

## **Study Leave During GP Specialty Training**

**(please familiarise yourself with the contents of this document)**

Study leave is intended to support trainees with release from timetabled work and financial support for courses to meet career aims and objectives, regardless of the current post a Doctor in Training (DIT) is in. The aim is for equity of access for all trainees, in accordance with Enhancing Junior Doctors Lives. **There is also a requirement to be mindful of how public money is being spent.**

There is no budgetary limit, however, study leave should be used to meet core curriculum requirements. All study leave requests are to be discussed and agreed with your supervisors. Leave to meet core curriculum requirements will take priority over discretionary non-curriculum requirements.

**We advise trainees not to book and pay for a course or package unless it has been approved as they risk having to fund the course themselves.**

A total of 30 days study leave is allowed per calendar year for trainees working full time. LTFT the days are pro rata. The study leave year runs from August to August. (Please see principles on page 7 below for how this is broken down)

The day of an exam is taken as study leave.

### **Timing of study leave**

DITs are advised to plan their study leave at their 6-monthly educational supervisor review meetings. Ideally an outline plan should be produced for the whole 3-year programme with each course planned at least 6 months in advance. This will facilitate release from service commitment and ensure best use of the allowance.

GP Trainees who are progressing satisfactorily may wish to develop an interest in a particular specialty and undertake a limited amount of training to that effect, but they should ensure that this does not hinder their progress or detract from their study of the core GP Curriculum.

### **Private study**

The school does not encourage the taking of significant private study leave in preparation for exams, as the most effective way to prepare for both exams is to see patients.

Although trainees may request a total of 7-days private study out of the 30 days allowance in any training year (ST1,2 and 3) a maximum of 3 days will usually be approved for each exam sitting. Any more than this would be exceptional and would need to have approval from your ES and TPD.

Private study leave, to prepare for an exam sitting should be requested only after an exam is booked. This will still allow appropriate notice to be given.

## **Study Leave Application Process**

The application process is electronic and is described on the Northwest Deanery website at <https://www.nwpgmd.nhs.uk/study-leave>

It is essential that study leave applications are submitted for approval BEFORE the date of the commencement of the course. Any course approval sought less than 6 weeks before the commencement of the course needs a comment on Accent to justify. Retrospective approval for courses will be declined unless there is significant mitigation.

When submitting a course for approval all associated costs that will be claimed for must be included eg travel, accommodation etc.

We advise trainees not to book and pay for a course or package unless it has been approved as they risk having to fund the course themselves.

The TPD (training programme director) is responsible for approval and can decline a funding request if they feel that a more cost-effective alternative exists.

Trainees are advised that it will normally be necessary to pay for the course in advance and in most cases, fees will not be reimbursed until after completion of the course/event.

Expenses **MUST** be claimed within 3 months of starting the course or within 3 months of signing up to the fourteen fish, red whale or NB medical package.

Proof of payment receipt is required for any claims rather than a certificate of completion. This is because course costs differ in some circumstances depending on when the course is booked.

### **Travel, subsistence and accommodation.**

Trainees should endeavour to book a course as close to their locality as possible. Approval will be declined if there is availability on the same course closer to a trainee's base. If accommodation or mileage is to be claimed, it MUST be estimated on the form before passing for authorisation.

Reasonable travel costs will be reimbursed. Travel is calculated from a trainee's base hospital/practice to the course/conference/exam venue to a maximum of a 2nd class (standard) return rail fare. Mileage can be claimed (30 pence per mile) provided it does not exceed to cost of second-class rail fare. Air travel will only be funded where it is cheaper to travel by air than by train, or where it is not possible to travel by rail.

Overnight accommodation will only be reimbursed if the course is a significant distance from the home address (usually more than 50 miles) and if the course spans two or more days. Within London the overnight rate should not exceed £150 per night (bed & breakfast). Outside London the overnight rate should not exceed £120 per night (bed and breakfast).

Subsistence (currently £20 per 24-hour period) will be paid if there is an overnight stay involved in the course, which is not included within the overall course fees.

Travel costs incurred to attend examinations may be applied for but the cost of the examination itself will not be funded.

**Use of study leave**

Attendance at a course will be funded once only in training with the exception of BLS and GP update. During GP training study leave should be used at 3 levels, in order of importance.

