

School of Obstetrics and Gynaecology: Study Leave Principles and Application Process

Yorkshire and the Humber Deanery

Workforce, Training and Education, Yorkshire and Humber, NHS England

This document has been produced for the School of Obstetrics and Gynaecology, NHS England (NHSE) across Yorkshire and the Humber to ensure consistency in:

- The utilisation of study leave;
- The approval of study leave;
- The reimbursement of study leave expenses.

Further details can be found on the [NHSE website](#) and will be monitored by NHSE Y&H for the purposes of monitoring delivery of the curriculum.

Study Leave Guidance

This guidance applies to all ST 1-7 trainees within the School of Obstetrics and Gynaecology (SOG), including sub-specialty trainees. Each year of training will have its own requirements and arrangements, details of which can be found on the School Blackboard platform.

Yorkshire Modular Training Programme (YMTP)

Curriculum delivery is provided by the Yorkshire Modular Training Programme (YMTP) which provides:

- All of curriculum coverage for ST1-4;
- Core curriculum requirements for ST5;
- Professional skills courses for ST5-7;
- Exam preparation courses for all 3 parts of MRCOG exams.

YMTP does not cover all the curriculum for ST5-7 doing advanced specialist training modules (SiTMs) or the Specialist Professional modules (SiPMs) which can be undertaken at any stage of training.

For stage 3 (advanced training) courses, these may be funded on a discretionary basis BUT:

- External courses are not normally approved if the training is provided as part of regional teaching (e.g. YMTP);
- Applicants should choose courses as close to base as possible;
- Applicants should choose courses that represent quality and value for money.

YMTP does not cover courses and training required for subspecialty training.

YMTP provides the required teaching based on the RCOG curriculum and RCOG matrix for educational progression for each year at no cost to the trainee. Trainees are able to claim travel expenses from their base hospital to the teaching but no accommodation or subsistence costs although some courses *may* provide lunch.

Exam preparation courses are provided by YMTP for each exam sitting for the Part 2 and Part 3 exams but there is only one part 1 exam preparation course each year and hence there is a nominal allowance (£250) for part 1 revision materials and courses for trainees not able to attend the local course. For those trainees who have received an ARCP outcome 3 for examination failure, there may be provision to attend a further exam preparation course as part of their outcome 3 action plan. Applications must be discussed with the Head of School/Director of Education for approval prior to submitting an application.

Higher trainees should also attend professional skills courses provided by NHSE or YMTP. These are run specifically for local trainees and are free to attend. There is often a waiting list to attend these courses and it is the trainee's responsibility to book these in a timely manner.

Please note that on occasion there may be a Bursary scheme (Rewarding Excellence) for presenting at National & International meetings and for other specialist training (see website for more details).

Study Leave entitlement

As per the [National Study Leave Policy](#), all trainees are entitled to 30 days study leave per annum (or pro-rata for those working less than full time). The study leave entitlement includes allocations for regional teaching / half-day release and private study leave for exam preparation.

In addition to attendance at YMTP courses, trainees in years 1-5 will be expected to take up to 5 days per year for private study in order to complete specified eLearning modules e.g., STRATOG, and to complete simulation sessions in ultrasound and laparoscopic skills. Certificates must be uploaded to show appropriate use of time.

NHSE policy states that trainees should be allowed 5 days leave for private study for essential postgraduate exams taken from their annual study leave allocation. Applications should be made prospectively and in accordance with the YH Operational Guidance. This entitlement applies prior to each exam sitting providing sufficient study leave time remains.

Application Process

All study leave applications are submitted using Accent Leave Manager (ALM). Prior to applying on ALM, the trainee must ensure the time off has been approved by the rota coordinator, and for non-YMTP courses that it is supported by their educational supervisor. Applications should usually be submitted 8 weeks prior to the event.

There are 4 types of possible leave:

Study – All curriculum or discretionary courses not covered by one of the other leave types below. This includes YMTP.

Private - Home based revision / exam preparation before an exam sitting. Expenses may not be claimed for private study leave.

Exam – Exam preparation courses and exam sittings. Exam fees are not funded through study leave.

International – Courses / conferences taking place outside of the UK. This includes online/virtual events that are hosted from another country and are not usually funded by the study leave budget.

YMTP courses should be requested under regional teaching with an estimate of travel expenses.

Private study leave should be requested for completion of eLearning and STRATOG modules.

Leave for simulation training should also be requested under regional teaching.

Regional teaching and private study are submitted to and approved by the Medical Education team (see appendix 1).

