

## SOMERSET GP STUDY LEAVE GUIDE – ST2

### STEP 1

Discuss and get agreement from your Educational Supervisor (your ST3 practice trainer), add to your PDP in eportfolio. Must be relevant to your GP training curriculum (You should apply with at least 6 weeks notice of course date)

### STEP 2 (hospital posts)

Discuss and get agreement for study leave from your hospital rota coordinator (Local process may require a study form)

### STEP 2 (GP posts)

Discuss and get agreement for study leave from your practice manager

### STEP 3

Complete [Accent](#) online application for leave remembering to include **all** anticipated costs when applying (including course costs/travel/subsistence). This will generate an automatic email to admin team

### STEP 4

You will receive a notification email from accent to confirm decision following request – this is the final stage in authorisation, study leave is not guaranteed until this step

### STEP 5

Book course if authorisation received (do not book course until a decision response has been received)

### STEP 6

Following course attendance (if expenses involved), complete study leave expenses claim form and upload it along with copies of all receipts and proof of attendance to Accent or [emma.stallard@somersetFT.nhs.uk](mailto:emma.stallard@somersetFT.nhs.uk)

**Claims must be submitted within 3 months of attendance – claims after this period will not be allowable**

Reimbursement will be paid directly into your bank account

## **STUDY LEAVE GUIDANCE NOTES**

### **What is my study leave allowance for ST2?**

Annual entitlement is 30 days, running from August to August

<b>ST2 Entitlements</b>	
Annual study leave days entitlement	<b>30</b>
Full day sessions for VTS day release	13
TEL/ Regional Days/UUSC Induction	3
Days in practice	3
Family Days	2
<b><i>Total remaining days per annum to use for courses/clinics etc. (linked to your PDP) – (4 days per 6 month post)</i></b>	<b>8</b>

### **How can I use my Study leave budget?**

There is no cap on study leave budget currently. However points of note to be considered are:

Is the course related to the GP curriculum?

Is there a local course that is suitable either at a lower cost or is provided at no cost?

There are three categories of courses:

**Cat 1: Required within the curriculum** – and unable to achieve competences through their training programme or regional teaching. These courses will usually be fully funded.

BLS / Adult/Child protection training 2 x One Day single curriculum courses e.g. RCGP One day essentials RCGP Conference – Only considered if AIT rep or presenting poster IMG and SPEX Courses
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**Cat 2: Enhanced knowledge** – not recognised as a requirement for the trainee's curriculum, however activities will help the trainee complete parts of the curriculum. It is expected that those applying for these courses will have met their core curriculum competencies for their stage of training. These will be 100% funded

Basic Level Dermoscopy
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**Cat 3: Career Progression** - these courses should only be required at the latter stage of training. These courses should only be approved for funding if the trainee has achieved their core curriculum competencies for their stage of training. These will be 50% funded

Basic Level Minor Surgery - GP Appropriate Course  
DFSRH – Clinical Training, Coil Training, Implant Training

### How else can I use my study days?

Severn/ Peninsula RCGP Exam preparation courses  
Exam revision leave (maximum of 5 days for AKT/RCA)  
SGPET (Somerset GP Education Trust) other than those included on timetable  
Courses related to scholarship roles  
Meetings related to GPST representative roles i.e. LMC  
Clinic attendance

**Professional Leave** GPSTs are also entitled to up to 5 days professional leave a year. Professional leave can be used for attending committee meetings, the PESC or EESC to help trainers, practice visits and similar activities that are not primarily educational but are of benefit to the medical community.

***Please ensure that you apply for your days in practice and family days as well.***

Full list of approved/non approved courses:

<http://www.primarycare.severndeanery.nhs.uk/training/trainees/leave/hesw-gp-study-leave-guidance/>

Membership of Somerset GP Education Trust (SGPET) entitles you to attend any of their events at no extra cost whilst you are in your training period. Events other than those noted on your timetable will need to be applied for out of your remaining days and using the appropriate system. <https://www.somersetgpeducationtrust.co.uk/> please see attached booking information.

Time in lieu will be allowed if the course is undertaken outside of the normal working week, for example a course undertaken on a Saturday would allow the GPST to take time in lieu from their educational time in the working week. For LTFT trainees, attending a course on a non-working day would result in time in lieu being taken from educational time in their normal working times, please liaise with your Rota Coordinator prior to bookings.