**Level I** (Applications for these will be automatically approved.)

<b>Course</b>	<b>Comments</b>
Structured Education Programme	Mandatory release, no funding implications (this would be counted in the 30 days per year allowance, pro rata for less than full time trainees)
RCGP-provided or accredited RCA / SCA course	One course attendance per trainee
RCGP-provided or accredited AKT course	One course attendance per trainee
Fourteen fish AKT and RCA / SCA support	Funding for whole package per trainee, including annual renewal.
BLS training	Annual face to face basic life support training certified to meet MRCGP requirements, which includes AED and paediatric BLS. This would usually require half a day's leave only.
Child Safeguarding Adult Safeguarding	One course attendance per trainee per 3 calendar years. These should be completed as soon as possible after starting GPST training.
GP Update Day e.g., NB Medical or Red Whale	One per training year. (ST1,2,3)

Due to limited availability will also consider requests for SCA and AKT courses that are not provided or accredited by the RCGP. These must be discussed with the TPD and the Study Leave team before booking and will be limited to courses costing less than £500. Subscriptions associated with an exam course will not be funded.

Only one preparation course for each exam will be approved per trainee during training. Trainees are reminded that there is extensive exam support provided at deanery level which is free to access.

**Level II**

These are courses which will supplement areas of the GP curriculum that may be difficult to access, examples would include Child Health Surveillance and other RCGP accredited courses.

### **Level III**

These are courses which are additional and aspirational courses that go beyond the GP curriculum e.g., to aid the development of further interests. Approval for these courses would be restricted to trainees making satisfactory progress and usually approaching the end of training.

#### Examples of level 3 courses

##### **2 day courses**

RCGP Annual conference or another multi-day GP conference – 1 attendance in training unless presenting a poster or workshop etc.

2 day clinically focused courses – 1 attendance in training only. In addition, child health surveillance will be funded once during training as will minor surgery which is level 3 and usually funded in late ST2 or ST3.

If a further multi-day clinically facing course is requested approval will be sought from Head of School. Time rather than funding is likely to be granted.

##### **1 day courses**

Equality and Diversity LGBTQIA+ health Health Equity focused courses. Contraception/sexual health courses Minor Surgery Joint injections Palliative care ENT or Ophthalmology GP diabetes management Dermatology and Dermoscopy (beginner level only) Leadership	Mental Health Prescribing Children and young people's health Dementia Information Governance Business Management Courses related to adult learning or reflective learning Veterans' Health Learning Disability Medical Education
--	---

#### **Edge Hill Leadership Module HEA4117**

All trainees receive an email inviting them to complete this module. Funding is through learner support, not study leave, and places are limited.

Doctors in training should be aware that this is a 20-credit university course as such and requires a time commitment of 120 hours of study within the trainee's own time.

There are 3 days of formal course attendance which will need to be requested through the usual study leave process.

The GP School recommends that Doctors in Training are mindful of the amount of work involved and should ensure satisfactory progress is being made in GP training in the first instance. If the module is not completed, a refund of payment may be requested by learner support.

#### **12 month subscriptions to a course provider**

Some providers are now offering a 12-month subscription, which gives access to all of their courses. Examples are NB plus and Red Whale Unlimited. If multiple courses are attended

this provides value for money although does restrict the delegate to 1 provider and some only provide access to online courses.

It has been decided that a subscription like this can be approved once only in training provided the following requirements are satisfied.

- 1) There needs to be at least 6 calendar months left in training. (Where there is less than 6 calendar months left in training the subscription will be declined)
- 2) Trainees should attend at least 2 courses within the subscription period which should cover the value of the package.

### Watching prerecorded course content

For courses which are delivered live for example as part of the above packages study leave should be booked in the usual way.

For trainees in hospital posts time may be requested through study leave allowance for prerecorded course viewing but must be requested well in advance and must be agreed with the rota master.

For trainees in ITP posts or GP posts there is ample time for these pre-recorded courses to be viewed within the trainees contracted educational time within the working week. No additional time will be given.

### **Study leave during extended training ( Outcome 3)**

Trainees still have annual study leave allowance during a period of extension. Attendance at extension support and exam support (SOX) is deducted from this. Approval will be prioritised for courses relevant to the educational needs of the trainee as detailed on the ARCP form.

### **What is not funded?**

Subscriptions are funded for the Fourteen Fish AKT and SCA Plus Packages. Renewal of Fourteen Fish packages should be made prior to the renewal date as the fee is lower. If renewal is not actioned in a timely fashion the lower fee will be reimbursed.

There is no funding for time credits for Fourteen Fish recording as there are free minutes on the Fourteen Fish consult app.

ALS, ILS and APLS are not a requirement for core GP training and as such will not be funded through study leave. If a trainee rotates through a department that requires them to possess ALS or APLS certificate, it is the Host Trust's responsibility to ensure that the trainee is appropriately trained and if necessary, provide them with access to the relevant course and fund it.

BLS is a core annual requirement and must include adult and paediatric CPR and AED. As such a face-to-face course will be funded if it is not delivered on the teaching programme or in the trainee's practice.

