



# England

## STUDY LEAVE FOR GP Registrars-Yorkshire and Humber- Feb 2025

**The following principles underpin the study leave activity for GP Registrars:**

### **What?**

- Delivery of curricula objectives based on individual requirements is the primary consideration.
- GP Registrars should prioritise educational requirements when requesting study leave, particularly any developmental recommendations discussed with their supervisors.
- Sound educational activity is aligned to the curriculum, receives positive feedback from attendees and faculty, and offers value for money,
- The school has listed some 'recommended courses' for automatic approval.
- Attendance at the school's regional and local teaching courses, and any self-directed learning as a result, is mandatory.

### **Where?**

- Attendance at face-to-face courses/conferences should be taken as close to the base of the individual as possible.
- GP Registrars should consider using the most environmentally sustainable form of transport with low carbon impact when attending study leave activity

### **How much?**

- A GP Registrar is entitled to 30 days of study leave a year (pro rata).
- For a GP Registrar, in GP Practice, they should be rostered to attend HDR every week, which accounts for 26 of the 30 study days. This leaves 4 days of study leave at the GP Registrars' discretion (per year)
- For a GP Registrar in a hospital post, they should be rostered to attend HDR whenever possible (ideally every week, however this is not always possible with on call etc). The HDR sessions they are rostered to attend should be taken out of the annual study leave allowance. An expectation would be at least 70% attendance at HDR.

- If a GP Registrar is rostered for an HDR session and they wish to take annual leave that week, then the HDR time must be booked as annual leave. The hours will then be added back into their Study Leave entitlement, to be taken in the usual way for approved study leave purposes.
- Weekly HDR sessions are part of the GP Registrar's contracted hours. Should they not wish to take an HDR session as annual leave then the following MUST apply- Teaching must be delivered on that day, the GP Registrar MUST attend teaching (and cannot attend from abroad), and they must reflect contemporaneously on the learning within their portfolio
- If a GP Registrar is unable to attend an HDR session they are rostered to attend due to clinical workload, then an exception report should be submitted. If (and only) this is done, and accepted, the time for the missed HDR session may be added back to the Study Leave entitlement.
- A maximum of 5 days exam related SDL can be claimed per training year – this can be over multiple exam attempts. This includes the time to take the exam itself. This time is deducted from your study leave allowance, if taken.

### **Please note**

We have a responsibility for appropriate use of the limited NHSE resources. GP Registrars should always check in advance of booking, that they have permission to be reimbursed, to avoid disappointment. **8 weeks' notice of any course booking should be given.**

### **Courses**

#### **GREEN COURSES**

These are either required by the ARCP process, mandatory HDR or automatically approved on ALM. Study leave will be granted and funding provided, if no free or pre-funded course available.

BLS – unless funded by placement provider – one per year. Must cover adults and children as well as AED.

Level 3 Safeguarding – as per RCGP guidance.

HDR or Regional Teaching as per team up calendar (**no need to apply for study leave for this unless not on Tuesday afternoon**)

#### **Automatic funding on ALM.**

SCA courses ST3- one per exam attempt- RCGP SCA course, SCA assured course, complete SCA course.

AKT Course ST2-ST3- one per exam attempt. 14F AKT package, AKTprep.co.uk

Red Whale (once a year – school arranged session only)

## AMBER COURSES

Based on core aspects of GP Training curriculum

We will consider applications for 'optional' activities for GP Registrars. **These will be on a case-by-case basis.** The focus will be on core curriculum activities not covered by HDR or other teaching. These would also need to be discussed with your clinical supervisor and TPD - and document in the Portfolio as a PDP entry.

## Red Courses

**Discretionary Courses-** it is important to emphasise that the overall study leave budget is finite and local offices have a responsibility to manage the expenditure and financial balance. This may mean that some activities **not required** to achieve core curriculum outcomes (termed 'discretionary study leave'), may not be approved and/or part-funding may be required by the GP Registrar reflecting both NHSE and the individual's commitment to their enrichment. These will be reviewed on a case-by-case basis.

### Examples might include (but not exclusively)

- Attendance at external conferences- national and international e.g. RCGP.
- Minor surgery.
- IUD or implant insertion training
- Leadership and management development
- Development of special interest.

**Discretionary leave** must be judged on its own merit for the circumstances of the individual. However, typically, the following aspects would be considered when assessing the suitability of an application:

- Individuals achieve curriculum competences at/above the expected rate in their programme.
- Any learning must be appropriate to the GP Registrar's stage of training.
- The activity is truly in line with career trajectory and not a repeat of a similar activity (different learning objectives)
- Previous discretionary applications have been considered to promote fair use of study leave funding
- The approver(s) must assess the educational benefit and value for money of the course. This requires consideration of the relative cost in comparison to other

activities and the perceived benefit to the future NHS. The approver(s) must be assured that regional or more cost-effective alternatives have been explored.

### **Courses not authorised**

Some learning is outside core curriculum and discretionary, but funding and time needed would take it out of the core objectives of study leave. **These cannot be authorised.** Examples would be post-graduate qualifications or diplomas– including sexual health.

### **Appeals**

- A copy of the [Study Leave Appeal Form](#) can also be downloaded from the national website.
- Applicants are encouraged to read the appeals process, and the study leave guidance if considering an appeal.
- Completed appeals forms must be submitted to the local [NHSE Study Leave team](#) for consideration by the Postgraduate Dean (or Deputy Dean).
- If an applicant disagrees with a decision about study leave, they should in the first instance contact the original approver who refused the application to request an explanation / review.
- Appeals must be submitted within four weeks of the date that the original decision to refuse study leave was communicated. Appeals received outside this window will not be processed.

### **Conclusions**

This guidance is based on based on ‘NHS England (NHSE) Study Leave -An overview of the England-wide approach’

GP Registrars are referred to this document and any local Yorkshire and Humber guidance which has been used as the basis of this document.

More information on the national strategy can be found [here](#).

Information on Yorkshire and Humber wide guidance as well as how to apply for study leave can be found [here](#).

