Welcome to Cornwall Postgraduate Education

The Department of Medical Education is primarily responsible for ensuring the provision of high quality medical and dental education for training grade doctors, within Primary and Secondary Care. This is provided in a holistic environment to support teaching, learning and professional development at the individual and corporate level.

There is an active educational research programme and the Department is committed to providing an educational experience aimed at supporting the development of a philosophy of multi and inter-professional working. We are also responsible for monitoring and evaluating education and training throughout the Cornish healthcare community.

Personnel

Director of Medical Education
Dr Chris Williams Consultant Paediatrician

Clinical Tutors
Dr Katja Adie Consultant Care of the Elderly, Foundation Year One Programme Director
Dr Tom Smith Walker Consultant Obstetrics and Gynaecology, Foundation Year Two Programme Director

Administration Team for Study Leave
Johanna Gilbert Senior Manager Medical Education
Trudy Eddy Postgraduate Centre Office Manager/Medical Education Manager

Contact Details
johanna.gilbert@nhs.net Ext 3459
trudy.eddy@nhs.net Ext 3459

All doctors in Training are entitled to annual study leave, Health Education England (HEE) provide the Royal Cornwall Hospitals Trust (RCHT) with a study leave budget for Foundation Year Two, Core and Specialty Trainees. The educational approval for study leave is vested in the Clinical Tutors, working in collaboration with the Educational Supervisors and taking into account service needs within the Trust.
Study Leave Guidance for Junior Doctors

There is currently a budget allocated of approximately £576 per 12 month post to support each junior doctor (except foundation year one trainees) to take study leave appropriate to their learning needs identified at appraisal and agreed with their educational supervisor in a personal learning plan. To be approved, study leave requests must be supported by a personal learning plan agreed with the educational supervisor, together with evidence of recent appraisal.

The following notes are designed to assist junior doctors applying for study leave and have been compiled according to the South West Peninsula Postgraduate Medical Education (SW PGME) Study Leave Guidelines. The SW PGME’s Guidelines are available on their website – www.peninsuladeanery.nhs.uk

1. Eligibility & Exclusions
   Junior Doctors who are eligible for study leave:
   - Foundation Year 2 (F2)*
   - Core Trainees
   - Specialist Trainees including GP trainees
   - Locum Appointment for Training (LAT)
   - Academic Clinical Fellows
   - Trust Doctors working post equivalent to the above.

   Junior Doctors who are not entitled to study leave:
   - Foundation Year 1 (F1)*
   - Locum Appointment for Service (LAS)
   - Trust appointed locum doctors on as and when contracts

   * Foundation Doctors on a two year programme may use some of their F2 study leave entitlement for tasters and career planning in F1 as described in the Foundation School study leave guidelines.

2. Entitlement

   Time
   - Junior Doctors are entitled to a maximum of 30 days study leave in a year from the date of the start of their appointment. This entitlement will be pro-rata for trainees in LAT and less than full-time (LFT) posts.
   - Study leave can be used for sitting examinations where it is necessary for advancement within a training programme. Usually two attempts are permitted, it may be necessary for annual leave to be taken for subsequent attempts.
F2s are permitted to take study leave to sit an examination but not for revision, attendance at preparatory courses etc.

Requests for time off for private study (for all junior doctors beyond F2) will only be considered when they contain a timetabled programme of study with external input from a relevant educational supervisor/consultant. Leave is limited to a maximum of 5 working days within a month of an examination and counts against the annual study leave entitlement. All private study leave should be reviewed with the trainee’s educational supervisor on completion.

Other paid employment must not be taken during any period of study leave, infringement of this rule is a disciplinary offence.

Part of the study leave allowance may be used by a training programme for the provision of generic teaching, tasters and career management training. Please see your College Tutor or Foundation Programme Director for the proportion of leave allocated for this purpose.

Leave will only be supported for study leave whilst in post in Cornwall.

LFT trainees have an allowance pro-rata to their contract. For example a 60% rota will attract an allowance of 18 days.

Financial

There is an annual budget of £576 per year per doctor, based on a 12 month contract. If a doctor is employed on a six month contract the allocation will be £288.

The study leave budget will be adjusted pro-rata for trainees in LAT posts. Please see the Deanery’s guidelines for funding for LFT trainees.

At the discretion of the Director of Medical Education (DME) a trainee’s funding entitlements may be aggregated across their training period in order to support a course of study that costs more than the ‘annual’ budget for a trainee.

Trainees on maternity leave continue to be entitled to take study leave and expenses, within their allowance, during their maternity leave.

For Foundation Year 2 trainees please see F2 study leave guidelines for funding.

General Practice trainees have an annual study budget of £300, the balance is used to provide regional and generic teaching. Please see the study leave guideline in the Primary Care section of the Deanery website. The budget for GP trainees is managed by the Deanery.

Fees to sit an examination for a higher qualification are not reimbursable through the study leave allowance; however trainees may claim expenses incurred in attending the examination.

Foundation Year One trainees receive specific regular training in a separate programme and are not currently eligible for financial support for study leave.

3. Approval

Refusal of study leave should be exceptional. Trainees should inform the Medical Education Department of any study leave applied for that is refused, together with the reason why.

