

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
(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. More information on getting an account on Accent below.

Any issues contact the helpdesk on IMSupport.South@hee.nhs.uk

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 once authorisation has been 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. Upload the expense claim form, receipt and certificate of attendance onto Accent. Click on the claim button. This will generate an automatic email to admin team

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. The forms is on our website

STUDY LEAVE GUIDANCE NOTES

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

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

Remaining allowance after deductions for day release course etc. is **15 days (7.5 days per 6-month post)**. LTFT – this will be pro rata

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?

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

Applications under £250 are likely to be approved, but may still need to be authorised by APD.

Applications over £250 will always need to be authorised by 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) – **you can only attend two of these types of courses per year**

General update courses – **You can only attend one course during training in either ST2 or 3**

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

AKT / RCA RCGP revision courses – **NOTE you can only attend the RCGP course – no other provider will be authorised**

GGPET (Gloucestershire GP Education Trust) Please make sure you have signed up with them on the website and have got your log in and user name to enable you to book onto their sessions. Log in via [this link](#).

Courses related to scholarship roles / Meetings related to GPST representative roles

Career fairs / Leadership courses / Teaching courses

ILS (if qualification out of date) – note ALS is not allowed

Adult/Child protection

Category II course we only fund 75% of the course fee / Category III courses we only fund 50% of the course fee.

More information on what category the courses are please go to the HEE website <https://primarycare.severn deanery.nhs.uk/training/trainees/leave/hesw-gp-study-leave-guidance/>

Full list of approved/non approved courses:

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

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.

Just a note - attendance at the RCGP Conference is no longer permitted through study leave. Please use the link above for the new 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

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

Expense claim forms are on the Gloucestershire VTS website

<https://gp-training.hee.nhs.uk/gloucestershire/sts/study-leave/>

As part of being on the GP training programme in Gloucestershire we provide membership of [Gloucestershire GP Education Trust \(GGPET\)](#) you can book any of their courses free of charge. Please make sure you have signed up with them and have got your log in and user name. log in via [this link](#).

All study leave (including attendance at GGPET events) other than attendance at the Half Day Release Programme must be agreed with your ES, an entry put into your PDP and entered onto Accent for approval by the Admin team.

You are expected to spread your study leave out throughout the year and it should be educationally appropriate.

The Severn Deanery has several useful pages which give you more information on study leave: <http://www.primarycare.severn deanery.nhs.uk/training/trainees/leave/hesw-gp-study-leave-guidance/> – this link is to the Severn Deanery Study Leave Policy but also gives you further information on your private study time which you are given when in GP posts.

ACCENT

Click on the link below

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

Click on forgotten Password and it will let you set yourself up, using your email you have been using for your recruitment to the GP training scheme.