

Study Leave – Rights and responsibilities



Study leave

- All trainees are entitled to Study leave
- Study leave always causes problems for some but follow the rules and there should be no problem.
- We see it as an important commitment and an important commitment to you
- We support that 'right' – see explanation

Study leave entitlements

- Currently maximum of 30 days per annum
- Support for courses including Part 1, Part 2 and PACES

Study leave and Rotas

- If a Trust does not provide you a rota within 6 weeks of your intended SL, they will be obliged to find you the time to go on that study leave and approve.
- Trainees should not be disadvantaged for late rotas
- If you are in this position, we will help. You should discuss this with your ES first
- An ES may need support and the TPD is there as well to resolve this if this affects you.

Y+H Deanery

- Deanery support for SL is very good
- Outlined in
- **Health Education England (working across Yorkshire and the Humber) Curriculum Delivery (Study Leave) Guidance for Core Medical Trainees**

https://yorksandhumberdeanery.nhs.uk/learner_support/policies/curriculum_delivery

Deanery Training Days

- Training days
- Regionally organised.
- Approved study leave. You are entitled to go.
- 8 days year. 85% attendance is required
- Dates set a year in advance. Food provided.
- High quality. Feedback always very good.
- You may also attend West or East days by choice

CMT - Regional Teaching

Secure | https://heeyh-deanery-live.azurewebsites.net/medicine/core_medical_training/regional_teaching

Login

Yorkshire and the Humber PGMDE.

NHS
Health Education England

Home School of Medicine Home Core Medical Training Home CMT - Regional Teaching

Regional Teaching

The documents below list the various regional training days in Yorkshire and the Humber.

Remember you need to submit study leave requests for regional training days and further information about that can be found on [this page](#).

To book onto Regional Teaching and Training courses you will need to log on to <https://www.maxcourse.co.uk/heeyhsom/> You will need to create your own account, where you can then book onto teaching/training days in HEE YH.

Documents:

- [South Regional Teaching Programme 2018/19 \(CT1 & CT2\)](#)
- [West Regional Teaching Days 2018/19 \(CT1\)](#)
- [West Regional Teaching Days 2018/19 \(CT2\)](#)

Deanery Courses

- Deanery provide ASCME course for skills and scenario simulation work for your eportfolio
- Deanery provide APS course for advanced procedural skills and signoff
- Book early; these courses get booked up. Apply for study leave to which you are entitled.

Study leave process

- Fill in the SL form found on the Y+H website
- https://www.yorksandhumberdeanery.nhs.uk/medicine/core_medical_training/

- Approved study leave
- **PACES courses (South Yorkshire/Yorkshire Courses should always be attended as first choice; an alternative course will only be considered when it is impossible for the trainee to obtain leave for a local course or if the local course is full). Normally only one PACES course will be funded per trainee.**
- **Other simulation training courses (e.g. ASCME, Advanced procedural skills courses)**
- **ALS (most trainees will have done this at foundation and will not need to repeat in IMT)**
- **Private study leave is available. 5 days is the maximum study leave *per annum* and is discretionary (at the discretion of your TPD/College Tutor/Rota organiser; there is no formal entitlement to it and it should not be considered as a right).**
- **1st attempt at MRCP Exam – each part (expenses only NOT exam fees - further attempts will be allowed time only).**
- **Regional CMT training days**

YORKSHIRE AND THE HUMBER POSTGRADUATE DEANERY – FORM SL-A

**APPLICATION FORM FOR CURRICULUM/EXAMINATION LEAVE
FOR ALL TRAINEES WITHIN YORKSHIRE AND THE HUMBER POSTGRADUATE DEANERY**

THIS APPLICATION FORM SHOULD BE COMPLETED IN LINE WITH CURRICULUM DELIVERY GUIDANCE FOR TRAINEES IN: NORTH & EAST YORKSHIRE AND NORTHERN LINCOLNSHIRE LOCALITY AND WEST YORKSHIRE LOCALITY*

