ALL-WALES STUDY LEAVE POLICY
FOR DOCTORS AND DENTISTS IN TRAINING

October 2014
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1. INTRODUCTION

This policy aims to ensure that the General Medical Council’s (GMC) *Generic Standards for Specialty including GP Training* ([2009] 2010) – or equivalent – are met. These standards require that:

1.1 Trainees must be aware of how to apply for Study Leave and be guided towards the appropriate courses and funding.

1.2 Trainees must be able to take Study Leave up to the permitted maximum of thirty calendar days per annum.

1.3 The process for applying for Study Leave must be fair and transparent, and information about a deanery appeals process must be readily available.

1.4 This policy is underpinned by the Wales Deanery Service Level Agreement with the NHS and Health Boards/Trusts in Wales.

2. REVIEW OF THE POLICY

2.1 To ensure that this policy is fit for purpose, it will be reviewed on a yearly cycle or sooner if appropriate.

2.2 When the policy is reviewed, consultation will be sought from Health Boards/Trusts, Wales Deanery representatives, trainees and their representatives.

3. SCOPE OF THE POLICY

3.1 The policy applies to all doctors and dentists entitled to Study Leave within the Wales Deanery as defined in Section 6: Entitlement. There is a separate policy available for those in primary care (general practice) posts available to view at:


3.2 Study Leave, as defined in this policy, covers both time taken and costs incurred in undertaking Study Leave.
4. **PRINCIPLES OF STUDY LEAVE**

Study Leave should:

4.1 Enhance clinical skills, education and training.

4.2 Be planned as far in advance as possible, as an integral part of the education and training process.

4.3 Provide education and training not easily acquired in the everyday clinical setting.

4.4 Support the delivery of curriculum outcomes.

4.5 Be equitable across the postgraduate centres and other local education providers.

5. **ELIGIBILITY AND EXCLUSIONS**

5.1 Trainees (including Less Than Full Time Trainees) who are eligible for Study Leave are as follows:

5.1.1 All Foundation trainees (including less than full time trainees) *(for allocation details specific to Foundation trainees, see sections 6.1.1-3)*

~ With regards to Foundation trainees, funding from a study leave budget is only made available for Academic Foundation Year 1 and Foundation Year 2 trainees. Applications must be made via the postgraduate centre in advance by the Foundation trainee to use their study leave budget.

5.1.2 Academic Clinical Fellow / Academic Clinical Lecturer posts

5.1.3 Dental Core Trainees (DCT), Year 2 and above

5.1.4 Fixed Term Specialty Training Appointments (FTSTA)

5.1.5 General Practice Trainees in Hospital posts (GPST1/2) and

5.1.6 General Practice Trainees in Practice posts (GPST2/3/4) *(See separate policy as in Section 3.1)*

5.1.7 Locum Appointment for Training (LAT)

5.1.8 Specialty Trainees (CT1 and CT2)

5.1.9 Specialty Trainees (ST1 – ST9)

5.1.10 Specialty Trainees (Dental)
5.2 The following trainees are not entitled to Study Leave under the terms and conditions of this policy:

5.2.1 Dental Foundation Trainees (DF1) (exists as study days in their programme of training)

5.2.2 Dental Core Trainees (DCT), Year 1 (exists as study days in their programme of training)

5.3 The following doctors and dentists are not entitled to Study Leave under the terms and conditions of this policy:

5.3.1 Locum Appointment for Service (LAS)

5.4 Out-of-programme Experience:

5.4.1 Study Leave for trainees on out-of-programme (OOP) or F2 abroad will not be supported financially as the funding will be required for the trainee filling the post vacated.

5.5 Rotations outside the Wales Deanery in order to meet the needs of the training programme curriculum:

5.5.1 Trainees appointed to programmes that rotate to Health Boards outside the Wales Deanery should refer to the Study Leave policy for the Health Board/Trust/Deanery in which they are physically located. This only relates to rotations that meet the needs of the curriculum of the trainee’s training programme.