Examination fees, e-portfolio costs, affiliation to or membership of the RCGP or registration for certification will not be reimbursed. Occasionally an organisation will offer courses at a cheaper cost if the trainee is a member. Study leave will not fund the cost of membership even if the course is cheaper this way.

Study leave funding cannot be used after the completion of training.

There is a process of appeal via Head of GP School and Primary Care Dean.

### **Reflection on learning**

A reflective log entry after the course detailing what has been learned and how this could be applied to practice should be completed following course attendance.

### **Further study**

Other study leave applications to fund a Postgraduate Certificate, Diploma or Master's during General Practice training will not normally be funded. General practice training is for a relatively short period of time and for that reason time should be spent achieving capabilities for completion of training.

For trainees who have been selected as suitable for additional training opportunities such as Academic Clinical Fellowship they may receive financial support towards academic study such as a master's degree, usually funded as part of their post.

Each case will be reviewed individually and will depend on trainees making good progress and support from their academic and educational supervisors. The funding may be a contribution rather than total costs of academic study.

Trainees with a strong interest in a particular area, are encouraged to consider applying for a post-CCT Fellowship as a way of pursuing this once training is completed.

### **Study leave during a period of absence**

Trainees absent from work for the following reasons are not usually eligible for study leave.

- Parental or adoption leave
- Sick leave
- Compassionate, paid or unpaid leave.
- Any other paid or unpaid leave, for example jury service.

In exceptional circumstances, study leave may still be possible for some trainees in the above categories. Trainees should seek clarification from the lead employer prior to seeking TPD approval.

Study Leave for trainees who are OOP is only available for those who are OOPT. There must be evidence linking the application to the specific curriculum requirement for the trainee's individual specialty.

Trainees returning from parental, sick leave or OOP can apply for appropriate courses through SRTT.

<https://www.nwpgmd.nhs.uk/supported-return-to-training>

## **Principles of study leave and contracted educational sessions in GP posts for GP specialty training**

There have been differing interpretations of study leave guidance and its application for trainees working in practice. This has partly arisen because the standard junior doctor contract includes 12 hours of education time but does not specify how this links with study leave. The principles below are intended to clarify the situation.

These principles should also be applied to hospital and other posts with the difference that trainees in hospital posts have 4 hours educational time within their contract, 2 hours of which is private study.

- Attendance at the local structured teaching programme is part of contractual arrangements and therefore mandatory. Failure to attend without notifying the programme director and without good reason is therefore a disciplinary matter.
- The local GP structured teaching programme is part of study leave and therefore time is deducted from each trainee's allowance. For trainees in extension (Outcome 3), attendance at extension support sessions is deducted from the 30 days.
- Trainers are expected to timetable the structured teaching programme as part of the 12 hours education time within the 2016 Junior Doctor Contract, so trainees do not miss clinical time to attend.
- Other study leave granted is for the time a course takes place. Trainees are therefore released from whatever activity was programmed for that time, whether it is clinical or educational.
- Trainees should therefore not normally be expected to swap timetabled sessions to allow release for approved study leave within the 30 days annual allowance.
- Once the 30 days annual allowance has been taken, further study leave is at the discretion of the trainer and so trainees may be asked to do the course in their own time or to forgo personal study time.
- Trainees in GP posts are expected to do 12 hours of education and 28 clinical hours per working week throughout their attachment WTE. It is acceptable for this to be varied by mutual agreement between the trainer and trainee on condition that
  - Study leave processes are followed and the above principles applied
  - The overall balance of educational and clinical time remains 12 hours: 28 hours
- The activities that normally take place within the contracted educational sessions include formal tutorials and assessments, recording learning on the e-portfolio, personal study, practice or other education meetings, peer group learning and educationally useful projects such as quality improvement, leadership, and prescribing activity. In some circumstances there may be some clinical activity with significant educational input e.g. observed surgeries with feedback from the trainer

### **Time in Lieu**

Time in lieu will be allowed if the course is undertaken outside of the normal working week, for example a course undertaken on a Saturday would allow the GPST to take time in lieu from their educational time in the working week. For LTFT trainees, attending a course on a non-working day would result in time in lieu being taken from educational time in their normal working times.

## **Study Leave for Overseas Events**

Study leave is not generally available for overseas events for GP DITs. Study leave required for such events would require Head of School approval. Please refer to deanery guidance below for further information.

<https://www.nwpgmd.nhs.uk/sites/default/files/HEE%20Study%20Leave%20Guidelines%202019.pdf>

**Alison Caldwell**  
**Head of GP School**  
**June 2024**