PART A – STUDY LEAVE DETAILS																			
Surname:		Forenames:																	
Your Address:		Current Employer:																	
E-mail:																			
Specialty:		Grade/Level: <small>(please delete as appropriate)</small>		Tel No:															
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">FTSTA</td> <td style="padding: 2px;">ST4</td> </tr> <tr> <td style="padding: 2px;">IMT1</td> <td style="padding: 2px;">ST5</td> </tr> <tr> <td style="padding: 2px;">IMT2</td> <td style="padding: 2px;">ST6</td> </tr> <tr> <td style="padding: 2px;">IMT3</td> <td style="padding: 2px;">ST7</td> </tr> <tr> <td style="padding: 2px;">ST1</td> <td style="padding: 2px;">ST8</td> </tr> <tr> <td style="padding: 2px;">ST2</td> <td style="padding: 2px;">SpR</td> </tr> <tr> <td style="padding: 2px;">ST3</td> <td style="padding: 2px;"></td> </tr> </table>		FTSTA	ST4	IMT1	ST5	IMT2	ST6	IMT3	ST7	ST1	ST8	ST2	SpR	ST3			
FTSTA	ST4																		
IMT1	ST5																		
IMT2	ST6																		
IMT3	ST7																		
ST1	ST8																		
ST2	SpR																		
ST3																			
Main Hospital: Post at time of SL if different from above: <input type="checkbox"/>		Department: <input type="checkbox"/>		GMC No: <input type="checkbox"/>															
Leave requested for:																			
Professional Development		Exam Leave		Exam Preparation															
Other																			
Dates (inclusive of travel)																			
From:		To:		No of days:															
Title of Course/Conference/Study Day:																			
Location:																			
Exam details:			Date of Exam:																
Number of previous attempts at this exam:			Dates taken:																
The following colleagues have agreed to cover my duties:																			
Name (print):			Signed:																
Name (print)			Signed:																
EXPENSES																			
Course Fee	Residential Costs No of Nights	Travel Road <input type="checkbox"/> Rail <input type="checkbox"/>	Subsistence	Other (Please specify)															
Estimated: £	£	£	£	£															
Approved: £	£	£	£	£															
Signed (Applicant):																			



Study leave forms have to be approved by your ES/CS and Rota Organiser at least 6 weeks prior to taking leave. Please ensure all boxes are completed (even if you have to estimate costs) as retrospective claims **will not** be authorised

Real life example

- 2 trainees simultaneously submit study leave applications for Altitude and Mountain medicine course abroad; £2500
- Convinced Local edu managers to approve
- Completely unrelated to their career development, PDP, educational progress, undiscussed.

Real life example

- Trainee N wants to get his exams 'sorted'
- In 2019, he applies for Part 2 and PACES simultaneously as well as the most expensive PACES course in the UK without discussing anything with his ES.
- He heavily stacks the odds against himself.

Discuss with your ES

- He was not at a standard to pass Part 2
- He takes PACES before passing Pt 2– he further reduces his chances of passing
- He takes PACES < 18 months experience– pass chances go down further
- Educationally-- His approach is not advisable.
- His SL does not meet criteria. These are V expensive mistakes to make.



CMT Programme Coordinator
PGME –D-Level
C/o The Rotherham NHS
Foundation Trust, Moorgate
Road, Rotherham S60 2UD

All forms should be sent to Cath Smith (csmith52@nhs.net). It is your responsibility to ensure the form is sent and received prior to taking leave. Once Cath has approved expenses on behalf of the TPD, your form will be sent to DrsStudyLeave@sth.nhs.uk

Once received you will be sent an acknowledgment e-mail confirming the leave and any expenses you have requested.





SHORT
NOTICE!

If you wish to take leave at short notice (eg if you are given a place on a course taking place within 2 weeks) you must contact Medical Education NGH on 0114 2714076, to let them know before you take any leave.