5.6 The following are not counted against the annual Study Leave allowance:

5.6.1 Bleep-free teaching time within the Health Board in which the trainee is based.

5.6.2 Involvement in NHS activities such as audit, risk management and clinical governance activities intrinsic to employment in the NHS.

5.7 Attendance at ARCPs and local Core Curriculum for core and specialty trainees is mandatory and therefore not deducted from the annual Study Leave allowance.
6. **ENTITLEMENT**

6.1 **Allocation per trainee**
Time is allocated pro rata, per post. (Please note that there is a separate section for Financial Support under Section 6.5)

6.1.1 **Academic Foundation Year 1**
Academic Foundation Year 1 trainees are allowed **five days of Study Leave per year** to support the academic component of their post. This must be agreed by the Foundation Programme Director/Educational Supervisor.

6.1.2 **Foundation Year 1**
Entitlement and allocation of Study Leave for FY1 is as follows:
- 1. Two days Study Leave for Advanced Life Support (ALS) courses, only. The Wales Deanery requires Foundation trainees to complete ALS training during the F1 year. Up to two days will be deducted from the F2 study leave allowance for this purpose. Study leave funding (once only) is only available for ALS course attendance for Foundation Year 1 trainees.
- 2. Five days Study Leave for F1 Careers Tasters.
- 3. Two days Study Leave (unfunded).

6.1.3 **Foundation Year 2**
Entitlement and allocation of Study Leave for FY2 is as follows:
- Three days Compulsory Deanery F2 study days;
- Five days Leadership and Management/Research tasters;
- Five days generic teaching;
- Eight days general study leave.

6.1.4 **Core and Specialty Trainees (CT1 and CT2) and (ST1 – ST9) and (Dental Specialty Trainees)**
Core and Specialty trainees are entitled to **thirty days Study of Leave per year**.

6.1.5 **Dental Core Trainees (DCT), Year 2 and above**
DCTs (Year 2 and above) are entitled to **thirty days of Study Leave per year**.

6.1.6 **Trainees working Less Than Full Time**
Trainees who are working less than full time will be **allocated Study Leave on a pro rata basis**.

6.1.7 **Maternity Leave**
Trainees on maternity leave **continue to be entitled to take Study Leave and expenses, within their allowance, during their maternity leave**. This is a matter of personal preference for the trainee and in no circumstances should the trainee be explicitly asked to take Study Leave during their maternity leave.

6.1.8 **Trainees in Fixed Term Specialty Training Appointments (FTSTAs) and Locum Appointments for Training (LATs)**
Trainees who are employed for **more than three months are entitled to Study Leave on a pro rata basis**.
6.1.9 **Sickness absence and study leave**

In the event that booked study leave coincides with a period of sickness absence, please consult the NHS all-Wales Sickness Policy and seek local advice in your health board/postgraduate department.

6.2 **Examinations**

6.2.1 Leave to sit examinations is permitted for those necessary to the career advancement of the trainee in his/her chosen specialty. However, only two attempts in total/per exam phase are permitted within a calendar year, and it may be necessary to use annual leave for subsequent attempts. Examination fees are not reimbursed as part of the Study Leave budget.

6.2.2 Foundation trainees are not permitted to take Study Leave to prepare for private study, including specialist examinations.

6.3 **Leave for Private Study**

6.3.1 Leave for private study is allowed for all doctors in training above Foundation grade but is limited to a maximum of five days within the Study Leave twelve month period against the annual Study Leave entitlement. No expenses are paid for private study even if leave is granted. Trainees should not be contacted whilst on approved Study Leave.

6.4 **Other Paid Employment**

6.4.1 No other paid employment can be taken during any period of Study Leave: infringement of this rule is a disciplinary offence.