For leave that includes a request for funding i.e. non-YMTP courses (usually only ST5 and above or ST3+ for CSRH trainees), study leave should be requested on ALM with an estimate of all costs and expenses. Trainees are requested to include, in the comments section, why they are applying for the course and the advanced training that it relates to.

Where there is an option of completing the course virtually, funding will be offered for ONLY the virtual option, however, trainees are welcome to attend in person but will need to fund travel, accommodation, and any additional course fees themselves.

Requests for External courses will be submitted to the TPD/Head of School for approval (see appendix 2).

Once the study leave application has been approved and the course attended, the trainee should submit an expense claim using the local system in their employing Trust. This will then be approved by Medical Education and reimbursed through Trust payroll.

Please note that this is a separate system to Accent. Further information on submitting expenses and support contacts can be found on the [NHSE study leave website](#).

Professional registration fees, specialist society fees, exam fees and advanced module training registration fees (ATSMs/SiTM) are not reimbursed.

Code of Conduct

Attendance & Study leave

Attendance at these courses once booked should be mandatory. Therefore, please ensure that you have booked study leave where necessary in order to attend the course. Although many of these courses are free for you to attend, they are expensive commissioned resources, and your attendance is important. If you do not attend multiple courses without prior cancellation, you will receive a MaxCourse account ban, and an email will be sent to you and your TPD.

Cancellations

If you can no longer attend a course, you should cancel your place via MaxCourse as soon as possible. Online cancellations are only available up to one week prior to the course start date. After this time, if you can no longer attend a course, you should email hyp-tr.obs.gynae-regionaltraining@nhs.net.

Joining virtual courses

Prior to the start of a virtual courses, you should ensure that your technology is working and that you have the ability to access the virtual platform. It is generally recommended that you log on to courses 10 minutes prior to the course start time to allow for any technical issues. If you are having difficulties joining the session, you should email hyp-tr.obs.gynae-regionaltraining@nhs.net to inform them.

Trainees out of programme

Doctors and dentists on OOP are not eligible for study leave, except for OOPT (Training). Trainees out of programme (OOP) should have processes for study leave application within their programmes. They should:

- Clarify study leave entitlement with their supervisor(s) as soon as they commence their programmes;
- Have their own funding streams in the programme, unless previously agreed by the Head of School (HoS) and their OOP supervisor.

Study leave approval for trainees on OOP is not required from the School if there is no funding associated but local leave will be required by their employer.

See the [NHSE study leave website](#) for full details.

Sub-specialty trainees

Sub-specialty trainees should agree their study leave with their specialty programme directors at the start of their sub-specialty training. Expenses are reimbursed by the local office, which may be different to their Home Deanery. For example, a Northwest (home deanery) trainee may be undertaking SST in Y&H and should claim expenses from Y&H (local deanery).

Each sub-specialty training programme has its own study leave requirements and trainees should be mindful that it may not be possible to fund all courses and scientific meetings they wish to attend.

Where there is an option of completing the course virtually, funding will be offered for ONLY the virtual option, however, trainees are welcome to attend in person but will need to fund travel, accommodation, and any additional course fees themselves.

Academic Clinical Fellows

The guidance for study leave for ACFs is similar for other ST 1-5 trainees.

Study leave for conferences should be discussed with the academic/educational supervisor. There is no funding entitlement within the YMTP programme for conferences.

Delivering training or teaching

Those undertaking teaching or training, whether on behalf of YMTP, the University or another agency, must apply for professional leave. Expenses incurred should be claimed directly from the course provider and not from the School of Obstetrics and Gynaecology under curriculum delivery.

'Other' courses & Conferences

Activity not specifically required by the curriculum is classed as discretionary leave and must be discussed with the ES prior to registering for the event. Study leave days may be approved, but expenses will not usually be reimbursed e.g. Consultant interview preparation, RCOG Congress. ALM application process must still be followed for the leave.

Examination Leave

Trainees are entitled to take study leave for the Parts 1, 2 and 3 MRCOG examinations but examination registration fees, travel and subsistence will not be reimbursed. The same applies to other exams related to advanced training e.g. BSCCP exams.