Real life example

- Trainee Z has left things too late. He proceeds through the year not attending his eportfolio or heeding the advice little and often.
- He knows his ARCP is in June, but by April still has virtually no procedural skills.
- He 'knows' he can do them all he tells himself, he just hasn't got them signed off – it is a trifling detail

- By May, an interim review is done, warns him and he starts panicking.
- He looks for an urgent course but they are all booked up. Everyone else had the same idea.
- He finds a cancellation and next week! Oh no, study leave requirement 6 weeks. Its not my fault. It's a fault of the system.
- He frantically emails saying he's done his best to get procedures all done, its not his fault the courses are all booked up, what will he do?
- This is an example of disorganisation

Real life trainee example

- Part 1 exam 4th September 2018
- Study leave applied for – 3rd September (PM)
- No major issues, accommodated and SL approved. We want you to pass.

Real life trainee example

- July 2018
- Trainee insists they have a 'right' to take study leave for their Part 1 exam
- They have taken the exam before, 5 times and the trainee decides any impediment to their thoughts/demands will risk them failing the exam

Real life trainee example

- Trainee has already taken 30 days but sees themselves as “exceptional” and therefore has a ‘right’ to grant themselves leave
- Trainee decides the rota and local colleagues can staff this absence (though is told by CS and rota organiser no, it can’t, not even close)
- Does not submit a study leave form, does not give notice, does not discuss with educational supervisor or clinical supervisor.
- Decides on a Friday, that they can take the entire following week all off (ie <8 hours notice for anyone to organise)

Study leave is important

- SL is an important theme
- Features on GMC Trainee survey
- Publically accessible – GMC website/ Trainee survey
- Deanery take it seriously and feedback to Trusts and hold them to account
- Several Trusts locally feature red flags on SL

Clear escalation policy

- We want you to get your study leave
- We recognise things go wrong
- The following escalates a SL request if things are not going to plan

SL escalation procedure

- 1. Discuss concern with your clinical supervisor. (usually a polite word solves the problem on your behalf)
- 2. Escalate to your ES, your educational progress is important, your SL hasn't been approved, you need this for your career progress.
- 3. Your CS/ES can discuss directly with CMT Tutor
- 3. Escalate to your CMT Tutor

Tips for booking study leave

- Book early
- Fill the paperwork in. (Sending an email to the rota person the day before minimum time does not constitute “Yes, I’ve told them and requested the leave)
- Do not expect to apply late and get away with it
- Do not expect to say it’s somebody else’s fault, (usually the rota organiser’s), when it is your own

Study Leave-- Tips

- We are there to support study leave
- 1. Apply early. [Not at least 6 weeks, earlier if you can]
- 2. Book regional training days/APS/ASCME off
- 3. If not sure, when/why/what [=process] ask Cath Smith, she is a font of knowledge
- 3. Discuss your study leave with your ES– this is an important part of your educational plan
- 4. Ideally confirm with your CS at the start of each attachment – induction meeting – this should form part of your PDP. Everyone then knows.

And finally....weblinks

- https://www.yorksandhumberdeanery.nhs.uk/medicine/core_medical_training/
- <https://www.maxcourse.co.uk/heeyhsom/>
- <https://m.facebook.com/groups/2204704872878891>
- <http://www.jrcptb.org.uk/assessment/Pages/Introduction.aspx>
- https://www.yorksandhumberdeanery.nhs.uk/learner_support
- PACES PODCASTS www.soundcloud.com/mededleeds

Thank you

SL Rights and responsibilities

- SL is important –we are there to support It and your educational development
- Deanery supports it too
- SL application and tips (do it early, highlight problems escalation procedure)
- Don't forget responsibility too – I wish to avoid any of you becoming a trainee in difficulty.

