

## **RESIDENT DOCTORS GUIDANCE**

### **STUDY LEAVE APPLICATION PROCESS FOR APPROVED UK COURSES/ACTIVITY FEES**

In April 2024, Amanda Pritchard, NHS Chief Executive, NHS England outlined a plan for 'Improving the working lives of doctors in training' and committed to reversing the system for paying course fees so that Resident Doctors avoided hardship caused by waiting for reimbursement.

Initially early reimbursement will only be for **approved CAT 1 course/activity fee** linked to the relevant GMC approved curriculum.. Resident Doctors must follow the [South West Study Leave Guidance](#) and the [NHSE-SW Study Leave Course List](#) when considering a Study Leave request.

All Study Leave requests must be prospectively approved by the Trust study leave office prior to submitting any claim for reimbursement. Retrospective claims will not be considered.

**IMPORTANT;** It is the responsibility of the Resident Doctor to inform Trust Study Leave dept that paid the early reimbursement of non-attendance or cancellation for which they have already been reimbursed. The Trust will reclaim the costs following their internal/Trust SFI's (PAYE/invoice).

**All Southwest Trusts will adopt this process from 01/04/2025**

#### **Please note:**

The process will remain unchanged for reimbursement of;

- Course fees for discretionary/optional Study Leave (Cat 2 & Cat 3) and
- All expenses incurred (e.g. travel/accommodation) expenses for Study Leave

Therefore, existing processes will continue for application, approval and reimbursement for this activity.

## Process to follow for CAT 1 early reimbursement

### Trust Study Leave dept to:

- \* Provide Resident Doctors with their internal study leave process at local Trust medical/dental induction.

### Resident Doctor to:

- \* Check up to date course list on NHSE-SW website [NHSE-SW Study Leave Course List](#),
- \* Check [South West Study Leave Guidance](#) for up to date exclusions,
- \* Confirm time off with rota coordinator,
- \* Obtain ES/TPD approval as required (Over £1000/Overseas requests require additional NSHE-SW Study Leave Office approval. HoS, TPD's or ES are unable to provide approval),
- \* Submit request for time (and provide estimate costs) via local Trust process.

### Trust Study Leave dept to:

- \* Approve application prior to Resident Doctor booking course

### Resident Doctor to:

- \* Book course,
- \* Submit invoice along with receipt/proof of payment for the CAT 1 course to the Trust Study Leave dept.

### Trust Study Leave dept to:

- \* Reimburse Resident Doctor through internal/Trust process for CAT 1 course/activity fee.

Did Resident Doctor attend course?

### YES

#### Resident Doctor to:

- \* Submit claim for travel/accommodation along with receipts/proof of payment in accordance with Trust reimbursement process - no later than 3 months from having paid.

(Please note: the 3 months requirement is part of your terms & conditions of service requirement and applies to ALL NHS STAFF)

### Trust Study Leave dept to:

- \* Reimburse Resident Doctor through internal/Trust process for travel/accommodation.

NO - Can you attend a rescheduled course?

### YES

#### Resident Doctor to:

- \* Confirm the time off with rota coordinator,
- \* Obtain ES/TPD approval as required,
- \* Inform the Trust Study Leave dept of rescheduled date.

### NO

#### Resident Doctor to:

- \* Inform Trust Study Leave dept that paid the early reimbursement of non-attendance or cancellation. (Please note: failure to declare non-attendance or cancellation may be considered a probity issue)

### Trust Study Leave dept to:

- \* Reclaim course costs from the Resident Doctor through internal/Trust process (PAYE/invoice).

### Resident Doctor to:

- \* Reimburse Trust course costs in line with internal/Trust SFI's