Retrospective applications will not be considered.
• The decision to approve, which includes the degree of financial support, rests with the DME.
• It would be appreciated if all application forms could be submitted at least 8 weeks before the leave date, but 6 weeks is essential. For how to apply please see the application process attached. GP trainees will also have to apply to the Deanery for funding approval.
• Study leave may be granted for both clinical and generic courses, other forms of study, research, ‘specific’ teaching, visiting clinics of special interest (including attachments to GP practices) and attending relevant professional conferences. The use of study leave must be to aid the trainee meeting the relevant curriculum outcomes.
• Study leave outside the UK, Northern Ireland and Eire will be funded only for Specialist Registrars, and then only in exceptional circumstances, for example, when a SpR/Str is presenting personally a report on research in which they have been principal investigator.
• When an appropriate course is available in the Peninsula, approval for attendance at similar courses elsewhere will not be supported by travel or accommodation funding.
• When a doctor has already exceeded the budget allocation for a particular year, further requests for study leave without funding may be agreed if supported by the educational supervisor.
• Study leave requests unrelated to the doctor’s current post may be supported if it relates to the personal learning plan.
• Training which is mandatory in order that a doctor can perform his/her duties within a directorate (e.g. an induction programme) will be funded directly by the directorate and not from the allocated individual doctor’s annual study leave budget.

**Appeals**

Any applicant who considers that his/her request for study leave or expenses is refused unreasonably has the right to appeal.

Trainees should bear in mind that study leave is discretionary and authorising bodies are allowed to turn down applications if it is felt that it is not in the interests of the trainee concerned, or the NHS, or that maintenance of the service is compromised.

• If you wish to make an appeal against a rejected claim please contact the Senior Manager Medical Education who will inform you of the Trust’s appeal process.
• In cases where a trainee is not satisfied by the local Trust’s appeal procedure, the applicant has a right to make an appeal to SW PGME.
• The trainee should submit their appeal to the Deanery in writing using a copy of the Notification of Appeal Form F. Full details of how to register an appeal can be found in the SW PGME’s study leave guidelines.
Junior Medical Staff Study Leave Application Process

Before the study leave is taken (the Study Leave Electronic Application Process) – Medicine, ITU, Head & Neck, Emergency Medicine, Surgery, Paediatrics and Obs & Gynae

1. All trainees will receive an e-mail from Intrepid with the website address and their PIN number for logging onto the electronic leave site within one week of starting work at the Royal Cornwall Hospital.

2. Please see Intrepid Leave Manager User guide on how to apply for leave.

3. Once application has been made e-mails will be generated to the approvers attached their post.

4. The doctor can track their application in the leave manager section of the leave website.

5. Possible outcomes - leave time and funding approved
   - leave time approved, but only part funding available
   - leave time approved but no funding available
   - leave not approved

6. When all the approvers have agreed the leave the doctor will receive a confirmation e-mail telling them that their leave has been approved. If the leave is declined by one individual the doctor will receive an e-mail informing them that their leave has been declined.

7. The doctor will need to confirm on their leave manager the amount of funding that has been approved by medical education for the application.

Before the study leave is taken (the Study Leave Paper Application) – Anaesthesia, Trauma & Orthopaedics and posts off the main RCHT sites

1. Doctor obtains study leave form from Directorate office or Postgraduate centre

2. Doctor completes the form, attaches course details, passes to Educational supervisor

3. Form signed by Educational supervisor, then passed to Directorate manager

4. Directorate manager checks leave allocation and cover arrangements

5. Directorate manager signs form

6. Form sent to Postgraduate Centre, it is date stamped and recorded as received. If the form is incomplete (i.e. signatures/personal details) it is returned to the Doctor.

7. Form analysed by administration staff in context of previous leave and funds spent

8. Form analysed by Clinical Tutor in context of relevance and appropriateness

9. Decision made and Doctor/Directorate informed by email/letter
   Possible outcomes - leave time and funding approved
   - leave time approved, but only part funding available
   - leave time approved but no funding available
   - leave not approved

10. Form kept on file and recorded on database at the Postgraduate Centre
After the study leave is taken (the Travel Claim Form)

11. Doctor obtains the Travel Claim Form from Directorate office or Postgraduate Centre

12. Doctor completes form and sends it to the Postgraduate Centre with attached receipts. Please ensure that payroll number is completed on the front of the form. Without all this information payments cannot be processed.

13. Form checked against what has been approved by Postgraduate Centre/Clinical Tutor

14. Form signed by two Postgraduate Centre staff and sent to Finance for payment

15. Postgraduate Centre sends confirmation email to the Doctor of amount authorised and retains a copy of the travel claim on file

16. Finance reimburse Doctor

17. Please note that no mileage payments will be made unless the doctor’s insurance is valid for business use, this will also apply to any mileage claims made whilst in employment with the Trust. We do not need to see a copy of your insurance certificate but you do have to sign that you have the appropriate insurance in place on the expenses form.

Any Queries with your study leave application please contact:

Trudy Eddy ext 3459 or trudy.eddy@nhs.net