

HOW TO APPLY FOR STUDY LEAVE

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 Intrepid online application for leave remembering to include **all** anticipated costs when applying (including course costs/travel/subsistence). This will generate an automatic email to programme team

STEP 4

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

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 email it along with copies of all receipts and proof of attendance to emma.stallard@ydh.nhs.uk

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

Reimbursement will be directly into your bank account

Appendix 1 - GUIDANCE NOTES

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

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

Remaining allowance after deductions for day release course etc is **12 days** (6 days per 6 month post). See appendix 3 for how this is calculated.

What is my study leave allowance for ST3 year?

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

Remaining allowance after deductions for day release course etc is **10.5 days**. See appendix 3 for how this is calculated.

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:

Exam preparation courses / Exam revision leave (maximum of 5 days for AKT/CSA private revision and prep courses / RCGP courses / SGPET (Somerset GP Education Trust) other than those included on timetable / Courses related to scholarship roles / Career fairs / Meetings related to GPST representative roles / Clinic attendance / Leadership courses / teaching courses / ILS (if qualification out of date) – note ALS & ATLS are not allowed / Child protection training / GP update courses – note MPH and YDH run annual update courses via SGPET and these are free.

Please ensure that you apply for your days in practice and patch tutorials too.

Full list at <http://www.primarycare.severn deanery.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/>

What don't I need to apply for?

Day release (VTS) teaching sessions / CEPNs workshops included on teaching timetable (S1&2s) / away days / SGPET linked days included on teaching timetable (ST3s) / Trainee led days (ST3s) / Annual graduation awards (ST3s) – if ST1-2 attends, will need to apply for study leave. CSA/AKT Exams

Appendix 2 - How to log into Intrepid online system

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

<https://www.intrepidv10.co.uk/HEE>

To access your account you firstly need to get a PIN number and password. To access both of these, you will need

1. Click on the 'Forgotten your PIN or Password' tab on the left hand side
2. In the screen 'Password reminder' enter your email address that you would like to use for study leave **NB your email must be the one you gave at the time of recruitment**
3. Now click on the tabs 'Send PIN reminder' and 'Send Password' reminder
4. Automated emails will then be sent to your chosen email address with your PIN number and password
5. This chosen email address will become your ID on the Study Leave system
6. We suggest that you change your password to something memorable and save the link in your favorites. You can change your password from within the My Account area once you have logged on.

Appendix 3 – Allowances

ST1/2 Entitlements	
Annual study leave days entitlement	30
8 full day sessions for VTS day release	-8
3 full day multi-disciplinary CEPNs workshops	-3
ST1/2 away day	-1
Days in practice/ patch tutorials (attending your ST3 practice)	-6
Total remaining days per annum to use for courses/clinics etc (linked to your PDP) – (6 days per 6 month post)	12

ST3 Entitlements	
Annual study leave days entitlement	30
11 whole day VTS day release	-11
Double away days - spring	-2
Single away day – autumn	-1
SGPET linked days (noted on teaching timetable)	-3
Trainee led whole days	-2
Annual trainee graduation awards	-0.5
<i>Total remaining days per annum to use for courses/clinics etc linked to your PDP</i>	10.5

Appendix 4 – Application Form (For those unable to use Intrepid)

A - SEVERN DEANERY - STUDY LEAVE APPLICATION FORM - SOMERSET

- Please complete prior to taking Study Leave
- Please forward to Emma Stallard – emma.stallard@ydh.nhs.uk

Surname				First Name							
GMC Number (or equivalent for Dental/Public Health trainees)											
Trust (at time of Leave)						Specialty (at time of Leave)					
Telephone				Email Address							
Current Address (including postcode)				Type of Leave (please mark with 'x' as appropriate)							
				Study		<input type="checkbox"/>		Private study		<input type="checkbox"/>	
				Examination		<input type="checkbox"/>					
Study Leave Venue (eg Bristol)				Name of Course/Exam							
Anticipated Cost/course fees			£		Anticipated Travel / Subsistence Fees			£			
Dates:		From		/ /20		To		/ /20		No of days applied for:	
										(must not exceed your remaining allocation)	

I have booked leave in my department and am able to be released on the above dates		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
My Educational Supervisor has agreed that the activity relates to my professional development needs, and I have completed an approved learning agreement		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I would like to claim these costs from my Study Leave Budget			Tick		
Applicant's Signature		Date			

FOR PATCH USE:

Study leave remaining (days)			
Signed on behalf of the School:		Date:	
<p>Confirm to trainee whether study leave is approved and whether expenses will be reimbursed</p> <p>Send trainee expenses claim form for completion after study leave activity</p>			

Explanatory Notes

Email address: Please supply an email address which is active, permanent and will not change from post to post to ensure that we are able to contact you. If you do change your email address, please contact your relevant School point of contact with the new details.

Telephone number: Please note your mobile number so that we are able to contact you should we have any queries about your application.

Year/Grade: Please mark all that apply to you - and note your year group.

Home address: We are requesting this information for payment purposes. Work addresses will not be accepted.

Type of Leave:

Study: e.g. courses, conferences, training events (both internal and external)

Private study: e.g. exam preparation

Examination: you can take leave for exams (you cannot claim fees for examinations)

Name of course/exam: Please provide full title of course or examination.

Anticipated cost/Course fees: Please include full cost (including VAT in pounds sterling) but excluding any travel and subsistence costs. Estimated costs are acceptable at this stage as further details will be requested after the training event on the Expenses Claim form.

Anticipated Travel/Subsistence fees: Please include full cost (including VAT in pounds sterling) but excluding any course fees. Estimated costs are acceptable at this stage as further details will be requested after the training event on the Expenses Claim form. Please see the 'Budget and Expenses' section of the Study Leave Policy for further details.

No. of days applied for: You must not exceed your total annual allocation of Study Leave days (please see section headed 'Allocation per Trainee' in the Study Leave Policy). Please note you must submit this form if there is a cost involved, even if you complete the course or attend the event in your own time. If you require no leave, enter zero in number of days applied for.

Educational Supervisor: This refers to the manager with whom you have approved your learning agreement.

Appendix 5 – Expenses Claim Form

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

Forward to Emma Stallard – emma.stallard@ydh.nhs.uk

Surname		Forename(s)	
Trust		Current Specialty	
Email Address		Tel	
Current Address	<i>This address will be used as the Deanery correspondence address</i>		
GMC Number			
Purpose of Study Leave (e.g. name of course, conference)			
Dates	From:		To:

PLEASE PROVIDE YOUR BANK DETAILS FOR BANK TRANSFER PAYMENT:

Bank Name		Account No	
Sort Code		Account Holder Name	

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
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							Claimed
Course Fees (attach original receipts)							£
Fares, tolls, parking fees (attach original tickets/receipts)							£
Subsistence/misc expenses (attach original receipts)							£
Car Travel	Total Miles travelled (no. of miles)		Deduct Home to Base Mileage		Mileage Payable @ £0.24 per mile		£
Car Sharing (minus home - base mileage)	Passenger Name(s)		Passenger Miles Travelled		Mileage Payable @ £0.05 / mile		£
Bicycle Travel	Total Miles travelled				Mileage Payable @ £0.10 / mile		£
Total REQUESTED – UNCONFIRMED AMOUNT							£

Declaration	
<p><i>I am applying for the expenses detailed and declare that:</i></p> <p>- the travelling expenses and allowances claimed are in connection with official visits to the place indicated on the date(s) shown</p> <p>- 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</p>	
Applicant's Signature:	Date:

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