

STUDY LEAVE GUIDE

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. If a Cat 3 course also speak to you Link TPD for agreement. (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 supervising consultant and your hospital rota coordinator.

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**. 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

Claiming expenses after the course - complete the study leave expenses claim form. Log into Accent, go to the course and click on the expenses. Enter the amount to be claimed. Add ESR number to comments box and upload receipts (proof of payment, travel tickets) and a certificate of attendance. Click on the claim button. This will generate an automatic email to admin team

Claims must be submitted within 3 months of attendance or before CCT date – claims after this period will not be processed.

Reimbursement will be paid with your salary.

STUDY LEAVE GUIDANCE NOTES

What is my study leave allowance for ST1, 2 & 3 years?

Annual entitlement for WTE DiT is 30 days, running from August to August. Pro-rata for LTFT DiT.

Remaining allowance after deductions for internal teaching etc. is **15 days (7.5 days per 6 month post)**.

What is 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 and follows the GP SL guidance?

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

Applications in Category 3 will always need to be authorised by the Bath APD.

What do I need to apply for?

These are examples:

Clinic attendance

One day, single curriculum area, knowledge-based update courses - (RCGP, Red Whale, NB Medical for example) - only 2 per year

General update courses - 1 per trainee **during training** in either ST2 or 3

RCGP Exam preparation courses - **NOTE you can only attend the RCGP course – no other provider will be authorised**

Exam revision leave - maximum of 5 days for AKT/SCA this **DOES** come out of your study leave allowance

BGPRT (Bath GP Education & Research Trust) other than those included on timetable (you are a member of BGPRT and can attend any of their courses)

Courses related to scholarship roles / Meetings related to GPST representative roles. Apply via Accent but will be recorded as professional leave (see below).

BLS (if qualification out of date) – note ALS is not allowed

Adult/Children L3 Safeguarding

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.

Full list of approved/non approved courses:

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

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

SCA/AKT Exams - travel expenses for AKT still need to be added to Accent to reclaim them.