

STUDY LEAVE FOR GP RESIDENT DOCTORS- THAMES VALLEY AND WESSEX GP SCHOOL NHSWTE

(Please be aware we are expecting national study leave guidance and we will update this policy at that stage).

Please note we have a responsibility for appropriate use of the limited NHSE resources.

MANDATORY	
Automatic funding for curriculum requirements GREEN COURSES	
Course	Comments
Regional Teaching which includes exam courses, courses for International medical graduates, courses recommended by a senior educator (such as TPD/AD) working with a specific GP resident Doctor.	Mandatory attendance, no funding implications
SCA course ST3 *Ideally RCGP accredited.	1 per GP resident doctor for ST3 year
AKT course ST2/3 *	1 per GP resident doctor
BLS training (must cover adults and children)	One attendance per GP resident doctor in ST1 /ST2/ST3 as exceptional case if not offered by trust or GP placement.
Level 3 Safeguarding for adults and children	1 per GP resident doctor in ST1/2/3 if not available via host employer
GP Update courses (such as Red Whale, NB Hot topic, etc)	1 per year ST1/2/3 Please note annual or monthly subscriptions are not included in this package. However, if as part of the course cost a subscription package for year is included, that is acceptable.
IMG/MSRA Support Programmes	GP resident doctor will be contacted directly if eligible for the offer. Should be taken in self-directed study time or study leave in discussion with TPD.

Non-Mandatory courses if on PDP and agreed as PDP item with ES:

AMBER COURSES

Please provide screenshot of PDP item with ES approval on e-portfolio

Aspirational Activity

We will also consider applications for 'aspirational' activities usually for GP resident doctors. These for example, may be areas GP resident doctor wish to further specialise in, leadership courses, etc. These will be on a case-by-case basis. The focus will be on curriculum activities, but we may consider other activities in those ST2/ST3s that have for example completed all their assessments and exams and fulfilled the above criteria.

These would also need to be discussed with your educational supervisor, documented in the Eportfolio as a PDP entry, and approved by an ES, TPD and Head of School.

Examples of courses that may be aspirational and are not exhaustive:

- Dermatology update
- Women's health/contraception/HRT
- End of life courses
- ENT/Ophthalmology courses
- MSK courses
- Joint injection or minor surgery courses
- Leadership activities
- RCGP conference-if presenting poster/abstract or speaker
- Other conferences including international- only if relevant to placements or primary care and presenting abstract/poster or speaker. Please note for conference registration/accommodation or travel, this will need to be considered by the HoS/deputy HoS and business managers team based on NHSE and PGMDE guidance for reimbursements.

For approved international study leave applications, NHSE will consider funding either the full cost of the course/conference fees or the full cost of economy travel and accommodation whichever is the lower amount. When the course/conference fee is waived by the course provider, NHSE will consider funding the full cost of economy travel and accommodation. For accommodation, in alignment with the agreed maximum rate for study budget claims within the UK, **the overnight rate should not exceed £150 per night**. Subsistence expenses will not usually be re-imbursed by NHSE. As part of the approvals process, requests to attend overseas study courses/conferences will only be considered in exceptional circumstances. Such circumstances include:

- for the presentation of significant research findings from within a National Institute for Health Research (NIHR) recognised academic clinical fellowship or clinical lectureship
- for the presentation of research undertaken as part of a clinical training programme
- where the training course is not available in the UK

For international study leave requests where the individual will be presenting, such applications will take priority. The course/conference must provide a clearly stated curriculum outcome and there must

be a documented discussion with the ES/equivalent about the clear need of the proposed leave to meet curriculum requirements. A full programme should be provided.

RED COURSES i.e. will not be approved. (please note these courses will not be approved even if on PDP)

Not exhaustive list but for example below courses:

- Diplomas
- Certificates
- Implant/IUCD courses
- Dermoscopy
- Aesthetic/Botox/Fillers courses
- Acupuncture

Study Leave for GP trainees – General principles and FAQs.

