESR (CP). Post CCSTs in Dentistry are the exception to this rule.

4.4.11 LEP arrangements - Attending statutory and mandatory training (including any local departmental training) is not counted as study leave. Study leave does not cover any learning and skills development required for clinical governance purposes (e.g. induction and mandatory training provided by LEP). Study leave should not be used to cover ‘in work’, ‘on the job training’ activities (e.g. board rounds, audit work). LEPs will cover costs of all mandatory training required to fulfil the doctor or dentist in training’s clinical role e.g. Life support courses which are not a requirement of the doctor or dentist in training’s curriculum.

Attendance at annual assessment reviews is not classed as study leave, and LEPs should make allowances for doctors and dentists in training to attend.

LEPs are to make allowances for elected doctors or dentists in training representative to take part in HEE NE meetings, School Board meetings, Specialty Training Committees and National Training Committees. Study leave should not be required for such activities.
4.4.12 Interview preparation courses – As these courses do not map to curriculum outcomes funding and time for these courses will not be supported.

4.5 Appeals - Please see the relevant directorate procedure outlined in section 6

5 Variations in Directorate procedures

It is important to note that there are differences in directorate procedures for managing study leave for doctors in training, therefore this policy should be read in conjunction with the relevant procedure as detailed in this section (5.3.-5.6):

5.3 Study Leave Procedure for Dentists in training

5.3.1 If a dentist in training disagrees with a decision about their study leave, made by their educational supervisor (or TPD for dental Public Health dentists in training), they should in the first instance contact the relevant authoriser (for Public dental Health their Head of School/ Associate dental dean) and request an explanation/review.

5.3.2 If the dentist in training remains of the opinion that the wrong decision has been made, they can appeal against the LEP decision by writing to the Postgraduate Dean, Postgraduate Dental dean or their nominated deputy. Appeals should be made in writing using the appeal form in the resources section – Document 3. Appeals should be submitted within four weeks of the original decision to refuse study leave - failure to do so will mean your appeal will not be processed.

5.3.3 Appeals will be considered by the study leave committee and will be made up of the Business Manager or nominee, Dentist in Training representative and an additional Specialty representative and the Postgraduate Dean, Postgraduate Dental Dean or nominee. The decision of the study leave committee is final.

5.4 Study Leave Procedure for doctors in training in Foundation Programme

In line with the UKFP Reference Guide May 2017 the generic teaching programme and study leave are provided to support the objectives of the Foundation Programme. In particular, both the generic teaching programme and study leave should be used to support the acquisition of the outcomes set out in the FP Curriculum and to enable Foundation doctors to explore career options.

Each Local Education Provider (LEP) must provide a mandatory generic teaching programme in both F1 and F2 which is mapped to the curriculum. These programmes are often referred to as ‘Professional Learning Programmes’ and a minimum target of 70% attendance is specified for each year.
F1 doctors are entitled to three hours of in-house, formal education as part of their working week, which should be relevant, protected (bleep-free) and appropriate to their level of training. This weekly teaching may be aggregated to release whole days for generic teaching in F1. Local arrangements for teaching will vary however in most instances the total number of hours of education provided by the LEP will be in excess of the 15 days study leave stated in the employment contract.

F2 doctors may receive three hours of in-house, formal education as part of their working week, which should be relevant, protected (bleep-free) and appropriate to their level of training. F2 doctors are able to take up to 30 days study leave as set out in their terms and conditions of service. The majority of this is allocated to the F2 generic teaching programme, which should be a minimum of 10 days training per annum, Taster sessions and ALS (or equivalent). Study leave days which have not been allocated to the generic teaching programme, taster sessions and ALS (or equivalent) may be taken as long as this is consistent with maintaining clinical services. It must be supported by the Educational Supervisor and used to support the aims of the Foundation Programme, achieve the foundation outcomes or explore career opportunities and improve wider professional development. Study leave should not be used to prepare for specialty examinations during foundation training but may be used to take a specialty examination (excludes funding).

F2 trainees are also permitted to apply for time under the NFS Taster Policy to prepare for specialty examinations.

Foundation doctors training less than full-time are entitled to a pro-rata access to study leave funding and time allocations.

For further detail please refer to the Northern Foundation School Study Leave Policy available at: http://madeinheene.hee.nhs.uk/Policies/Education-and-Training-Policies

5.5 Study Leave Procedure for doctors in training in Primary Care (GP)

GP doctors in training should discuss their progress, aspirations and intentions regularly with their Educational and Clinical Supervisors. In general GP doctors in training should be meeting core curriculum requirements before considering discretionary enhancement activity.

GP doctors in training who are progressing satisfactorily may wish to develop an interest in a particular specialty and undertake a limited amount of training to that effect, but they should ensure that this does not hinder their progress or detract from their study of the core GP Curriculum. At all times (with the sole exception of taking an exam or when so advised by a TPD), the Regional Teaching Course provided by the School should take precedence.