6.5 **Financial Support**

6.5.1 The Study Leave budget is defined annually by the Wales Deanery. For up to date information regarding the current funding available please refer to the Deanery website at:


6.5.2 A trainee’s funding entitlements will be aggregated across a twelve month period, calculated based upon a trainee’s rotation start date (usually August) in order to support a course of study that costs more than the pro rata budget for a trainee in a single post. For example a trainee undertaking a rotation where the first twelve months is split across two sites or Health Boards may take their full or part of their entitlement in their first six-month post and will be funded by the Health Board in which the Study Leave is agreed. Similarly, if a trainee does not use some or all of their entitlement in their first post they may transfer
and take remainder of or their full entitlement to their second post and will be funded by the second Health Board.

6.5.3 Any particular limits on the financial allocation of the Study Leave budget e.g. the amount top-sliced to provide specialty All-Wales Training days or core curriculum teaching, must be specified in the study guidelines for individual Health Boards/Trusts or Deanery School.

6.5.4 Study Leave funding for LTFT Trainees is pro rata. As LTFT training time is longer, the trainee will receive equitable funding to their full time colleagues over the total duration of training.

7. APPLICATION GUIDELINES

7.1 All applications for Study Leave must be submitted through the online leave manager accessible at:

https://secure.intrepidonline.co.uk/LeaveManager/WAL/

7.2 Training for the online leave manager is provided at local inductions.

7.3 Requests for Study Leave must be submitted via the online leave manager at least six weeks before the leave is required. Retrospective or late applications will not be considered unless in extreme circumstances, and if patient care is not compromised the leave may be granted. An approval decision, which includes the degree of financial support, rests with the Local Faculty Lead for Trainee Support and Postgraduate Centre Manager (or designate).

7.4 All Study Leave requests must be approved by the designated leave approvers (e.g. Local Faculty Lead for Trainee Support, Foundation Programme Director, Educational Supervisor, Postgraduate Centre Manager) within one calendar month of the Study Leave request being submitted via the online leave manager. In addition, monthly reports will be requested by the Deanery detailing outstanding Study Leave claims outside the acceptable timescale to monitor compliance.

7.5 Claims for reimbursement of expenses incurred attending Study Leave must be made within three months of the date the Study Leave took place.

7.6 In order to claim expenses for courses/events which are eligible as Study Leave yet fall on a trainee’s day off/annual leave, Study Leave must be applied for in line with the procedure outlined in 9.3.
8. APPROVAL PROCESS

Study leave must be agreed in advance to avoid disruption to services and it must be supported by the educational supervisor. Authorisation of Study Leave is based on satisfaction of all the following five criteria:

8.1 **Availability**: the trainee can be released from their normal place of work to attend the requested Study Leave.

8.2 **Relevance**: approved Study Leave must be relevant to the trainee’s educational needs, appropriate to their experience and supportive to the training programme for which the trainee is enrolled.

8.3 **Eligibility**: that the trainee has sufficient remaining Study Leave days to cover the requested activity.

8.4 **Funding**: that the trainee has sufficient unallocated funding, within the defined limits, to cover the costs of the activity or the trainee has agreed to self-fund and has indicated this on the application form.

8.5 **Learning Agreement/Personal Development Plan**: that an approved learning agreement or equivalent has been submitted to support the requested activity. Hard copies of learning agreements (or PDPs) recorded in the e-portfolio should be provided to the relevant Educational Supervisor.

9. COURSE FEES AND EXPENSES

Trainees need to be aware that the cost of courses can vary considerably and not all courses a trainee may wish to attend will be identified as a need, or a feasible option within funding limitations. In accordance with the Health Board/Trust’s financial regulations, the following expenses incurred for Study Leave would be considered for payment:

9.1 Approved registration or course fees.

9.2 Travel expenses if no courses are available locally; specifically, standard class train and coach fares and economy internal (UK) air fares.

9.3 Mileage for cars, passengers and pedal cycles will be paid according to the Health Board/Trust policy on expense claims.

