

Postgraduate Medical and Dental Study Leave Guide

Doctors and Dentists in NHS England Training Programme Posts	Locally Employed Trust Doctors and Dentists
<p>Doctors and Dentists in NHSE Training Programme posts are able to apply for study leave time as set out in the contract. The trainee is responsible for following the process for requesting study leave time off the rota.</p>	<p>Locally Employed Trust Doctors and Dentists are able to apply study leave time as set out in the contract. The LED is responsible for following the process for requesting study leave time off the rota.</p>
Contribution to Study Leave costs	Contribution to Study Leave costs
<p>The NHS England study leave approved course lists are published for each training programme (grade specific and curriculum mandated or curriculum optional) https://lasepgmdsupport.hee.nhs.uk/support/solutions/folders/7000047215</p> <p>The trainee is responsible for obtaining approval to undertake a listed course from their Educational Supervisor (they should meet mandatory curriculum requirements before considering optional activities).</p> <p>Courses not included on the relevant approved course list are 'discretionary' and in addition to approval from the Educational Supervisor, the trainee is responsible for requesting approval from the Training Programme Director, who in turn seeks final approval from the Head of School. <i>If approval is not given, it is the responsibility of the TPD/HoS to inform the trainee.</i> Discretionary course costs contributions are capped £1,000. For international courses, NHSE will fund 50% of the total cost up to £1000. <i>'Total costs' refers to course fee, travel, and accommodation expenses. No subsistence expenses can be reimbursed for international courses.</i></p>	<p>Locally Employed Trust Doctors/Dentists should discuss continuing professional development needs with their consultant supervisor. Compliance with role specific MAST should be confirmed. MAST Compliance Dashboard - SQL Server Reporting Services</p> <p>If agreed as suitable development, the LED should enquire about a contribution to study leave course costs via the General Manager or their nominated deputy.</p> <p>The commitment to contribute to study fees/expenses is not in any policy, it has been good practice to do so. Generally, the guidance is for services to aim for a minimum contribution to LED study leave related expenses of £500 per annum. Many services have this process established and offer this but there is variability in access to funding, often due to a lack of clarity on who the LED should request this from. This could be addressed during local inductions.</p> <p>Note: Mandatory and Statutory Training is a Trust responsibility. For e.g.: if ALS is required for the individual LED to work safely in their role within the service, this should be prioritised accordingly and should not automatically be counted as continuing professional development study leave funding.</p>
Making a claim for study leave costs	Making a claim for study leave costs
<p>Doctors and Dentists in Training Programme posts must use the PGME's Intrepid system to submit their study leave claims. The PGME team review all claims for completeness of information, proof of costs and approvals before returning to the central NHSE Team for authorisation and agreement to pay retrospectively. Once agreement to pay is received, PGME submit reimbursement requests directly on behalf of trainees</p> <p>In line with commitments to Improving Doctors Working Lives, the Trust aims to make reimbursements via payslips for NHSE Mandatory courses as soon as possible and this should not exceed one month in arrears. However, non-mandatory courses may be reimbursed between one to two months in arrears after the course.</p>	<p>LEDs should use the Trust's expenses system to claim any agreed contributions to study leave costs.</p> <p>Register for ePay to claim expenses (relating to St George's). The link is Finance - ePay Expenses system (unily.com)</p> <p>Authorisers are set at employee level so it should default to the payroll authoriser or budget holder as authoriser.</p> <p>Reimbursements are typically one to two months in arrears.</p>
Record of professional development activity	Record of professional development activity
<p>Trainees are responsible for maintaining their records on e-portfolio in readiness for ARCPs.</p> <p>Trainees self-fund the subscription fee.</p>	<p>It is recommended that LEDs use e-portfolio to maintain their continuing professional development record of activity for use during the appraisal process. NHS ePortfolio Login (nhseportfolios.org) Access to ePortfolio for non-training doctors JRCPTB Annual Fee £172. LEDs self-fund the subscription fee.</p>