School of Obstetrics and Gynaecology, Health Education England workingacross Yorkshire and the Humber

# Policy for Study Leave Application

*Reviewed and amended January 2023.*

This document has been produced for the School of Obstetrics and Gynaecology, HEE Yorkshire and the Humber to ensure consistency in:

1. The utilisation of study leave
2. The approval of study leave
3. The reimbursement of study leave expenses

The above will be audited by HEE Y&H for the purposes of monitoring delivery of the curriculum.

## 1.0 Study Leave Policy

### 1.1 Applicable Groups

This policy 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 at the School Website.

#### ST1 – ST5

All specialty trainees in years 1 to 5 have their curriculum delivery (also known as Study Leave) budget allocated to the Yorkshire Modular Training Programme (YMTP). In turn, 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 for teachings. They must submit study leave requests for both time and any travel expenses to their employing Trusts’ Postgraduate Centre including for mandatory simulation sessions and for time to complete STRATOG modules. Once approved the trainee will send scanned copies of these applications via email to the YMTP Administrator.

Travel expenses are reimbursed for attending courses not in the base hospital and are reclaimed through local Trust processes (see section 2.3) at a rate of 24p per mile. No course fee claims are required for YMTP courses as these automatically occur but a cancellation fee may be charged to the trainee if they fail to attend on the day without giving adequate notice or a Fit note.

An annual YMTP teaching programme is launched every August. This will be published on the HEE website. The YMTP programme also covers attendance at the relevant MRCOG preparation courses for the part 2 and part 3 examinations. There is a part 1 exam preparation course but only once a 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 MRCOG revision course as part of their outcome 3 action plan. Applications must be submitted to the Director of Education for approval prior to attending the course.

Study leave to attend any courses outside of the Yorkshire and Humber region will only be granted if there has been prior agreement by the Director of Education or Head of School. The budget allocated to YMTP cannot be transferred outside of the School.

Please not that there is also a Bursary scheme (Rewarding Excellence) for presenting at National & International meetings and for other specialist training (see website for more details).

#### ST6 – ST7

Study leave plans should be discussed with your educational supervisor and based around ATSM choices as early as possible after the start of advanced training and reviewed each academic training year.

**If the application includes a request for funding** then, a study leave application form ([Study Leave Policy and Forms | Health Education Yorkshire and Humber (yorksandhumberdeanery.nhs.uk)](https://www.yorksandhumberdeanery.nhs.uk/obstetrics_and_gynaecology/education/study_leave_policy_and_forms) must be completed, approved locally and by your educational supervisor, and then submitted via email to the YMTP Administrator for approval by either the Director or Education or Head of School. The application must be submitted before attending the course and both elements of the study leave application form (request for leave & estimate of expenses) must be completed and signed before expenses will be reimbursed. Retrospective applications will not be considered.

Once your study leave application has been approved you are responsible for sending your form to your local education department in order to claim your expenses through local Trust procedures which your employer will reclaim from HEE.

ATSM registration fees will not be reimbursed from the study leave budget.

Trainees who have successfully completed at least one ATSM may apply for a third ATSM only after discussion with their educational supervisor and the ATSM Director. The ATSM completion form of at least one ATSM must be submitted to the ATSM Director prior to registration for a third ATSM. A decision on study leave funding will be made by the Director of Education following review of the application and supporting information.

Higher trainees should attend management and clinical governance courses provided by HEE Y&H. 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. Failure to attend these courses may affect the ARCP outcome in ST7.

Due to changes to the RCOG’s requirements mMOET will now be funded for any trainee undertaking the Advanced Labour Ward ATSM, please note it will not be funded if this is not one of your ATSM choices. Trainees are advised to attend mMOET in advance of commencing the ATSM.

#### Trainees out of programme

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 supervisors.

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.

Trainees who perform clinical duties as part of their OOP which is recognised for training should also agree their study leave requirements with their supervisors. Study leave entitlement will usually depend on the number of clinical sessions within the agreed contract.

Trainees in the Future Leaders Programme should use the guidance provided by HEE Y&H, available on the website -<http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/curriculum_delivery/study_leavecurriculum_delivery/>

#### Sub-specialty trainees

Sub-specialty trainees should agree their study leave with their specialty programme directors and their locality TPD at the start of their sub-specialty training. Expenses are reimbursed by training host which may be different to their Home Deanery. For example a North West trainee may be undertaking SST in Y&H and should claim expenses from the Y&H.

Each sub-specialty training programme has its own study leave requirements and is outside the scope of this summary document. Study leave application and expenses claims for trainees from Y&H should be submitted in the same way as for other trainees ([Study Leave Policy and Forms | Health Education Yorkshire and Humber (yorksandhumberdeanery.nhs.uk)](https://www.yorksandhumberdeanery.nhs.uk/obstetrics_and_gynaecology/education/study_leave_policy_and_forms).