Attendance at the School’s Regional Teaching courses and educational supervision with their GP trainer are mandatory. Other courses relevant to
GP training and for which doctors in training should be granted study leave except in exceptional circumstances are listed below. The School is currently developing the most straightforward and cost effective processes possible for this, as block booking of courses the preferred approach wherever possible, with doctors in training tapping in as needed.

Please note: GP doctors in training do not need TPD or ES approval to attend individual courses provided they are on the School “approved” list and the CS agrees that they are making satisfactory progress. GP doctors in training who already hold additional qualifications may also be granted study leave to undertake courses relevant to maintaining their skills.

The following principles will apply to all GP doctors in training:

- Overnight accommodation will only be considered in exceptional circumstances and with the express approval of a TPD.

- In hospital posts:
  - when applying to attend any of the courses listed below, there is no need to enclose a programme or provide any further information of the event
  - the form needs to be submitted to their Clinical Supervisor for a signature in part 3, but not the Educational Supervisor
  - all other parts need to be completed in full, and the form scanned and uploaded into their e-Portfolio, and also forwarded via email to generalpractice.ne@hee.nhs.uk

- In GP posts:
  - when applying to attend any of the courses listed below, there is no need to enclose a programme or provide any further information of the event
  - the form needs to be submitted to their Clinical Supervisor for a signature in part 3 but not their Educational Supervisor
  - part 4 should be left blank
  - all other parts need to be completed in full, and the form scanned and uploaded into their e-Portfolio and also forwarded via email to the Programme Support Administrator for processing.

The School of Primary Care will be publishing a list of mandatory, essential and approved courses as soon as possible. This is accessed at https://madeinheene.hee.nhs.uk/general_practice/Trainees/Study-Leave

### 5.6 Study Leave Procedure for doctors in training in Specialty Training

This process applies to all doctors in training within the eleven Specialty Schools and includes all doctors in training employed by the Lead Employer Trust (LET). However, as study leave funding arrangements for Public Health fall outside of usual specialty tariff funding arrangements there is a different process for approval and budgetary control in that school.
**Specialty Specific arrangements** - Some specialty programmes have arrangements in place whereby identified mandatory training courses are paid for directly by HEE NE. This removes the need for doctors in training to arrange the payment of fees on an individual basis. As these costs are paid as a lump sum it is essential that doctors in training apply for the required study leave time to gain approval and ensure they attend these courses. Attendance to a course does not affect a doctor in training’s ability to claim further funding for study leave.

- **Radiology** - Study leave will automatically be paid for all doctors in training in Radiology as follows: ST1 (£750), ST2-3 (£250) ST4-5 (£50).

- **Core Medical Training** - Study leave will automatically be paid for all doctors in training in the first year of Core Medical Training (CT1) at a rate of £230 per doctor as a contribution to the mandatory Practical Skills training course

- **Surgical Skills Training** - in the following specialties, doctors in training will complete the Surgical Skills Training Programme delivered by the Newcastle Surgical Training Centre at a cost of £575.00 per doctor.

**Surgical Core Doctors in training (CT1 & 2)**

- General Surgery
- Otolaryngology
- Paediatric Surgery
- Plastic Surgery
- Trauma & Orthopaedic Surgery
- Urology

**Surgical Higher Doctors in training**

- General Surgery (ST3-8)
- Otolaryngology (ST3-8)
- Plastic Surgery (ST3-8)
- Trauma & Orthopaedic Surgery (ST3 only)
- Urology (ST3-8)

**Obstetrics and Gynaecology**

- ST1, ST3, ST5

Please note that doctors in training must still apply for time off work for study leave following the usual process and this must be approved by the LEP in advance of the training taking place. If study leave is not applied for, then this will be classed as an unauthorised absence from work.

**Application Process for Public Health trainees (and Dental Public Health and Community Based Dentists)**
Study leave forms should be obtained from your Specialty Programme Coordinator (SPC) and submitted to the Training Programme Director (TPD).

The completed application and supporting documents should then be sent to the TPD for consideration and approval. The TPD will then sign the form and send to the SPC to be processed.

Following attendance at the approved study leave, doctors and dentists in training must complete the evaluation section on their portfolio. Any expenses will not be reimbursed until a doctor in training has been on the study leave and the evaluation has been completed.

**MSc entitlement for Public Health trainees**

Public Health trainees appointed at ST1 and attending the one year MSc in Public Health at Newcastle University need not apply for study leave as this will be paid automatically. They will be deemed to have used all their first year allocation of study leave.

All Public Health trainees attending separate modules will be treated as attending other courses and should apply for study leave separately.

**6. Appeals**

If a doctor in training disagrees with a decision about study leave, made by the educational supervisor (or TPD for Public Health), they should in the first instance contact the relevant authoriser (ES / Education Centre that refused the study leave application for the specialty doctor in training or TPD in Public Health) and request an explanation / review.

