

**Study Leave for Doctors in Training Posts**

Extract from Trust Expenses Policy

Claims for reimbursement will be made within one month following the month for which the claim relates and in exceptional circumstances no later than 3 months from the date of claim. Any claim older than 3 months requires authorisation by the Director of Finance. As far as practicable, employees should claim expenses within the financial year in which they were incurred (financial year runs April to March). The Trust reserves the right to reject claims submitted outside of these timescales.

1. Study Leave must be requested and forms signed by both trainee and approver(s) at least 6 weeks in advance of the leave required. Completed forms can be sent c/o Barbara White, Trust HQ, 2nd Floor, South Block or scanned to [barbara.white8@nhs.net](mailto:barbara.white8@nhs.net). Please keep a copy of your form for your own records.  FORMS MUST BE COMPLETED EVEN IF THE COURSE IS VIRTUAL AND/OR AT THE WEEKEND or on a non-working day if you are hoping to reclaim your expenses.
2. Study leave must be approved by your Educational Supervisor and must be in line with the curriculum requirements of your training programme and must be detailed in your PDP for your training post.
3. No retrospective applications will be approved.
4. CLAIMS FOR REIMBURSMENT WILL BE MADE WITHIN ONE MONTH FOLLOWING THE MONTH FOR WHICH THE CLAIM RELATES via the Trust Expenses System.  Claims submitted later than 3 months from the date of the course may not be paid dependent on the reason for the late submission.
5. For additional information regarding study leave, please visit the HEE web page on trainee study leave. [**https://www.westmidlandsdeanery.nhs.uk/support/study-leave**](https://www.westmidlandsdeanery.nhs.uk/support/study-leave)
6. The following expenses are paid if the study leave is approved.  Course fee, Accommodation to a maximum of £120 per night outside of London and £150 per night within London in commercial accommodation.  £25 night allowance in a non-commercial accommodation.  Mileage is paid. Car parking is paid.  Train fares at standard rates (no first-class travel will be reimbursed.)  ***Please note*** that the study leave budget does not provide reimbursement for, books or exam fees. Air fares are dealt with on a case-by-case basis.  Accommodation and travel expenses can be paid for attending an exam for one night only**.** Receipts must be provided for all expenses apart from mileage and night allowance in a non-commercial accommodation.
7. ALL APPROVED STUDY LEAVE.  Your Educational Supervisor must review your PDP prior to signing and agreeing your study leave.  Your PDP needs to be current and refer to the study leave that you are applying for.
8. Study leave is not an automatic entitlement for any trainee.
9. Each trainee will have a maximum annual approved entitlement of 30 days’ study leave, commencing with the date they start with the Trust, with the exception of Foundation Year 1 trainees (further information can be found in the Foundation Study Leave document).  Study leave for Foundation Year One doctors takes the form of a regular scheduled teaching/training session as agreed locally.  For all other groups your mandatory regional teaching/training days are included in the 30-day allowance (with the assumption that this covers 15 days per year).
10. Trainees who start or complete their training part way through the study leave year will have a pro-rata entitlement until the end of their programme’s leave year.

Claim costs totalling over £1000

These need to be approved and signed off by the Training Programme Director for your Specialty.  This must be clear on the form that you submit that the TPD has signed it, (and please attach an email from your TPD agreeing to the cost). The £1000 is inclusive of accommodation, travel, course fee and subsistence costs.

Aspirational Course Funding

This is study leave that enhances the knowledge, skills and attitudes of the doctor in training, or enhances any aspect of patient care, but is not mapped to any direct curriculum requirements and/or the study leave is granted dependent on the needs of the trainee to fulfil the curriculum. This is not dependent on the previous ARCP outcome**.**   For any application made under this area, you must ensure that the activity is included in your PDP and will also require an additional level of sign off from the TPD for your Specialty and also your Head of School plus your Educational Supervisor.  This must be clear on the form that you submit that all the necessary signatures are present.  Here is the link to the form you will need to complete.