#### 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.

### 1.2 Study Leave entitlement

All trainees are entitled to 30 days study leave. This includes local and regional teaching, as well as either YMTP, HEE YH Generic courses or ATSM related events. In addition to attendance at YMTP courses, trainees in years 1-5 will be allowed up to 5 days per year for private study in order to complete the STRATOG modules required and to complete simulation sessions in ultrasound and laparoscopic skills. Certificates must be uploaded to show appropriate use of time and it is advised that leave is best taken as 10 half days. Study leave for private study ahead of MRCOG examinations is at the discretion of the employing Trust.

### 1.3 Delivering training or teaching

Those undertaking teaching or training on behalf of YMTP, or another agency, must apply for professional leave. Expenses incurred should be claimed from YMTP or the relevant agency and not from the School of Obstetrics and Gynaecology.

### 1.4 ‘Other’ courses

Trainees wishing to attend events not directly relevant to their ATSMs or not within the prescribed YMTP must discuss this with their TPDs prior to registering for the event. Study leave days may be approved, but expenses will not usually be reimbursed for attendance at non-ATSM related or non-YMTP events. In particular, expenses will not be reimbursed for attendance at courses such as Consultant interview preparation. Study leave application process must be followed.

### 1.5 Examination Leave

All trainees are entitled to take study leave, with expenses, for the Parts 1, 2 and 3 MRCOG examinations. Examination registration fees will not be reimbursed. Overnight accommodation will not be reimbursed.

Higher trainees (ST 6–7) sitting examinations relevant to their Advanced Training Skills Module, e.g. colposcopy OSCE, will only be granted study leave with expenses for the first attempt at the examination. Examination registration fees will not be reimbursed. Overnight accommodation will not be reimbursed

Trainees undertaking the BSCCP examination will be entitled to study leave with expenses. Registration fees will not be reimbursed.

## 2.0 Information on Study leave processes

Each Local Education Provider (i.e. Trust) has its own policy regarding the notice period required for submission of leave application. This document should be used in conjunction with the relevant local guidance with each Local Education Provider, the Yorkshire Modular Training Programme guidance and the HEE Y&H guidance.

Trainees should ensure they apply for local approval of study leave in good time after discussion with, and the approval of, their Educational Supervisor, local rota co-ordinator and/or College Tutor. Trainees must be aware of local policies, where some units require a notice period of up to 8 weeks.

### 2.1 ST1-5

The only expenses reimbursed for ST1-5 are for travel to YMTP courses if the course is not in a trainees’ base hospital. The estimated costs should be included in the leave request.

Overnight accommodation and subsistence is NOT paid as a rule. However, for courses lasting more than one day, if travel is more than 80 miles or over 90 mins journey time each way, trainees may submit a request for overnight accommodation for consideration. Please note this will only be considered if requested in advance of the course. The request MUST be sent to the YMTP administrator.

### 2.2 ST6-7

Trainees should submit the HEEYH study leave application [Study leave applications](file:///E:\TPD%20education\YMTP\Study%20Leave%20Policy%20august%202020.docx) with the additional supplementary form to **the YMTP Administrator** at least 6 weeks in advance of the educational event. The forms will then be approved by the Director of Education and once approved, the trainee will receive confirmation via email. The trainee should then submit the claim for reimbursement to their local Trust education department following attendance.

### 2.3 Claims for expenses

Claims for approved study leave are made to the local employer or in the case of the South, lead employer. Claims therefore must be submitted as per local Trust procedures and using an electronic expenses platform such a Selenity expenses (SEL) This will require the trainee to create a user account and nominate a study leave approver A which is usally the local Postgraduate Centre Manager

If the trainee has left the Unit where they were working when the leave was taken, the claim must be made to the employer who approved the leave.

**Claims for expenses must be submitted no later than 3 months after attendance at the event. Claims received after this time will not be reimbursed.**

The Certificate of Attendance and all relevant receipts **must** be submitted with each claim form.

The trainee is responsible for submitting the necessary documentation to support their claim within the 3 month period. Reminders will not be sent to trainees.

For trainees approved to attend funded but non YMTP study leave, expenses for mileage, subsistence and overnight accommodation can be claimed.

Accommodation and subsistence costs will be reimbursed according to the HEE policy Appendix 2 provides the details of the maximum amounts that will be reimbursed for accommodation and subsistence.

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.

Reimbursement for public transport travel is for ***standard class travel only.***

**Appendix 2:**

Subsistence allowances

Schedule of recommended allowances

1. Night allowances: first 30 nights

Actual receipted cost of bed and breakfast up to a maximum of £120 per night outside London and £150 per night in London

2. Meals allowance Per 24 hour period: £20.00

3. Night allowances in non-commercial accommodation

Per 24 hour period: £25.00

Where an employee stays for short overnight periods with friends or relatives or other non-commercial accommodation, the flat rate sum is payable. This includes an allowance for meals. No receipts will be required.