Thank you

Real life example

- Trainee X proceeds through CT1.
- Does not keep up to date.
- Exams are hard and Part 1 is failed.
- But does not complete eportfolio, WBPA. Does not pass exams. Does not keep up with educational meetings. Does not attend clinics attending only 4/20 after ten months.
- **They excuse this by stating they are focusing on passing their exams, which is the reason why they haven't done the rest.**
- Systemic failure— trainees in difficulty— avoid this disaster scenario happening to you

Study leave form and guidance



e-Expenses





When you have taken the leave you should upload your claim **and receipts** onto the e-expenses system



Register New Users


To register, please send details of your full name, payroll assignment no., department and work email address to expensesadmin@sth.nhs.uk

www.sel-expenses.com



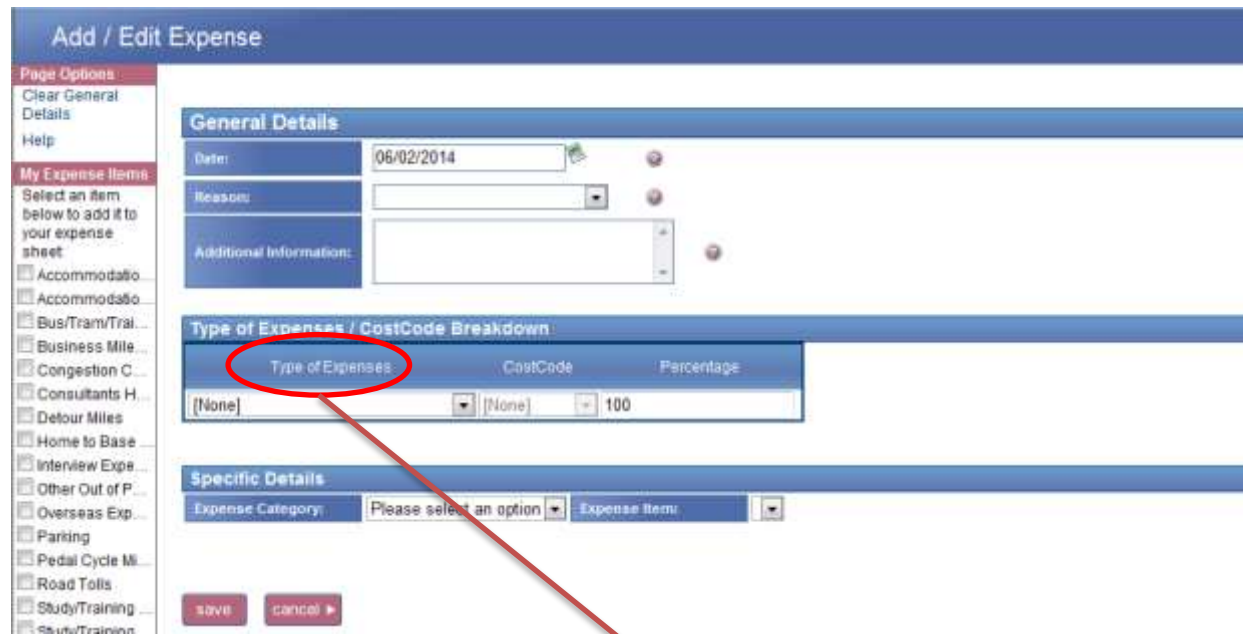
Adding my expense items

All expense items are added through the **Add / Edit Expense** page. **Adding my expense items**
The **Add / Edit Expense** page is accessed by clicking **Add New Expenses** from the **Welcome** page.



Add New Expenses

Add new entries to current claims for any expenses you have incurred. If a current claim does not exist one will be created.



Type of Expenses	CostCode	Percentage
[None]	[None]	100

It is imperative that the **Type of Expenses** box below is completed to ensure your claim reaches the correct Approver.

Adding my expense items

If you wish to make a claim for an item that is not listed in your **My Expense Items** menu please contact your administrator by emailing expensesadmin@sth.nhs.uk.