If a doctor in training remains of the opinion that the wrong decision has been made, they can appeal against the LEP decision by writing to the Postgraduate Dean or their nominated deputy. Appeals should be made in writing using the appeal form in the resources section (Appendix 3). Appeals should be submitted within four weeks of the original decision to refuse study leave, failure to do so will mean your appeal will not be processed.

Appeals will be considered by the study leave committee and will include a School Manager or nominee, Doctor in Training representative, Specialty representative and the Postgraduate Dean or nominated Director. The decision of the study leave committee is final.

**7. Equality Impact Assessment (EIA)**

As a public body HEE NE has given due regard to the need to avoid discrimination and promote equality of opportunity for all protected groups when making policy decisions.
8. Monitoring Compliance and Effectiveness

Compliance with this policy will be assured by the introduction of internal auditing of expenditure led by the directorate business managers. Results of this audit will be submitted to the Dean’s Management Team at the year end. Should discrepancies be identified, faculty and education centres will be notified and any required policy changes considered to ensure that appropriate corrective actions are taken. Appropriate updates will be provided of the policy changes being implemented to ensure that governance processes are robust.
6. Associated Documentation

Appendix 1 – Study Leave Process

Doctor in training discusses study leave with ES and completes the study leave request form

Doctor in training makes a copy of the application and sends to the relevant LEP, at least 8 weeks before leave

LEP approves/rejects application, adds the relevant information to S/L spreadsheet and returns to doctor in training

Doctor in training attends study leave event

If making a claim for reimbursement, doctor in training completes the relevant section of part 5 and an expenses claim form and returns both to the LEP along with all receipts and a copy of the approved study leave request form (within 6 weeks). Doctors in training should also keep a copy for their records.

LET Payroll processes and retains a copy with final expenses paid.

LEP authorise the claim and submit to payroll at the LET, attaching claim form and copies of all receipts.
Appendix 2 - TRAVEL AND SUBSISTENCE ALLOWANCES

Listed below are the maximum amounts you may be reimbursed.

Please note: We will not pay your expenses unless you can provide the original receipts.

SUBSISTENCE

Night Allowance

This is to cover all your expenses if you stay away from home for one night or more.

Bed and Breakfast: £55.00
Meals: (24 hrs): £20.00

Night Allowance in Non Commercial Accommodation (friend or relative's accommodation): £25.00. This includes a meal allowance: The address must be provided.

Day Meals Allowance

This allowance can be claimed if you are away from home but do not stay overnight.

Lunch (more than 5 hours away including the period between 12 noon and 2.00p.m.): £5.00
Evening Meal (more than 10 hours away after 7.00p.m.): £15.00

TRAVELLING

Car

You may claim for travel in your own car by the most direct route at the rate of 24p/mile. We can only pay for the shortest mileage between your base hospital and your destination. Tunnel and bridge tolls will also be reimbursed if you provide a receipt. Parking charges at your destination will normally be reimbursed.

Rail

You may claim for the cheapest standard class rail fare.
Appendix 3 - Study leave appeal form

Please return to: Business Manager for Specialty Training / Dental Business Manager, Health Education England, Waterfront 4, Newburn Riverside, Newcastle upon Tyne, NE15 8NY by post or email.

<table>
<thead>
<tr>
<th>1. Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Email (to send the outcome of the appeal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Details of post including duration (The post relevant to the appeal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Name of involved Trainer/Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. I have informed the above named Trainer/Tutor of my decision to appeal against the decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Previous study leave experience within the last 12 months. (Include details of courses attended and funding received.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and details</td>
</tr>
<tr>
<td>Dates:</td>
</tr>
<tr>
<td>Funding:</td>
</tr>
<tr>
<td>No days</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Future planned study leave for the next 12 months (include mandatory or desirable courses, how this leave would be relevant to your training).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and details</td>
</tr>
<tr>
<td>Dates:</td>
</tr>
<tr>
<td>Funding:</td>
</tr>
<tr>
<td>No days</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
8. Details of appeal

Explain timing of this leave relative to:
- your training
- the cost
- planning
- alternatives considered i.e. a mandatory or desirable course
- view of Trainer/Tutor

Please attach details / programme for course if relevant

<table>
<thead>
<tr>
<th>Title of course / study leave:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of leave:</td>
</tr>
<tr>
<td>Date of application:</td>
</tr>
<tr>
<td>Number of days:</td>
</tr>
<tr>
<td>Funding (£) required (if any)</td>
</tr>
<tr>
<td>Funding agreed:</td>
</tr>
<tr>
<td>Details of educational benefit of course for you</td>
</tr>
</tbody>
</table>

9. Reasons for the appeal


10. What is the main issue that the panel should address?


Signature
Date
7. References

COPM ED Study Leave Guidelines

Foundation Programme Reference Guide (UK Foundation Programme Office)


Dental Gold Guide

Modernising Medical Careers (MMC)