Swindon GP Training Programme

Study Leave Application & Expenses Claims Process

*2022-2023 (V2 13.05.22)*

How to Claim your Study Leave related Expenses

**STEP 1 – You’ve seen a course you want to go on**

Check out the Severn Deanery Study Leave Guidance – does the course meet the criteria to be approved and funded for you at your current stage of training?

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

**STEP 3 (Hospital posts)**

Discuss and get agreement for study leave from your supervising consultant and your hospital rota coordinator.

**STEP 3 (GP posts)**

Discuss and get agreement for study leave from your practice manager

**STEP 4 (Hospital & GP)**

Complete an online application via the Accent system <https://accent.hicom.co.uk/Portal/Live/Web/>

You must include **all** anticipated costs when applying (including course costs/travel/subsistence). This will send an automatic email to the admin team

**DO NOT BOOK OR PAY FOR YOUR COURSE YET!**

**STEP 5**

You will receive a notification email from Accent to confirm the decision following your request – this is the final stage in authorisation

**NB - study leave is not guaranteed until you receive this notification**

**STEP 6**

Once it has been authorised, you can go ahead and book your course. Please keep receipts as evidence to support expenses claims

**STEP 7**

After the course, make sure that you get a certificate of attendance

You will need this to claim any expenses incurred

**STEP 2**

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

Once your Study leave has been approved and you have attended the course, you can then claim your expenses.

All claims must be submitted within 3 months of the course finish date. **Retrospective claims will be rejected**

To claim your expenses back:

* Log into Accent and go to the course you have just attended.
* Double click on the expense line for course fees
* This will bring up the expense claim box.
* You will need to add a separate entry in here for
  + course fees
  + subsistence
  + travel
* You need to upload the following documents onto the claim so it can be processed for payment:
  + Study Leave expense claim form
  + Receipt(s)
  + Certificate of attendance
* Check the amount you are claiming is the same on the receipt, invoice and on Accent.
* **Click on the ‘Claim’ button**

**NB: If you don’t do this, we don’t know about your claim and it won’t be processed!**

* This will trigger an email to the Admin Team to say there are expenses to claim.

If you have trouble uploading documents, then you can email them to the admin team instead

Once we have raised the invoice for your claim, we will email you to give you an invoice reference number. If you have not received this confirmation email within 5 working days of submitting your claim, please contact the admin team

SL expenses are paid directly into your bank account.

Please be aware that it can take 6-8 weeks for costs to be reimbursed. If you have not received your expenses after this time, please contact the admin team and quote your invoice ref number

Any questions or issues please email the admin team on [gwh.gptrainingteam.swindon@nhs.net](mailto:gwh.gptrainingteam.swindon@nhs.net)

**STUDY LEAVE FAQs**

**How much Study Leave am I entitled to?**

Annual entitlement is 30 days, running from August to August.

Half Day Release Course teaching is automatically deducted from your allowance. What you are left with will depend on your GPST year and the order of your rotations/placements

LTFT trainees will get a pro rata SL entitlement depending on their LTFT percentage

**What is my study leave budget?**

There is currently no cap on study leave budget currently.

However please refer to the information on the Severn Deanery Website relating to Study Leave and what is, and what is not funded. *Category II and III courses are now only part funded*

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

**What can I apply for?**

There is more information on permitted courses on the Severn Deanery SL page (see link above) but these are some examples:

* RCGP Exam preparation courses
* Exam revision leave (maximum of 5 days for AKT/RCA/CSA / RCGP courses
* SET (Swindon GP Education Trust) other than those already included on timetable
* RCGP/HEE Career fairs
* Meetings related to GPST representative roles
* ES meetings and practice visits

**What about 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.

**Can I attend SET courses?**

Membership of Swindon Education Trust (SET) 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://swindoneducationtrust.co.uk/>

**Can I take Time Off in Lieu (TOIL)?**

Time in lieu may 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?**

* Half Day Release Course (HDRC) this has already been deducted from your SL allowance
* SET courses included on teaching timetable
* Away days
* Annual graduation awards (ST3s) – if ST1-2 attends, will need to apply for study leave.
* CSA/AKT Exams

**What is not allowed?**

There is more information on permitted courses on the Severn Deanery SL page (see link above) but these are some examples:

* ALS & PLS courses
* Integrative medicine courses
* DRCOG/DCH revision courses

**How do I claim for expenses incurred?**

Please see above.

You will need to claim expenses via the online Accent system – register and log in here:

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

Claims can only be made against a previously approved SL request

All claims must be received within 3m of the course end date

Retrospective claims will be rejected