## **What don't I need to apply for?**

Day release (VTS) teaching sessions included on teaching timetable – Including SGPET linked days

### **Claiming Guidelines:**

Overnight accommodation will only be reimbursed if the course is a significant distance from the home address (usually more than 50 miles) and if the course spans two or more days. If accommodation or mileage is to be claimed, it **MUST** be estimated on the form before passing for authorisation. Subsistence will not be paid unless there is an overnight stay involved in the course (not before or after), which is not within the overall course fees.

Study leave payments are not intended for costs incurred in taking examinations, e-portfolio costs, affiliation to or membership of the RCGP or registration for certification so none of these will be reimbursed. However, travel costs incurred to attend examinations may be applied for. Approval for attending courses outside of the region will not normally be granted if there is a similar course in the region

### **How to log into Accent online system**

Please click on the following link in order to access/set up your Accent account:

<https://accent.hicom.co.uk/Portal/Live/Web/>

You will need to login using your email address and use the 'forgotten password' option to be sent a link to reset your password. You will receive an email with a link to allow you to change your password.

### **How to apply for expenses via Accent**

Double click on the expense line for course fees

This will bring up the expense claim box.

You need to upload the following documents onto the claim so it can be processed for payment:

- Study leave expense claim form
- Receipt
- Certificate of attendance

Check the amount you are claiming is the same on the receipt, invoice and on Accent.

Click on the Claim button

This will trigger an email to me to say there are expenses to claim.

**SEVERN DEANERY - STUDY LEAVE EXPENSES CLAIM FORM (COMPLETE AFTER STUDY LEAVE)**

<b>Surname</b>		<b>Forename(s)</b>	
<b>Email Address</b>		<b>Current Post</b>	
<b>Current Address</b>			
<b>GMC Number</b>			
<b>Purpose of Study Leave (e.g. name of course, conference)</b>			
<b>Dates</b>	<b>From:</b>		<b>To:</b>

**PLEASE PROVIDE YOUR BANK DETAILS FOR BANK TRANSFER PAYMENT:**

<b>Bank Name</b>		<b>Account No</b>	
<b>Sort Code</b>		<b>Account Holder Name</b>	

**PLEASE NOTE:** All claims must be supported by original receipts, only standard class rail fares may be claimed, car sharing is encouraged, you may claim an allowance for passengers, and reimbursement may take up to six weeks. *You must also send a copy of your Proof/Certificate of Attendance.*

Expense Type							Amount Claimed
Course Fees (attach original receipts and attendance certificate)							£
Fares, tolls, parking fees (attach original tickets/receipts)							£
Subsistence/misc expenses (attach original receipts)							£
Accommodation ( Up to £120, London Up to £150 attach booking information/receipts)							£
<b>Car Travel</b>	<b>Total Miles travelled (no. of miles)</b>		<b>Deduct Home to Base Mileage</b>		<b>Mileage Payable @ £0.28 per mile</b>		£
<b>Car Sharing (minus home - base mileage)</b>	<b>Passenger Name(s)</b>		<b>Passenger Miles Travelled</b>		<b>Mileage Payable @ £0.05 / mile</b>		£

<b>Bicycle Travel</b>	<b>Total Miles travelled</b>	<b>Mileage Payable @ £0.10 / mile</b>	£
<b>Total REQUESTED – UNCONFIRMED AMOUNT</b>			£

**Declaration**

*I am applying for the expenses detailed and declare that:*

- the travelling expenses and allowances claimed are in connection with official visits to the place indicated on the date(s) shown
- No other claim has been made by me or will be made by me on any public body for expenses or allowances in connection with the business stated

<b>Applicant's Signature:</b>		<b>Date:</b>	
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<b>OFFICE USE ONLY:</b>	<b>Invoice Number:</b>
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<b>Authoriser's Signature AND date</b>		<b>Approved for payment</b>	Yes <input type="checkbox"/>	/	No <input type="checkbox"/>
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<b>TOTAL AMOUNT PAYABLE TO INDIVIDUAL – AUTHORISED TOTAL</b>	£
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