Flowchart of process

FOR TRAINEES, GP PRACTICES AND TRUSTS

Please note that two forms are to be used within this claim process: HEE Study Leave request Form and LET Expenses Claim Form

Trainee completes HEE Study Leave Request form

Trainee seeks authorisation from the Clinical Supervisor in the location of the post at the time of the planned study leave.

Request authorised

Clinical Supervisor signs part 3 of the request form

Trainee signs part 5 of the request form

Trainee then needs to complete the following actions:

1. Trainee scans and uploads the form to ePortfolio
2. Trainee sends a copy of the form to:
   - SL in Hospital Post: Education Centre
   - SL in GP Post: generalpractice.ne@hee.nhs.uk

   Failure to do so may put the claim at risk

Request not authorised

Trainee and Clinical Supervisor may escalate the request to a TPD at the relevant Training Programme for a decision.

If the request is still not authorised the trainee can submit a Study Leave Appeal Form

Trainee submits the LET Expenses Claim Form to the LET

LET pays the trainee the expenses via payroll mechanism