Study Leave Guidance and Procedure for Junior Doctors

(This document is supplementary to Health Education East of England’s Study Leave Policy)
1. **Purpose**

This document provides guidance on study leave for doctors in Health Education East of England (HEEoE) and Trust approved training posts and doctors in equivalent non-training posts. It is supplementary to HEEoE’s Study Leave Policy (available at [https://www.eoedeanery.nhs.uk Policies and Procedures – Study Leave Policy or from the Trust Postgraduate Medical Education Department](https://www.eoedeanery.nhs.uk Policies and Procedures – Study Leave Policy or from the Trust Postgraduate Medical Education Department)).

2. **Study Leave**

Study leave is not an entitlement for any trainee and will be subject to the agreement of the relevant rota co-ordinator, Educational Supervisor and Trust’s Director of Postgraduate Medical Education or, for Foundation doctors, Foundation Programme Training Director. Reasonable requests would be considered and the Trust would make every effort to accommodate them, depending on timing and notice. Study leave requested must be of benefit to both the applicant and the Health Service.

Trainees are advised to discuss any pre-planned study leave with their Supervisor at their initial meeting when going through the work schedule. Ideally they should already have contacted their rota coordinator.

Study leave is available for postgraduate purposes and can include study (linked to a course or programme), research, teaching, attending professional conferences for educational benefit and rostered training events. Any individual request for study leave reimbursement must demonstrate the following:

- The course / competency will not be delivered through the local or regional teaching programme
- The course is relevant to the achievement of curriculum competencies, as defined by the GMC for the specialty concerned
- The competency must be identified as part of a personal development plan and prospectively agreed with the educational supervisor / TPD.

The study leave year starts from the commencement date of the programme for a 12 month period (or contract length if the contract is less than 12 months). Any entitlement to days or funding not used in the year cannot be used the next year as neither the entitlement to study leave nor the funding allocation carries forward from year-to-year.

3. **Foundation Trainees**

All Trust mandatory e-learning must be in date and completed before the end of Foundation years 1 and 2.

Demonstration of 70% attendance at the formal F1 teaching programme is required in order for a trainee to progress to F2. Demonstration of at least 70% attendance at the formal F2 teaching programme is required in order for a trainee to be signed off for F2 completion.

Study leave for Foundation Year 1 doctors is 15 days per annum and will take the form of a regular scheduled teaching/training session which will include:

<table>
<thead>
<tr>
<th>Training/Teaching</th>
<th>Duration</th>
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<tbody>
<tr>
<td>A taster of up to one week</td>
<td>5 days</td>
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<tr>
<td>Attendance at F1 teaching for an hour a week</td>
<td>6 days</td>
</tr>
<tr>
<td>ALS (Advanced Life Support)</td>
<td>2 days</td>
</tr>
<tr>
<td>SIM (Simulation Training)</td>
<td>½ day</td>
</tr>
<tr>
<td>SCRIPT (Standardised Computerised Revalidation Instrument for Prescribing)</td>
<td>½ day</td>
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</tbody>
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This leaves one day which could be taken providing it meets the guidelines above and at the discretion/agreement of the individuals listed above.

Study leave for Foundation Year 2 doctors is 30 days per annum subject to the needs of the service. The F2 trainee must use this to support the aims of postgraduate medical training and acquire the FP outcomes or competences.

6 days of the study leave is allocated to the F2 teaching programme, ½ day simulation day plus half a day for script learning. Five days entitlement may be used for taster sessions. The remaining study leave days can be used for courses that are relevant to Foundation curriculum requirements. There is no leave available for examination courses or private study.

With approval from the Rota co-ordinator, Educational Supervisor, Service Manager and Foundation Programme Director, remaining study leave days can include:

- Regional Study days (eg Q.I, mentoring, Leadership)
- Basic Surgical Skills
- Courses which support the delivery of the curriculum (eg breaking bad news, IFME, PG Med Cert)
- Presenting a poster/oral presentation

**Study leave days cannot be used to prepare for examinations during foundation training, but may be used to take a specialty examination. All study leave needs to be discussed with your ES and included in a PDP.**

*Study leave funding from HEE is consumed by ALS.*

4. Junior doctors who are not in approved training posts

Study leave requests from Trust Doctors/Hon. Specialty Registrars/Clinical Fellows will be treated in exactly the same manner as doctors in approved training posts.

5. Procedure: How to Apply for Study Leave

An ‘application for study leave’ form must be completed and submitted to PGME at least 6 weeks in advance. The form is available on the Trust’s intranet – see Trust Information – General Forms – the form is listed under ‘J’ on the A-Z index. Please note: *Mandatory and statutory training within* the Trust does not require submission of a form for study leave approval.

The form must be completed by the applicant and, unless it is a standard course, a relevant course programme/syllabus must be attached to the application and signed by the rota co-ordinator and Educational Supervisor.

The form should then be passed to the Postgraduate Medical Education Department for approval by the Director of Medical Education or Foundation Training Programme Director (for Foundation Doctors).

A copy of the approved form and letter of confirmation will constitute written approval of the leave and the financial support agreed.

6. Responsibility for booking places and payment of fees

The applicant will be responsible for making his/her own arrangements for booking their place on the course, conference etc. This includes payment of fees, following authorisation of the application. If the direct payment of a large course fee is likely to be a problem, the Postgraduate
Medical Education Department can arrange for the Trust to make the payment on behalf of the applicant, providing sufficient funds are available within their allocation. Any request to this effect must be clearly made on the study leave application form, or in an attached letter.

7. Reimbursement of Fees and Expenses

The applicant should submit their claim via the Trust’s electronic expenses system (Grey Fleet travel and expenses system). The claim should be for agreed expenses together with supporting receipts where appropriate. Claim forms should be submitted to Grey Fleet within three months of completion of the study leave, after which time claims may not be reimbursed. Details are available at http://www.knowlesfleet.com.

NB: Claims for mileage must be made via the “Mileage Claims” tab on the individual’s home page in the expenses system and expenses i.e. course fees, non-mileage travel and subsistence must be made via the “Expense Claims” tab.

It is essential that the expense claim is submitted to PGME by selecting ‘Junior Study Leave’ as both the job title and manager’s name on the system and using juniorexexpenses@wsh.nhs.uk as the manager’s email.

All queries about study leave should be made to the Postgraduate Medical Education Department on Ext 2679.

8. Foundation Programme – Emergency Department Placements

F2 may request study leave during their stay in Emergency Department, but are not able to take study leave during their nights and weekends. Shifts can be swapped to allow doctors to attend during nights and weekends. Generally a maximum of 2 days study leave will be granted during the 4 month ED placement.

9. Foundation Programme - Mandatory Courses

The cost of any other mandatory courses required by a particular placement e.g. Radiology Survival Course in A and E, paediatric life support courses will be met by service budgets.