

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 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 admin 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 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 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 paid directly into your bank account

STUDY LEAVE 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)**.

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.**

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/OOH Induction	-6
<i>Total remaining days per annum to use for courses/clinics etc (linked to your PDP) – (6 days per 6 month post)</i>	12

ST3 Entitlements	
Annual study leave days entitlement	30
10 whole day VTS day release & OOH Induction	-9.5
Double away days – March	-2
Single away day – Oct/Nov	-2
SGPET linked days (noted on teaching timetable)	-4
Trainee led whole days	-3
Annual trainee graduation awards & Careers Fair	-1
<i>Total remaining days per annum to use for courses/clinics etc linked to your PDP</i>	9.5

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?

What do I need to apply for?

These are examples:

RCGP Exam preparation courses / Exam revision leave (maximum of 5 days for AKT/RCA/CSA / RCGP courses / SGPET (Somerset GP Education Trust) other than those included on timetable / Courses related to scholarship roles / Meetings related to GPST representative roles / Clinic attendance / Leadership courses / Teaching courses / ILS (if qualification out of date) – note ALS & ATLS are not allowed / BLS / Adult/Child protection training MPH and YDH run annual update courses via SGPET and these are free/ AKT Fourteen Fish Packages (**not the RCA**) / GP Updates e.g NB or Red Whale – one of each type in ST2/3.

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 patch tutorials too.

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 / SGPET/CEPNS workshops included on teaching timetable / Away days / Trainee led days (ST3s) / Annual graduation awards (ST3s) –CSA/AKT Exams (Expenses still need to be added to intrepid)

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. The only exception to this is that HEE will fund an overnight stay prior to sitting the

CSA examination if it is not practical to travel on the day of the assessment (e.g. for a morning sitting). 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 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.

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 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)							£
Car Travel	Total Miles travelled (no. of miles)		Deduct Home to Base Mileage		Mileage Payable @ £0.28 per mile		£
Car Sharing (minus home -	Passenger		Passenger Miles		Mileage Payable @		£

base mileage)	Name(s)	Travelled	£0.05 / mile	
Bicycle Travel	Total Miles travelled		Mileage Payable @ £0.10 / mile	£
Total REQUESTED – UNCONFIRMED AMOUNT				£

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

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