

Study Leave Protocol: When applying for study leave, please adhere to the following guidance:

All study leave is discretionary

Introduction and scope:

The purpose of this protocol is to ensure that doctors in training have access to a standardised system across the Deanery in which applications for study leave are considered on a fair, equitable and consistent basis

This Protocol applies to trainee doctors only

Rationale and objectives:

All training and teaching activities occurring outside of the workplace can be considered study leave regardless of whether they are internal or external, intra or extra curricular. In order to allocate time and funds this needs to meet agreed educational needs and to be prioritised. Usually these are graded essential, desirable or of low priority, see below.

In general priority will be given to educational courses, opportunities and training not otherwise easily acquired in the work place. Where considered integral to the training programme e.g. Foundation Programmes or vocational training for general practice, trainees should continue to have access to teaching and training delivered in the work place or department.

Study leave may include participation in courses, programmes, self study, preparation for exams, teaching and training, or preparation thereof. This list is not exhaustive.

Essential

- Essential Study leave comprises time off and/or funding for deanery CORE speciality training days; undertaking courses and exams essential for progress or a successful ARCP; learning and training needs and teaching sessions (delivered or delivering) identified as essential in the applicants PDP; national or international conferences where the trainee is presenting.

Desirable

- Desirable Study Leave comprises time off and/or funding for non-CORE deanery speciality training days in a dual accredited speciality; courses for management; education and development, mandatory training; personal preparation for exams necessary for progress or a successful ARCP as described in the applicants PDP; national or international conferences where the trainee is participating..

Low Priority

- Low priority study leave examples: Preparation and sitting of exams not essential for progress or a successful ARCP; secondary postgraduate degrees i.e. masters, MD, PhD studies; research.

This list is not exhaustive and common sense should prevail – if in doubt and if service allows study leave (up to the individual's allowance) should be granted rather than denied

All doctors, apart from those in their first foundation year, who are in educationally approved posts, are entitled to annual study leave. The educational approval for study leave rests with the Trust Directors of Medical Education (DME), working in collaboration with educational supervisors, training programme directors and the specialty schools whilst taking into account service needs within the Organisation.

Applications for study leave must be made to the DME, with the approval of the Consultant Educational Supervisor. Disputes between trainees and departments should be referred to the DME

for resolution. If no agreement can be reached or if the dispute is with the DME, appeal to the Head of School and Dean may be appropriate.

Process:

*The following protocol describes the process for applying for Study leave for the NHS IO . Study leave can be attained through this process only,
The special leave policy does not apply to any forms of leave normally classified as study leave. It is accepted that once study leave has been declined the individual may seek the time off as annual leave.*

1. **Study leave** will not be granted unless an Educational Learning Agreement has been completed by the trainee and Educational/Clinical Supervisor. The first time a study leave application is made, please submit your portfolio. The following online training modules must be completed before study leave will be granted:-

These can be found on the: [Intranet Homepage](#) > [Learning Zone](#) > [Development & Training](#) > [E-Learning](#)

Health & Safety Refresher
Fire Safety Theory Module
Occupational Blood Bourne Virus Refresher
Infection Control (Clinical Staff)
Blood transfusion
Information Governance
Consent Training

2. **Trainees** eligible for study leave and allowances are :

- FY2 £400 per annum
- ST1-ST6 £600 per annum
- GP VTS £450 per annum

3. **FY2 and ST1-ST2** doctors have up to 15 days per annum for study leave to be taken pro-rata during your rotations. **ST3-ST6** doctors have up to 30 days per annum to be taken pro-rata during your rotations. Regional study days count towards study leave and as such the assumed working total is 15. It is necessary to apply for regional study days even if you are not claiming expenses.

4. FYI – although there is no formal allowance for study leave at this level, discretionary study leave may be granted (funded or unfunded) in exceptional circumstances after mutual agreement between DME, Educational Supervisor and Lead Clinician

5. Study leave for Examinations:

Pre examination courses - we will consider granting study leave for pre examination courses (funded or unfunded), only in the case where the course is relevant in order to progress or successfully complete a programme of training/certification within this rotation. A course programme must be submitted with application and will be scrutinised towards quality assurance, cost effectiveness and suitability as identified in the individual learning agreement.

Examinations - examination expenses, less examination fee will normally be paid for the first two attempts only.

6. All forms of study leave (time and funding/time only/funding only) must be applied for through this process.

Any applications submitted retrospectively will not be considered and may be classified as unauthorised leave.

7. Travel Expenses

You must attach receipts to the expense claim form (<http://intranet/index.asp?record=1341>) Along with an evaluation form. Expenses must be claimed **within one month of the period of study** or your claim may not be honoured.

Travel expenses will be reimbursed in line with general accepted practice within the organisation (i.e. cheapest return public transport fare from and to IoW with exceptions for more expensive forms of travel only within discretion – i.e. start date to early to reach with public transport, airfare saving overnight stay or similar)

8. Deanery/Speciality Mandatory Training sessions

Study leave for the purposes of attending mandatory training sessions for CT and ST trainees is counted from the internal study leave allowance and any expenses are paid out of the trainees study leave account.

Unfortunately there are no additional funds to take into account the extra travelling costs to and from the IoW from this budget. If you feel you are unable to meet mandatory training requirements due to lack of funding you must discuss with your educational supervisor, or clinical lead at the earliest opportunity, there may be discretionary funding on an individual case basis through the education centre or directorate.

9. Private Study Leave – is entirely discretionary and comes out of the study leave allocation. It will normally be granted towards:

- Professional exams in the UK or Ireland
- Preparation of papers, publications and giving of presentations at regional/national/international meetings

Private study should be taken within 2 weeks prior to an examination or presentation (where applicable). A plan of your private study leave should be detailed on your application form.

10. A minimum of 6 weeks notice is required for study leave

11. Any incomplete application forms will be returned to the applicant.

12. As with annual leave it is the responsibility of the applicant to check the rota whether he is rostered off – it is advisable to keep copies of signed and dated application forms in case of internal post failure

13. Copies of programmes must be attached to the application form.

14. Study leave for job interviews is not acceptable as the Organisation normally allows one day of special leave for interviews. Preparation for interviews is an acceptable use of study leave.

Strong preference will be given to Regional Courses run by the Wessex Courses Centre. Others will only be considered if there is no comparable regional course.