- GP resident doctors are referred to the national principles for study leave and local processes which can be found here:
<https://www.hee.nhs.uk/sites/default/files/documents/NHSE%20SL%20Overarching%20Document%20Updated%202024.pdf>
- All courses (excluding mandatory training and half day release course) for which funding is being sought should be on PDP and have ES approval. Funding approval can then be sought through the application process. It is expected that those applying for these courses will have met their core curriculum competencies for their stage of training. Postgraduate Certificate/Diploma/Masters level courses will **not** normally be approved.
- GP resident doctors may wish to develop an interest in a particular specialty and undertake a limited amount of training to that effect, but they should ensure that this does not hinder their progress or detract from their study of the core GP Curriculum. At all times (with the sole exception of taking an exam or when so advised by a TPD), the regional teaching course provided by the local school should take precedence.
- **Attendance at the school's regional teaching courses and educational supervision with their GP trainer are mandatory** (ref GMC Promoting Excellence standard R3.12: Doctors in training must be able to take study leave appropriate to their curriculum or training programme, to the maximum time permitted in their terms and conditions of service)
- When in GP placement, GP resident doctors are expected to do 12 hours of education and 28 clinical hours per working week throughout their attachment. It is acceptable for this to be varied by mutual agreement between the trainer and GP resident doctor on condition that:
- The overall balance of educational and clinical time remains 12 hours: 28 hours. (please note attended at regional teaching /VTS/DRC is part of this educational time and is mandatory)
- Professional leave is leave in relation to professional work and can include activity such as job interviews for NHS, attendance at committee meetings, Quality Panels and other similar activities. Time off for these purposes should be accommodated and a doctor should not be



required to take annual or study leave. Doctors should provide rota coordinators with as much notice as possible to effectively plan the roster. It is recommended that no more than 5 days professional leave should be taken in the academic year given the impact it may have on progression.

- **Please note:** Most of our half-day release programmes now provide approximately 15 days (30 sessions) per year. Many schemes also offer additional optional sessions, particularly in ST2 and ST3 for exam preparation. These optional sessions may be taken in place of your Self-Development Time. Attendance at the core day-release programme uses around 15 days of your annual study leave allowance. This means you have up to 7.5 days of study leave available in each 6-month placement.

Study leave entitlement is calculated on a pro rata basis for each placement. Trainees may use this entitlement flexibly for activities such as personal study, educational courses, and examination leave. (Please note the day of examinations needs to be counted within your study leave allocation.) The allocation available within a placement represents the total study leave that can be accessed during that period and once used, no additional study leave entitlement remains for that placement. Annual leave is managed on the same pro rata principle.

Any study leave for specific course should be PDP-aligned development activities stated on previous page, documented in your portfolio and agreed with your Educational Supervisor.

- **Please refer to your local patch website for the exact number of day-release days and details of any optional sessions specific to your scheme.**
- **Approval for time off for study leave must be sought and agreed by rota manager (for GP resident doctors in hospital placements) or Practice Manager/Supervisor within GP training practices with the usual notice period.**
- **Leave for attendance for exams will be counted as part of study leave entitlement. Please document this as study leave.**
- ***How many AKT and SCA Preparation courses am I entitled to reimbursement for?**

Please book onto our regionally funded courses in the first instance. We aim to provide our GP resident doctors with inhouse courses; however, we appreciate there is a large demand and therefore, other courses may be approved where it was not possible to attend those already funded by NHSE TV and Wessex. We are aware of more expensive commercial packages that are available, in general these will not be reimbursed via the study leave budget apart from in exceptional circumstances.

GP resident doctors are entitled to reimbursement for a maximum of 1 AKT preparation course/resource claim and 1 CSA/RCA preparation course/resource claim throughout the course of their training programme.



Version	Date	Action	Comment	Reviewed by
2	March 2026	-	-	-M Bodhe