Add / Edit Expense

Page Options
Clear General Details
My Expense Items
Select an item
Below is add to your expense sheet

General Details
Date: 06/02/2014
Reason:
Additional Information:

Type of Expenses / CostCode Breakdown
Type of Expenses: [None] CostCode: [None] Percentage: 100

Specific Details
Expense Category: Please select an option Expense Item:

save cancel

save

Type of Expenses / CostCode Breakdown

Type of Expenses	CostCode	Percentage
[None]	[None]	100
[None]		
Study/Training - M&D Career Grade		
Study/Training - M&D Junior Grade		
Study/Training - Medical Imaging		

Study/Training – M&D Junior Grade: To be used by all junior doctors in training (F2, SHO's, StR's, SpR's) who have attended study leave approved by Medical Education

Current Claims screen

At this point you can still edit or delete these items

Edit  

Delete  

General Information

Claim Name:	LRudd10	Claim Description:	
Number of Items:	6	Claim Total:	£182.33
Amount Payable:	£72.39	Stage:	This claim has not yet been submitted.

Expense Items

					Date of Expense	Expense Item	Number of Miles	Normal Receipt	VAT Receipt	NET	VAT	Amount Payable	Reference Number
					23/01/2009	Other Food Items	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£6.42	£0.96	£7.38	21284-000023
					25/01/2009	Drinks	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£8.43	£1.26	£9.69	21284-000024
					25/01/2009	Evening Meal	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£8.43	£1.26	£9.69	21284-000025
					26/01/2009	Drinks	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£4.68	£0.00	£4.68	21284-000026
					28/11/2001	Misc	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£93.57	£16.37	£0.00	21284-000027
					20/09/2009	Misc	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£35.61	£5.34	£40.95	21284-000028

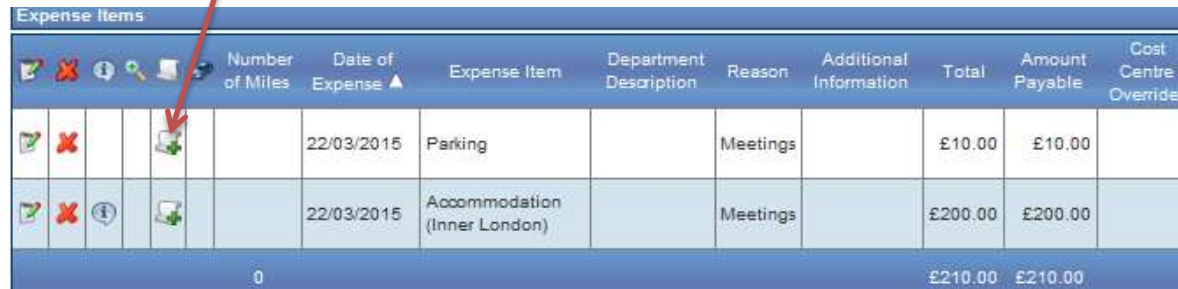
You can add claim items from different days, visits or activities to the same claim form before you submit it for reimbursement. The **Add / Edit Expenses** page can be accessed either from the **Add New Expenses** menu button on the **Welcome** page or from the **Current Claims** page. You can click **Add Item** from the page options menu on the left hand side.











How to attach a receipt using a scanner

Access the **Expense Claim Details** page:

Welcome page clicking **My Claims**, then click **Current Claims**. If you only have one claim you will automatically be presented with it. Alternatively select the claim form you would like to submit from the list provided.

Receipt Icon



Expense Items														
					Number of Miles	Date of Expense ▲	Expense Item	Department Description	Reason	Additional Information	Total	Amount Payable	Cost Centre Override	
						22/03/2015	Parking		Meetings		£10.00	£10.00		
						22/03/2015	Accommodation (Inner London)		Meetings		£200.00	£200.00		
											0	£210.00	£210.00	