9.4 Study Leave will be granted in exceptional circumstances for overseas courses or conferences, according to the Health Board/Trust policy on expense claims.
10. MANAGEMENT OF THE STUDY LEAVE BUDGET

10.1 The Study Leave budget will be managed by the Postgraduate Centre Managers and the Local Faculty Leads for Trainee Support, and monitored by the Local Faculty Leads for Quality/Educational Governance. Any decisions to change the arrangements for the management of the Study Leave budget will be made by the Sub Dean for Quality and Governance, Wales Deanery in consultation with the Health Boards/Trusts.

10.2 Those responsible for managing the Study Leave budget must ensure that individual Study Leave decisions are recorded via the online study leave manager. For quality control, they should work with their designated Regional Intrepid Officer to report on the number of applications approved/not approved, reasons for non-approval, budget spent, whether approved Study Leave was actually taken and reasons for approved Study Leave not being taken.

10.3 Actual expenses claimed for Study Leave must be recorded on the Intrepid Database by the Postgraduate Centre. Details of Study Leave expenses should be made available to the Deanery on request in line with financial accountability.

11. APPEALS PROCEDURE

11.1 Grounds for appeal

11.1.1 Refusal of Study Leave should be exceptional. The trainee should inform the Local Faculty Lead for Trainee Support of any Study Leave applied for that is refused, together with the reason for the refusal.

11.1.2 A trainee who considers that their request for Study Leave or expenses is unreasonably refused has the right of appeal.

11.1.3 A trainee who wishes to appeal against a decision relating to Study Leave must do so using the Wales Deanery’s formal appeals process.

11.1.4 Before beginning the full Wales Deanery’s appeals process, the trainee concerned and the Faculty Lead for Trainee Support must first jointly attempt to resolve the issues at a local level. If the matter cannot be resolved then the trainee is able to escalate the concern to the Local Faculty Lead for Quality/Educational Governance using the Wales Deanery’s formal appeals process.

11.2 Registering an Appeal

11.2.1 A trainee should submit their appeal, in writing, using the ‘Notification of Appeal Form’ (Appendix One). It is the trainee’s responsibility to ensure the completed form is submitted to the Local Faculty Lead for Quality/Educational Governance within the Health Board **within ten working days** of the Local Health Board’s decision being confirmed to the trainee.
11.2.2 The arrangement of an appeals panel will be directed by the appellant’s local Postgraduate Centre.

11.3 Appeals Panel

11.3.1 An independent Appeals Panel will review all documentation submitted within fifteen working days of notification of appeal.

11.3.2 The Appeals Panel will comprise the following members:

   (i) A representative from the Deanery (Sub Dean for Quality and Governance or designate).

   (ii) The Local Faculty Lead for Quality/Educational Governance or Postgraduate Centre Manager from where the appeal originated.

   (iii) One representative from a different Health Board/Trust (e.g. Local Faculty Lead for Trainee Support or Postgraduate Centre Manager).

11.3.3 The appeals panel may meet via virtual collaboration rather than a physical meeting.

11.4 Decision of the Appeals Panel

11.4.1 The decision of the panel, and the reasons for making that decision, will be confirmed in writing within five working days of the Appeals Panel decision.

11.4.2 The decision of the panel is final.
## APPENDIX ONE

### NOTIFICATION OF STUDY LEAVE APPEAL FORM

Please complete all sections of the form

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<td>Specialty:</td>
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<td>Name of Local Faculty Lead and Postgraduate Centre Manager:</td>
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<td>5</td>
<td>I have informed the above named of my decision to appeal against the decision YES/NO Please delete as appropriate</td>
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<td>Details of appeal:</td>
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<td>Title of course:</td>
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<td>Dates of Leave:</td>
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<td>Date of Online Leave Application:</td>
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<td>Number of Days:</td>
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<td>Funding required: YES/NO Please specify amount:</td>
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<td>12</td>
<td>Funding agreed:</td>
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<td>13</td>
<td>Details of educational benefit of course for you:</td>
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<td>14</td>
<td>Reasons for appeal:</td>
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<td>15</td>
<td>Signature &amp; Date:</td>
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Please return the form to:

Local Faculty Lead for Quality/Educational Governance
Health Board specific address