

Standard Operating Procedure Study Leave Process for Doctors in Training Posts

Relevant to:

All Doctors in Training Posts

Purpose of Procedure:

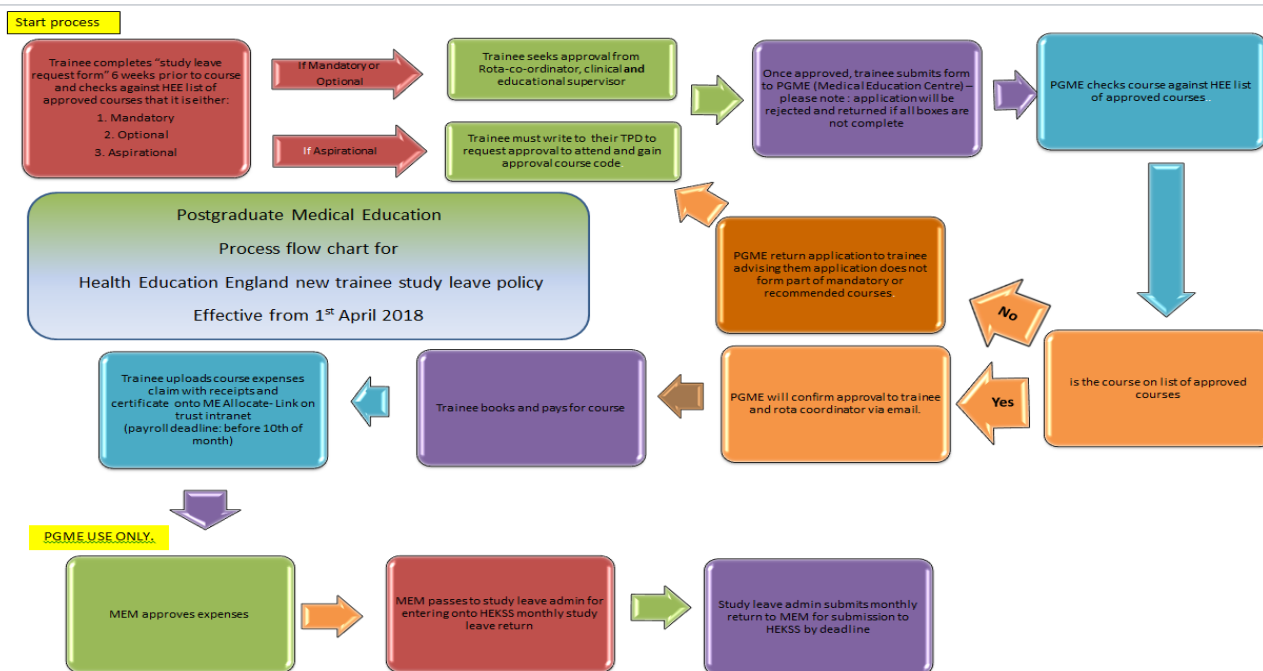
From 1st April 2018, the deanery centralised study leave both in terms of guidance and processes. They have mandated on the relevant courses for each specialty and grouped the study leave criteria into three headings as below:-

1. **Mandatory** courses have been described in curriculum documents by the relevant Royal College or Faculty and should assist educational supervisors to ensure that the trainee is meeting the requirements mandated by the curriculum in the first instance.
2. **Optional** courses are complementary to the curriculum, the Head of School or Training Programme Director being of the opinion that attendance at these events is of benefit to the trainee. It is not expected that the lists are exhaustive and there is no expectation that the trainee should complete all the optional events for their given Programme. The list should act as a guide for the trainee and educational supervisor to plan and schedule attendance at some of these events across the entire duration of training. Where a trainee has undertaken an event already described on the list and wishes to undertake the same event again, the trainee must seek approval from the Training Programme Director and relevant Head of School in the first instance. Unless specifically outlined in the curriculum, attendance on the same event on more than one occasion for the duration of any given training Programme would not normally be supported by study leave.
3. **Aspirational** - in the rare event where a trainee wishes to undertake a course or event that is not included on the Mandated and Optional Lists, the trainee should discuss with their educational supervisor and Training Programme Director to ensure that the course or event is relevant to their professional development, and that sufficient funds are available. The Head of Specialty School will have final sign off for such aspirational events depending on current funding available.

The purpose of this local Trust procedure is to inform, signpost and instruct the doctors in post of the mandated deanery processes and assist them in receiving appropriate study leave both in time and funding.

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Procedure to Follow:



Implications of not following procedure:

The doctor in training will not receive appropriate funding or study leave.

Useful Contacts:

Monitoring the Process:

The process will be monitored through the Local Faculty Groups and the Local Academic Board

National Definitions:

Health Education England's (HEE) document, "Enhancing Junior Doctors' Working Lives", includes a commitment from HEE to ensure that every trainee has the opportunity to gain all competences relevant to their level of training as defined in each curriculum. This means it is important that HEE directs funding towards curriculum delivery as our first priority. In order to improve quality and access to study leave and curriculum support, HEE is committed to working in collaboration with trusts, trainees and educators to comply with the curriculum delivery principles.

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Reference Material & Associated Documents:

1. Medway Study Leave Form
2. ME Account for claiming back study leave funds from the trust
3. How to guide – step by step to submit the claim
4. 3 Levels of study leave courses – HEKSS
5. Process for Aspirational courses
6. HEKSS – study leave process mapped



1 - Study Leave Form April 2018 - FinzAccount instructions



2 - Desktop Me



3 - Master -How to Submit a Study Leave



4 - 3 levels of courses - SOP.pdf



5 - Process for Aspirational Courses



6 - Study Leave Process 2018 FINAL -

Revision History

Revision No	Date	Reason for change

Approval Signatures:

Revision No:	1	ID No:	SOP
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Author:	Carol Atkins		
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