This will direct you to the **Receipt Management** page

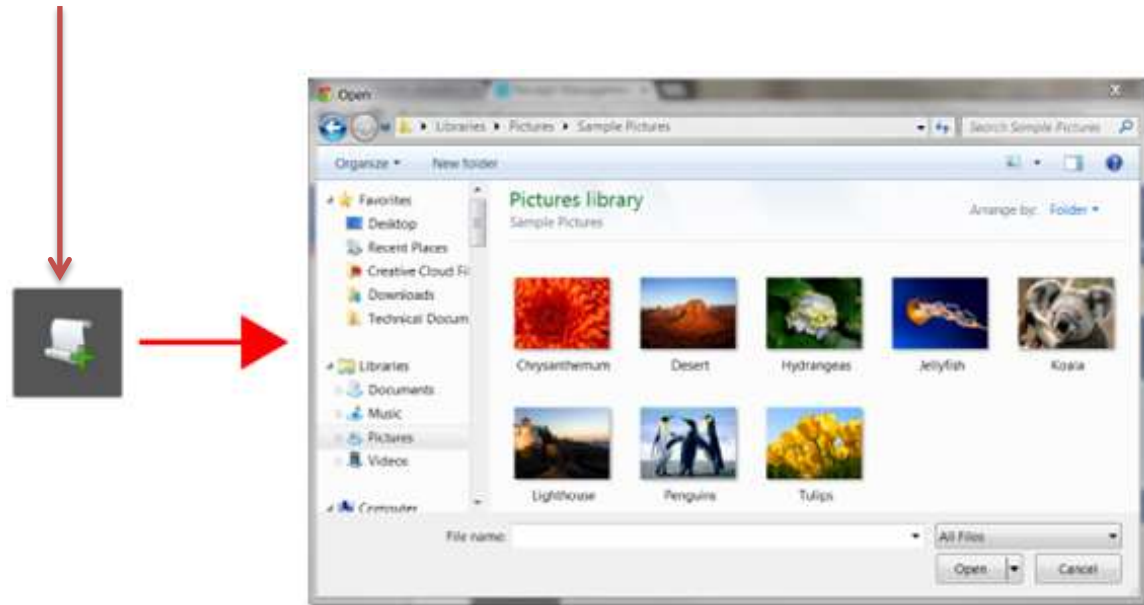
Click the Expense Item Header for the expense item that you want to upload a receipt to



Hovering over the **Receipt Area** (grey box under the Expense Item Header) will display the **Attach Receipt** icon.



Click the **Attach Receipt** icon which will open a window where you can select the receipt image from your local network/computer.



Double click the receipt image that you want to attach. The image will appear in the Receipt Area below the **Expense Item Header**.



To upload additional receipts to other expense items, repeat the above steps as required

Expenses360 on your mobile



For registered users of e-Expenses:

Available on iPhone, Android and BlackBerry smartphones from your ***App Store:***

Add travel expenses whilst on the move and use your device's camera to capture receipts. A simple 'sync' to your on-line Expenses account will have them ready for you to submit when you next log-in



Learner Support

Study Leave/Curriculum Delivery.

The following information and downloadable forms are pertinent to all doctors and dentists in training in Health Education England working across Yorkshire and the Humber.

All trainees **must** follow the Local Education Provider (LEP) application process for formal authorisation when making all applications to access education and training events occurring outside the workplace. Wherever possible, this will involve using the form in use at the LEP (Hospital or Practice) where you are working when the leave will be taken. A generic application form is available.

View the study leave/curriculum guidance document. Study leave guidance for **Foundation trainees** can be found below.

View a list of Training Programme Directors and Deputy Training Programme Directors below.

View a flowchart of the steps to be taken to obtain approval.

View the curriculum delivery arrangements for trainees who are part of the Future Leaders Programme.

Documents:

- [Generic Application Form](#)
- [Foundation Trainees Study Leave Guidance](#)
- [Flowchart](#)
- [Curriculum Delivery Approvers](#)

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Expectations-- Responsibilities

- Deanery expects you to take your education seriously
- I expect you to take your career seriously
- You sign an educational contract on your eportfolio– meaningful
- You are expected by the GMC to keep your skills and practice up to date.
- This is known as CPD and is expected at all grades be it FY1 through to Consultant

Responsibility

- Educational contract, GMC, Deanery all coordinate to state you need to make sure you are keeping your skills and practice up to date