**DOCTORS IN TRAINING: STUDY LEAVE APPROVAL FORM**

THIS IS NOT AN APPLICATION FOR EXPENSES REIMBURSEMENT

Please complete in BLOCK CAPITAL LETTERS. Please submit form to the PGEC 8 WEEKS before the requested leave required. A form is required even for non-working days, as adequate cover must be provided whilst on leave.

Complete one form per course/request. For regional training days and weekly teaching, we will accept multiple dates on one form.

**Surname**………………………………… **Forename**……………………………. **Grade**…………**Programme**……………………………..

**Email** …...……………………………………………………….. **Bleep** ………………. **GMC/GDC Number**…………………………………

**SASH Contract Dates:** From …….…………………………………………… To ………………..…..……………………………………….

­­­­­­­­­­­­­**ALL FIELDS ARE MANDATORY**

|  |  |  |
| --- | --- | --- |
| **Mandated Leave** | **Optional leave** | **Aspirational leave** |

**Please tick whether leave is Curriculum:**

Title of Course/Meeting: ……………………………………………… Course code (column 3 PSP online s/sheet) ………………………

Location ………………………………………………………………………………………………………………………………………….......

Leave requested: From ………………..……………………..…………… To …………………………………………………………………..

No. of working days taken …………………….……. No. of non- working days (not counted) ………………………………………………

**ESTIMATED EXPENSES:** cannot be applied for retrospectively.

**YOU HAVE 90-DAYS FROM THE COURSE DATE TO SUBMIT YOUR CLAIM ONLINE VIA EOL (see overleaf).**

Course Fee £………………………………………. Estimated travel (public transport, mileage, taxi) £………………………………...

Subsistence £…………………… Accommodation £…………………… **TOTAL REQUESTED** £……………………………………….

­­­­­­­­­­­­­**ALL FIELDS ARE MANDATORY**

**PRIVATE STUDY:** 5 working days allowable within 6 weeks of examination (Monday-Friday 9.00am – 5.00pm.

On-call nights/weekends should be swapped). Expenses cannot be claimed.

Exam title: ……………………………………..………..… Date of Exam: …………….…………….No of previous attempts:……………..

Leave dates requested :..………………………….………………………………………………………….

ALL SIGNATURES ARE MANDATORY

Signatories confirm adequate cover is being provided during leave and the course is educationally appropriate.

1. Applicant Signature: ……………………………………………………………………………………………………………. Date…………

2. Rota/Leave Co-ordinator Name:……………………………….………………. Signature…..……………………………. Date………...

3. Educational Supervisor Name:…………………………………………………. Signature…..……………………………. Date…………

TAKE/SEND FORM TO THE POSTGRADUATE EDUCATION CENTRE – with appropriate documents

|  |  |  |
| --- | --- | --- |
| **Mandated Leave** | **Optional leave** | **Aspirational leave** |

**Completed by PGME team:** Are all Mandatory Induction Modules completed: **YES**  **NO**

Modules outstanding: \_\_\_\_\_\_\_\_\_

Must complete ASAP

**Leave requested is agreed as Curriculum:**

**Approval of Strategic /Deputy MEM** ……………………………………........................ Date………………………………

Entered on spread sheet by ………………Date …….….………………………..…

**Approval given:** Funding £ ………………Number of days to take …………..…. Study leave outstanding ……….……days

Further Comments:

March 2020

STUDY LEAVE GUIDELINES FOR DOCTORS IN TRAINING

STUDY LEAVE WILL ONLY BE APPROVED AND EXPENSES PAID, WHEN ALL MANDATORY INDUCTION MODULES HAVE BEEN COMPLETED AND PASSED.

The study leave guidance below reflects the guidance found in the junior doctors handbook 2016 <file://sash02/Users$/med-tsut/Redirected/Downloads/Junior-doctors-handbook-2016-TCS-Sept2016-Amended%20(4).pdf> and the guidance from HEE and STFS <https://lasepgmdesupport.hee.nhs.uk/support/home#8>

You will need to review the information below on how to claim back expenses.

**Foundation Year 1** doctors (max 15 days) will take the form of a regular scheduled teaching sessions agreed locally. FY1 doctors can “borrow” up to 5 days of FY2 study leave for tasters, to inform future career decision making. If FY1s have a poster to present at a conference they can request aspirational course leave, but if granted they then cannot take an additional aspirational course in FY2. Taster and aspirational information will be shared on the TOI forms to their FY2 employing Trust.

**Foundation Year 2** doctors (max 30 days) will include periods of regular scheduled teaching sessions delivered locally. Study leave may also include:

* Undertaking an approved external course aligned to the curriculum: this includes ALS or equivalent, more details can be found on <https://lasepgmdesupport.hee.nhs.uk/support/home#8>
* Periods of sitting **an examination** aligned to their future career intention.
* It may be appropriate to undertake a single approved external course that aids decision making and contributes towards career development

**Specialty Doctors, including GPSTs and Dental –** You will have 30 days per annum (pro-rata’d if LTFT) for formal learning events that meet the requirements of the curriculum and personalised training objectives. This includes but is not restricted to, participation in research, teaching, rostered training events, regional training days, examinations and attending conferences.

**Curriculum Mandated** - These courses are specifically mandated by the individual college curriculum to meet ARCP requirements. These can be approved by your educational supervisor and will be signed off at Trust level by the strategic medical education manager

**Curriculum Optional** – These courses are highly recommended by the specialty Head of School or Training Programme Director. There is no expectation that you should complete all the optional events for your given programme. The list should act as a guide for you and your ES, **but you should be meeting the mandatory curriculum before these are agreed.** These can be approved by your educational supervisor and will be signed off at Trust level by the strategic medical education manager

**Aspirational** – These are courses and international conferences that are not on any list, and that you may wish to attend in addition to the above. The process for this can be found here <https://lasepgmdesupport.hee.nhs.uk/support/home#8>

**Examinations**

You can take up to 5 days private study before an examination and on two occasions a year. This comes out of your 30 study leave days. The day of the examination is given as an additional day outside of the 30 days, and you can take this on 2 occasions.

**Travel and Courses outside of the London, Kent, Surrey & Sussex area**

Trainees are encouraged to attend courses and events within the London and South East area in the first instance. Where travel and subsistence are requested for any events outside of London and the South East, the trainee must be able to demonstrate that this course is not already available locally.

**FOUR STEP GUIDE TO STUDY LEAVE**

1. Discuss the course with your educational supervisor. If in agreement, discuss with the rota coordinator and agree time off can be given.
2. Complete the application form and submit to the Postgraduate Education Centre 8 weeks prior to course/meeting ([sash.studyleave@nhs.net](mailto:sash.studyleave@nhs.net)). The form must be signed by you, the rota coordinator and educational supervisor.
3. The study leave co-ordinator will check that all the fields are completed and will fill in the bottom section. They will then scan and send the approval form back to you.
4. When you have attended the course/meeting enter your claim on e-expenses, **for study leave claims add “training” to the claim title**. Scan and attach receipts, and a certificate of attendance.

**SUBMITTING EXPENSES ON EOL / ALLOCATE**

Click here for info on how to register for e-expenses <https://www.sashnet.sash.nhs.uk/workspaces/workforce/allocate>

Please note that there is a registration form to complete and send to [sash.workforce.information@nhs.net](mailto:sash.workforce.information@nhs.net)