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

GP Trainees are referred to the national principles for study leave and local processes. In all areas, the following principles should apply:

GP doctors in training should discuss their progress, aspirations and intentions regularly with their Educational and Clinical Supervisors. This should entail discussions in general terms at every Educational Supervision meeting, with more detailed discussions with their CS at the start and of every placement. These discussions should be reflected in their PDP.

In general GP doctors in training should be meeting core curriculum requirements before considering discretionary enhancement activity. Aspirational activity is defined in the general study leave documents.

GP Trainees 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 local School should take precedence.

Attendance at the School’s Regional Teaching courses and educational supervision with their GP trainer are mandatory (ref GMC Promoting Excellence standard R3.12: Doctors in training must be able to take study leave appropriate to their curriculum or training programme, to the maximum time permitted in their terms and conditions of service).

Trainees should apply in the way described in the local policy using the form specified in that policy, with the general variations that:

- GP doctors in training do not need TPD or ES approval to attend individual courses

The following principles will apply:

- 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 to the Education Centre Manager for processing

- 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 generalpractice.ne@hee.nhs.uk
Please note that when working in GP posts, full time trainees should, in the average week, work 7 sessions in a clinical setting plus:
- 1 session Regional Teaching (most weeks)
- 1 session Protected in-house Teaching. *These are mandatory for you to attend and your Training Programme / Trainer to provide.*
- 1 session self-directed study time.

This final session is usually used each week by trainees to work on their e-P work etc. However, it could be accumulated (by working in your GP practice instead of having self-directed study time that week) and used to attend other courses and conferences. Such arrangements will need to be discussed with your Trainer before you commit to using it in this way. As long as you are progressing satisfactorily, consent would not usually be withheld. You will still need to apply for study leave time according to your practice’s arrangements for doing this.

The School of Primary Care has published an Automatic Approved course list

**Private Study Leave**

The school does not encourage the taking of private study leave for any reason. This includes exam preparation, as the best preparation for both AKT and CSA is consulting and reflecting on casework. However, if you do decide that some would be beneficial, we remain in line with the HEE-NE study leave policy for private study that states the following:

‘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.’ [http://madeinheene.hee.nhs.uk/Portals/0/Study%20Leave%20Policy%20%28V7%29%20final%20version.pdf](http://madeinheene.hee.nhs.uk/Portals/0/Study%20Leave%20Policy%20%28V7%29%20final%20version.pdf)