[Aspirational Study Leave (westmidlandsdeanery.nhs.uk)](https://www.westmidlandsdeanery.nhs.uk/support/trainees/study-leave/aspirational-study-leave)

[Aspirational Study Leave Application Form v6.pdf (westmidlandsdeanery.nhs.uk)](https://www.westmidlandsdeanery.nhs.uk/Portals/0/Study%20Leave%20Standard/Aspirational%20Study%20Leave%20Application%20Form%20v6.pdf?ver=2022-01-31-111647-450).

From October 2020 Aspirational Study leave now includes ALS courses if this is not part of your Curriculum requirement.  An Aspirational Study Leave form will need to be completed and approvals from your ES, TPD and Head of School. This mostly relates to ST(H) trainees.

International Study Leave

There is an additional study form that you must complete if you wish to attend an International Event – link below.  This should only occur when the learning outcomes from the course/conference are not available in the UK and the DHSC has made the requirements clear.  International study leave is only applicable if you actually leave the country.  Virtual attendance is considered as Aspirational Study Leave and the appropriate form must be completed.

[International Study Leave (westmidlandsdeanery.nhs.uk)](https://www.westmidlandsdeanery.nhs.uk/support/trainees/study-leave/international-study-leave)

GPVTS Study Leave Rules

**You must follow the guidance at** [Health Education England (West Midlands) > GP > Study Leave (westmidlandsdeanery.nhs.uk)](https://www.westmidlandsdeanery.nhs.uk/gp/study-leave)

**PLUS,** complete a Trust study leave application form in order for the rota coordinator in the department where you are working, to approve your study leave time from the department and send this to Barbara White c/o Trust HQ, South Block, 2nd Floor or scan to [Barbara.white8@nhs.net](mailto:Barbara.white8@nhs.net) so that we have a full record of your study leave days taken, but you do not claim your expenses for your study leave from this Trust as Dudley Group is not your employing organisation and as such does not reimburse your expenses.

Ophthalmology Trainees

You must follow the guidance at [Ophthalmology Trainees (westmidlandsdeanery.nhs.uk)](https://www.westmidlandsdeanery.nhs.uk/support/trainees/study-leave/ophthalmology-trainees), **PLUS,** complete a Trust study leave application form and send this to Barbara White c/o Trust HQ, South Block, 2nd Floor [Barbara.white8@nhs.net](mailto:Barbara.white8@nhs.net) so that we have a full record of your study leave days taken, but you do not claim your expenses for your study leave from this Trust.

Foundation Trainees

Foundation Year 1. Foundation trainees are allowed a total of 15 days study leave. This time will take the form of regular scheduled teaching / training sessions (or similar arrangement) as agreed locally. As such, F1 trainees are expected to attend their weekly foundation teaching programme and other local educational training such as simulation training.

In addition, F1 trainees are able to undertake career tasters for up to 5 days.

At the discretion of the FTPD / Clinical Tutor, study leave time may be taken to present at regional or national conferences. Time spent will be taken out of their F2 study leave allowance. There is no other specific study leave allowance for F1 trainees. (please use the link below to access the full Foundation Study Leave policy).

Foundation Year 2. Foundation Year 2 doctors have 30 days per year, but 15 of these days are allocated to cover the teaching and simulation programmes. Of the remaining 15 days, these can be used at the discretion of the nES/ FTPD/ Clinical Tutor, for study leave activities in accordance with the UKFPO reference guide.

For specific details on what you can take study leave for, please use the link below to the full Foundation Study Leave Policy.

PLEASE NOTE – that all F1 and F2 doctors must get the signatures of both your educational supervisor and either your FTPD or Clinical Tutor on your study leave application form. If the leave is regarded as Aspirational you will also need to complete an Aspirational Form and get your Head of School to sign it.

[Health Education England (West Midlands) > Support > Trainees > Study Leave > Foundation Study Leave (westmidlandsdeanery.nhs.uk)](https://www.westmidlandsdeanery.nhs.uk/support/trainees/study-leave/foundation-study-leave)

BW/21/3/22