

## TRAINING AND STUDY LEAVE PROCEDURE FOR DOCTORS

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### SCOPE

Services	Applicable	Comments
Trustwide	✓	

The Director responsible for monitoring and reviewing this procedure is  
**Executive Director of People and Culture**

Trainee & Trust Grade Doctors Study Leave Protocol

CONTENTS

THIS IS AN INTERACTIVE CONTENTS LIST; CLICK ON THE TITLES TO GO TO THE SECTION YOU REQUIRE

- 1 REQUESTS FOR STUDY LEAVE
- 2 STUDY LEAVE – ENTITLEMENT
- 3 JUNIOR DOCTOR RESPONSIBILITY – COVER ARRANGEMENTS
- 4 EXPENSES
- 5 CLINICAL TUTOR RESPONSIBILITY

SAMPLE - DO NOT USE

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Trainee & Trust Grade Doctors Study Leave Protocol

1.0 REQUESTS FOR STUDY LEAVE

- 1.1 All applications for study leave should be made at least 6 weeks in advance.
- 1.2 Requests for study leave will only be considered for approval when submitted on the Trust's **Study Leave Application for Medical Staff**
- 1.3 All supporting documentation **must** be attached to the application form.
- 1.4 Submission of the study leave form does not indicate approval of the leave. Study leave should only be considered as **approved** when all necessary signatures have been obtained. The Education Administrator will then send out an email to confirm the request & the expenses that have been granted.
- 1.5 Where more than one trainee requests study leave in a particular period priority will be given to the first request received.

2.0 STUDY LEAVE – ENTITLEMENT

- 2.1 Study leave entitlement is up to 30 days per year plus exam dates for 1 year placements, starting first 1 August until 31 July the following year, any remaining days not taken cannot be carried over into the next year. Weekends & days off are counted against study leave entitlement if expenses are being claimed. GP trainees will receive 15 days per 6 month placement & Foundation Year 2 will receive 10 days per placement. Trust Grade & LAS doctors will receive 5 days per six month placement. Trust Grade doctors who wish to attend the weekly MRCPsych course will not be eligible for the 5 days study leave allocated to the Trust post.
- 2.2 Leave entitlements are allocated in line with periods of placements and/or academic year (i.e. August to February and February to August, for 6 months placements).
- 2.3 Within this entitlement private study leave of up to 5 days per six month placement for all trainees (GP Trainees & Foundation Doctors included) is approved at the discretion of the Clinical Tutor and is prioritised for those making their 1<sup>st</sup> exam attempt where the exam date has already been booked, if not taken cannot be carried over into next placement. No private study leave will be granted where there is insufficient cover to meet service needs. Leave to take examinations would not be restricted due to service needs.

### 3.0 JUNIOR DOCTOR RESPONSIBILITY - COVER ARRANGEMENTS

- 3.1 It will be the responsibility of the Junior Doctor to ensure that internal cover arrangements are in place for **all** study leave. Should this not prove possible then the Junior Doctor should contact the Clinical Tutor for advice on how to proceed. There is a section on the study leave application form to confirm the cover arrangements.
- 3.2 The doctor taking study leave will be responsible for notifying their team of:
- study leave dates
  - name of doctor who will provide cover in their absence
  - Arrangements in place to cover on-call commitments.
  - Notify the relevant switchboard of changes in on-call.

### 4.0 EXPENSES

- 4.1 A central record of Expenditure will be held
- 4.2 Study Leave support is funded at £600 per year. Trust/LAS posts are funded at £150 per year.
- 4.3
- Exam fees & taxi fares are not reimbursed.
  - Hotel accommodation is paid at £55 per night or less.
  - Mileage is calculated from base to course venue: For example home to base is 20 miles & the course journey is 25 miles the mileage claimed will be 5 miles each way.
  - Exams taking place in Sheffield will be reimbursed as follows: One night accommodation @ £55 per night or less & travelling expenses. The amount will decrease at the rate of 25% for each attempt at the exam. One day from your entitlement will be taken for this leave.
  - Study leave expenses for GP Trainees are reimbursed by Southend Hospital.

### 5.0 CLINICAL TUTOR RESPONSIBILITY

- 5.1 The Clinical Tutor must ensure that there is adequate junior doctor cover within the service prior to approving study leave.

#### **Notes**

When swapping duties remember the 3 basic rules of New Deal & EWTD.

1. No on-call on 2 consecutive days during the week
2. No on-calls on 3 consecutive weekends
3. Complete duty promptly day following night on-call.

Submitted applications **must** include:

- Application for training form required for all leave including private study and examinations.
- Confirmation/receipts of booking (if applicable)
- Course details and/or supporting documentation

**END**