

GP ST Study Leave & Expense Claim Guidelines

Postgraduate Education

The following guidelines are for junior doctors in General Practice; they have been compiled in line with the Study Leave Guidelines for Health Education South West and must be used in conjunction with the RCHT Study Leave Guidelines for Junior Doctors.

Study Leave Provision

- As a GP specialty trainee you have a study leave entitlement of 30 days and some of your entitlement is pre-allocated (see below) to enable the delivery of your curriculum.

	ST1	ST2	ST3
Entitlement per year	30 days	30 days	30 days
GP Training Days	9 days	11 days	19 days
Small Group Teaching	2 days	2 days	0 days
Total remaining for independent use	19 days	17 days	11 days

- Trainees should be free to attend educational events appropriate for their career destination of general practice regardless of which specialty post they are undertaking at the time, provided essential service commitments are covered.
- There is no budgetary limit, however study leave must be used to meet curriculum requirements. All study leave requests are to be discussed with your training programme directors (TPDs). Leave to meet core curriculum requirements will take priority over discretionary non-curriculum requirements.
- Study leave should be used at three levels in order of importance
 - Level I – GP Structured teaching at all levels, and at ST3 BLS training, applications for these will be automatically approved
 - Level II – Courses which supplement area of the curriculum that may be difficult to access, example would be Minor Surgery courses.
 - Level III – Additional and aspirational courses that go beyond the GP curriculum. These will be reviewed by the TPDs and /or Head of School and approval is at their discretion. If supported these courses will only be funded up to a maximum of 50% of the cost and with a ceiling of £1,000.
- An approved course list for general practice can be found on the PPGME website using the link below: <http://primarycare.peninsuladeanery.nhs.uk/about-us/gp-specialty-trainees/hee-sw-gp-study-leave-guidance/>
- Private Study – up to 5 days of study leave per year may be taken for specific work, e.g. exam preparation and must be agreed with your educational supervisor and your TPD.
- Travel and subsistence can be reimbursed in accordance with the current rules, click on the PPGME link for more info: www.peninsuladeanery.nhs.uk/about-us/study-leave-accessing-centralised-study-budgets/show/study-leave-expenses
- Study leave payments are not intended for costs incurred in taking examinations, e-portfolio costs, affiliation to or membership of the RCGP. However travel costs incurred to attend examinations may be applied for.
- Approval for attending courses outside the region will not normally be granted if there is a similar course in the region.
- The TPDs can decline funding requests if they feel that a more cost-effective alternative exists.

Study Leave application process

- All trainees need to complete the study leave application form and follow the Trust's procedure for applying for leave – see 'Study Leave Application Process for Junior Doctors' for full details, but in brief the following applies:
 - You will need to complete the RCHT Study Leave Application Form available under 'Forms & Links' of the Study Leave page of our website or from the Postgraduate Centre.
 - For ST1 & ST2 GP Study Days you are advised to book your study leave as soon as possible. All rota co-ordinators are advised of Study Day dates well in advance, but you will still need to apply formally for the leave.
 - Once application forms are completed please submit to the Postgraduate Centre who will obtain the TPD's signature.
 - **Trainees working in General Practice please note box B needs to be signed by your practice manager or your trainer and it is the TPDs who sign off your leave in box C not your Educational Supervisor.**
 - Please notify the Postgraduate Centre if any study leave applications are declined.
- For study leave queries contact: trudy.eddy@cornwall.nhs.uk or 01872 253459

How to submit claims for study leave costs

Please submit claims within 3 months of course/event and before the end of your academic year.

To claim expenses please use the Health Education SW claim form. →

- **Forms can be accessed online via the link:** <http://primarycare.peninsuladeanery.nhs.uk/about-us/gp-specialty-trainees/hee-sw-gp-study-leave-guidance> or through the Postgraduate Centre.
- **Claims must be typed** and signed.
- **Attach proof of payment** i.e receipt or email confirmation of amount paid. (Course certificates or email confirmation of booking will not be accepted.)
- **Return completed forms to** the GP Programme Administrator, Postgraduate Education Centre, Royal Cornwall Hospital, Truro, TR1 3LJ via the internal post, or hand it in at the Postgraduate Centre, for authorisation by the GP Programme Directors. Please also keep a copy.
- **After approval it will be sent to Health Education South West** for payment. Payment will be made into your bank account or by cheque.

The image shows a sample invoice form from Health Education South West. The form is titled 'INVOICE' and contains several sections. At the top, it says 'This form must be TYPED and COMPLETED in FULL and submitted with a handwritten signature. Failure to do this will result in a delay or NON PAYMENT!'. Below this, there are fields for 'Invoice Number', 'Invoice Date', 'Invoice Period', and 'Invoice Description'. There is also a section for 'Bank Account Details' and a 'Notes' section. The form is partially filled out with handwritten text.

Any queries in regard to completed expense forms please contact Julie.taylor98@nhs.net T: 01872 253553.