

STUDY LEAVE APPLICATION PROCESS FOR UK COURSES

CHECK WITH TRUST

Check your Trust application policy, **BEFORE** applying for study leave. Discuss any study leave courses/activities with your Educational Supervisor and/or Training Programme Director in advance of your study leave application.
Please see the Guidance to access the "Funding Request Form"

CHECK COURSE LIST

Review the course list for your speciality and verify that your course is on the list. **Please see the Guidance to view the "Course List."** The course you wish to attend should either be required as CAT 1 or on your PDP for CAT 2 and 3 courses. Discuss your study leave needs at the start of your placement with your Educational Supervisor or Training Programme Director.

ON THE LIST

CHECK WITH ROTA

Confirm the time off required for the course with your rota co-ordinator (minimum 8 weeks in advance).

NOT ON THE LIST

CHECK GUIDANCE

If the course is not on the course list, please discuss with your TPD for approval. **Please see "Funding for Courses" section.**

ES/TPD APPROVAL

Obtain confirmation from your ES/TPD that they are happy to approve your request and that there is departmental approval which will not affect the agreed work schedule.

APPLICATION

All applications for study leave must be made in **advance**. If you pay for a course/activity before the approval process is complete, and the request is declined, you **will not** be reimbursed for any costs incurred. Submit your application for educational approval and time off for study leave activities via your local Trust process. Your Trust study leave office will review the application against the study leave criteria and will approve or reject the application. The Trust will request approval for over £1000 from NHSE SW.

It is the PG DiTs responsibility to ensure that their Postgraduate Medical Education Teams are made aware of this request and check that approval has been given in line with the below process before any funds are committed.

<£1000 TRUST APPROVAL REQUIRED

REJECTED

CHECK APPLICATION

Review the application and choose whether to end request here or amend/provide further details before resubmitting

>£1000 NHSE SW APPROVAL REQUIRED

REJECTED

END OF REQUEST

If an application for funding >£1000 is rejected by NHSE SW the trust will inform the PG DiT and the request is declined

APPROVED

BOOK COURSE

Once approved, you can book your educational course - make sure you keep all your receipts. Please note: Course approval **MUST** be obtained before booking and attending a course. Applications received outside the 8 week requirement will only be considered in very exceptional circumstances. Retrospective applications will **NOT** be approved

REIMBURSEMENT

Submit your expense claim to your employing NHS Trust in accordance with your Trust policy. Claims for funding must be no later than 3 months after attending the course. Please provide proof of attendance and receipts. Claims for funding without approval will not be reimbursed. Late submission/retrospective requests will not be reimbursed. Approved payment will be made to the PG DiT via the Trust payroll and reimbursement policy.