

TRAINEE DOCTOR STUDY LEAVE (TSL) APPLICATION FORM

Only to be used by GPSTs in GP Rotation and Trainees in Psychiatry.

Please submit study leave Forms at least 8 weeks prior to study leave.

Study leave reimbursement claims will not be accepted without a completed and approved application form. Retrospective applications will not be accepted

** ALL FIELDS ON THIS FORM ARE MANDATORY PLEASE DO NOT LEAVE ANY BLANK**

APPLICANT INFORMATION					
Surname:		Forename:			
GMC Number:		Specialty:			
Grade:		GP Practice			
EKHUFT Email:		Hospital site			
		Programme:			
Contract Start Date			Contract End Date		
Mandatory E-Learning Modules Up-to- date	YES <input type="checkbox"/>	NO <input type="checkbox"/>	LTFT:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

STUDY LEAVE REQUEST					
Request Type	Course <input type="checkbox"/>	Conference <input type="checkbox"/>	Exam <input type="checkbox"/>	Private Study <input type="checkbox"/>	GP ES Review <input type="checkbox"/>
Mandatory	<input style="width: 100%;" type="text"/>	Optional	<input style="width: 100%;" type="text"/>	Discretionary	<input style="width: 100%;" type="text"/>
Course Code For Mandatory & Optional Course – THIS IS MANDATORY https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave					
HEE Course Code for Discretionary Courses – for information on process: https://lasepgmdsupport.hee.nhs.uk/helpdesk/attachments/703749594 Without the allocated HEE course code your request will remain pending.					
Course/Exam Name (in Full)					
Course Venue/Location					
Date From		Date To		Number of Days	

ESTIMATED EXPENSES REQUESTED				
Fees	Accommodation	Travel	Subsistence	Total Expected Cost
£	£	£	£	£

APPROVAL AND AUTHORISATION			
By authorising study leave, the signatories are confirming that the event requested is educationally appropriate for this Trainee. That the department is aware and that adequate cover has been arranged for the duration of the study leave absence.			
	Name	Signature	Date
Trainee			
GP - ES/Hospital CS			
Psychiatry – ES/CS			
GP – Practice Manager			
Psychiatry - DSA			
Please return completed/signed form to: ekhuft.esl@nhs.net			
Trainee Study Leave Co-Ordinator			

TRAINEE STUDY LEAVE APPLICATION GUIDANCE

- a. It is the Trainees responsibility to ensure that forms are submitted within the specified time frame, and that the form includes all information required and all signatures.
- b. Study leave requests should be as per HEE Guidance from April 2022:
<https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave> as per mandatory and optional curriculum approved course list for your specialty and grade. **HEE Course Codes are mandatory for all study leave applications**
- c. **Anything outside the Mandatory and Optional approved courses (Except for exams, private study for exams and GPES Reviews) is considered Discretionary (formerly Aspirational)**. All international study leave, including online attendance, is considered to be "Discretionary". International attendance is limited to one request per training programme. These should be discussed with your ES/CS, TPD and Head of School. If agreed HEE will be asked to provide a specific Discretionary Code for your use.

From April 2023 HEE will only reimburse 50% of the total costs up to a maximum of £1000 for all Discretionary applications. Subsistence claims will not be accepted for International events. The process for applying for Discretionary course approval can be found at <https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave>

For exams, private study for exams and GPES Reviews, please enter NO CODE in the course code box.

Note: no examination fees will be paid, as per HEE guidelines. It is the trainee's responsibility to ensure all necessary paperwork is present and correct

- d. An application for study leave must be approved **8 weeks prior to the event**. It is the trainee's responsibility to ensure the application is complete, identifying relevant rota coordinator and supervisor and **include all estimated costs** as these cannot be approved after the event.

Any requests with total costs amounting to £1000 or above will require HELaSE approval before local approval can be given (Study Leave Co-Ordinator will obtain and advise Trainee).

Approval is subject to service commitments being covered. It's the trainee's responsibility to find swaps when study leave clashes with rota commitments. Requests for study leave shall be viewed positively in most circumstances, but with a view to ensuring that the needs of service delivery can be safely met.

- e. **Mandatory and statutory e-learning must be up to date before study leave approval can be considered:** <https://www.ekhft.nhs.uk/staff/work-life/learning-and-development/statutory-and-essential-role-specific-training/> Approval is subject to meeting training curriculum needs as well as service commitments being covered.
- f. Retrospective forms **will be rejected**. Any claims submitted **without prior approval will be rejected**.
- g. All costs should be paid by the trainee prior to the event. Reimbursement for event fees will not be paid in advance or directly to the event organiser
- h. Study leave funding **cannot be used** to cover membership, subscription, examination fees or learning materials
- i. More information on Study Leave and Expense can be found on the Medical Education Website <https://meded.ekhft.nhs.uk>

ENTITLEMENT/PROGRAMME CRITERIA

GPST1, GPST2 & GPST3	30 days per year to be taken as 10 days per 4-month rotation within the guidelines from HELaSE	<p>Study leave should include:</p> <ul style="list-style-type: none"> - A minimum of 1 day per 4 months to be taken to visit your allocated Educational Supervisor for ES review. When rotated in general practice this day will be held within your rotation and claimed from the study leave allowance. - 1.5 days to be taken to attend the internal General Practice Teaching Sessions – 1 whole day and lunchtime 1hr session. - Remaining 7.5 days / 8.5 days S/L to be taken of your choice - Approval from your GP Educational/hospital Clinical Supervisor and Practice Manager/Rota Coordinator will be required - Up to 5 days can be taken from this allowance for Private Study within the month before an exam date.
Psychiatry	30 days taken of your choice, within the guidelines from HELaSE Eligible for up to 30 days	<p>Study leave should include:</p> <p>Up to 5 days can be taken from this allowance for private study within the month before an exam date</p>

STUDY LEAVE EXPENSES GUIDANCE

- a. EKHUFT use the Easy Expenses system for study leave expenses.
<https://ekhuft.easy.giltbyte.com/user/login/>
- b. **All claims MUST be submitted within 3 months of the study leave period.** Please aim to submit your claim within 1 month of attending to allow time for any problems or amendments to be resolved. If leaving the Trust you will need to submit your claim immediately after attending. Once left you will not be able to submit/amend claims and you will not be reimbursed.
- c. On the EASY EXPENSE system, categories prefixed with “**study**” in the Expense Type section should be selected. i.e. Study Fees / Study Travel etc. Any other selections will cause delays with the potential of a claim not being paid.
- d. Claim requests will not be paid without **receipts/ proof of payment**. Only one expense claim should be made for all relevant expenses for a study leave event, i.e. travel/fees etc. should be claimed on the **SAME** day, not separate times. HEE will not accept multiple claims for the same study leave event.
- e. Claims must be submitted before the **last working day of each month** to meet the payroll cut off for reimbursement in the following months’ salary. Claims received after this date will be paid the following month.

ALL enquiries about Study Leave/Expenses should be directed to your Trainee Study Leave Co-Ordinator in the Education Centres as below:

WHH	Joan Garrett Ext. 7236055 Email: ekhuft.esl@nhs.net	K&CH	Anita Roberts Ext: 7224165 Email: ekhuft.esl@nhs.net	QEQM	Chelsea Huckstep Ext: 7255116 Email: ekhuft.esl@nhs.net
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