

# School of Surgery: Study Leave Guidelines

## Yorkshire and the Humber Deanery

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

All schools in the Yorkshire and Humber Deanery adhere to the overarching NHS England guidelines on Study Leave. The up-to-date Y&H Operational Guidance as well as FAQ, Accent Leave Manager (ALM) User Guide and helpful contacts can all be found on our [website](#). PGDiTs should familiarise themselves with the study leave process in conjunction with the information below before making an application for study leave time and / or funding.

All requests will be considered individually however these are some general guidelines:

- A wide range of courses are now delivered within the deanery. Requests for local courses are more likely to be supported; these are delivered to high standards, more cost-effective, helps regional investment to develop local faculty, expertise, facilities and supports the NHS' environmental sustainability initiatives.
- Applications with estimated expenses of £1000 or more may require Head of School(HoS)/Deputy Head of School(DHoS) approval. Where this applies ALM will automatically direct the application to the HoS/DHoS for initial consideration. The HoS/DHoS role is to determine the financial impact and affordability relative to the schools overall study budget. The HoS will not be considering the educational appropriateness of the request in relation to an individual's training projection / career pathway. If HoS/DHoS approval is given, the application will progress to the relevant TPD for consideration of the latter.
- Overseas courses:
  - Study leave funding for courses outside the UK will only be provided at the discretion of the HoS/ DHoS and if approved will only support the course fee. If



the same course is available within the UK, then the lower course fee between either option will be remunerated.

- Where overseas courses are significantly cheaper than UK courses (e.g. microsurgery course) funding / contribution to travel up to level of UK course fee will be considered. Proof of this should be provided by the applicant.
- Funding for attending conferences is only likely to be granted for the 1<sup>st</sup> author giving an oral podium presentation (or a contributor presenting if the 1st author is unable to attend). Oral poster presentations might not attract any remuneration, however at the discretion of the HoS/ DHoS we may approve time/leave only.
- Non-UK conferences may be eligible for a maximum contribution of £250 (bursary), if you are presenting an oral podium presentation. Poster presentations may not attract any funding support. This can be approved by your TPD.
- Trainees who travel to stay a night before or stay the night of course/conference completion may not be remunerated for either accommodation cost.
- When the course provides lunch or meals, any claim for the cost of these meals should not be submitted (they will not be approved).
- Travel by train or coach should be booked a minimum of four weeks in advance by purchasing standard class tickets for a specific date and specific train, after approval of study leave. Open or first-class tickets will not be reimbursed.
- Mileage may be reimbursed as per the reserve rate outlined in the NHS T&Cs.
- Conference dinners and social events will not be reimbursed under meal expenses or with the conference fees. Membership fees paid when booking course / conferences are also not eligible for reimbursement.

### Study Leave for Exam Preparation

Trainees are permitted to take a maximum of **five days** study leave **per year** for exam preparation, at the discretion of the Training Programme Director. Agreement and support from the NHS trust where the trainee is based will be required.

Please remember that NHSE YH School of Surgery may not fund exam preparation courses in general as this aspect of the curriculum will be delivered through the structured regional (and/or national) training/teaching programmes. There is no remuneration for Exam fee applications. Travel and subsistence can usually be claimed from the study leave budget for sitting exams required within an individual's current curriculum.



## Subspecialty courses

### 1. Core Surgical Training (and ST1-2 Neurosurgery and Cardiothoracic Surgery)

In addition to ATLS, BSS and CCrISP/RAPID. CSTs are advised that a subspecialty course that would help build their CV towards ST3 application will be supported. Suggested courses include –

- EMSB (Plastic Surgery), APLS/PALS (Paeds/ENT), Basic/generic fracture management (T&O), ALERT and 2 ENT craft courses (ENT), ALERT (OMFS), Core skills in Cardiothoracic Surgery (CTS), Training the Trainers (General/Vascular/Neuro).

CSTs who have already completed ATLS and BSS prior to joining core training may be allowed to attend a training the trainer (TTT) course at the discretion of the TPD/DHoS/HoS.

### 2. Specialty Training (ST3-ST8)

Courses that do not fall in the remit of specialty core curriculum will need review and prior approval by the HoS/DHoS.

These guidelines have been formulated to help ensure that the limited curriculum delivery budget is maximised and distributed optimally.

*Agreed by School of Surgery Board  
Review Date: July 2025*