Claims for expenses

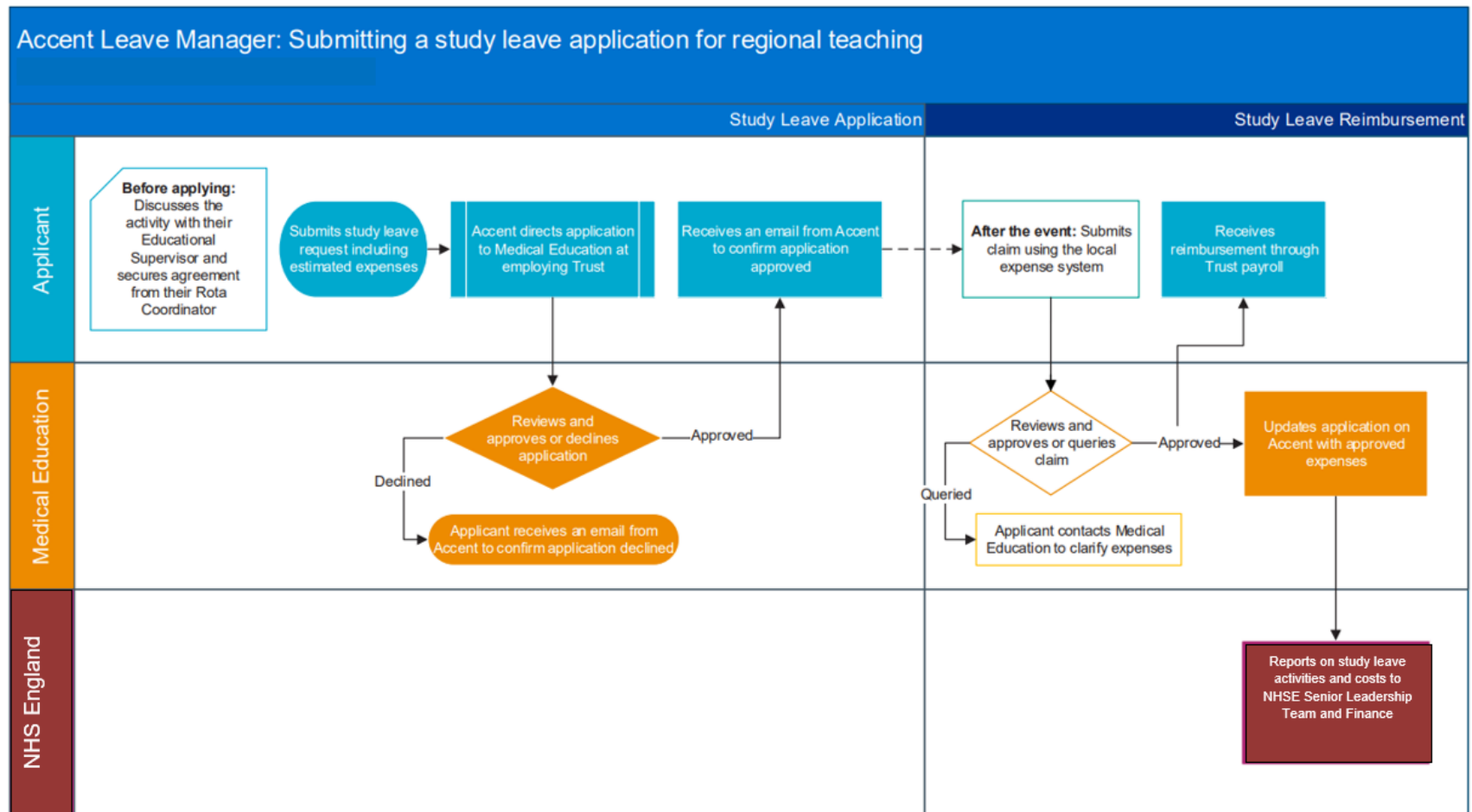
Estimated expenses must be included at the time of application. Claims for approved study leave are via the local expenses system within 6 weeks of attendance at the event. The Certificate of Attendance and all relevant receipts **must** be submitted with each claim. **Claims received after this time may not be reimbursed.**

For trainees approved to attend funded but non YMTP study leave, expenses for mileage, subsistence and overnight accommodation can be claimed. Current rates can be found in the YH Operational Guidance and [NHS Terms and Conditions](#).

Concessionary fares should be used whenever possible when using public transport. Travel tickets purchased in advance are often considerably cheaper than tickets purchased on the day of travel. This is especially essential when arranging travel to events outside of the Yorkshire and Humber region such as to London for RCOG events.

*Agreed by School of Obstetrics and Gynaecology Board
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Appendix 1:
Process for
applying for
Regional
Teaching
Study Leave



Appendix 2:
 Process for
 applying for
 funded Study
 Leave/
 External
 Courses &
 Training

