

7<sup>th</sup> January 2014

Dear Trainer,

Re Study leave application ST1/2

You may be aware that we recently e-mailed all of the GP ST trainees in Dorset to inform them that we would be increasing the "Top-slicing" of their study leave budgets. This applies to both the allowance they have whilst in a Hospital and also a GP post. This top slicing money is utilised to fund the monthly GP ST1 and ST2 day release course.

Trainees are entitled to apply for an amount of "time" taken as study leave during any 6 month post and this varies dependent upon their year of training. The following link will take you to the study leave page on our website, at which you will be able to find links to documents outlining the general principles and actual number of days each trainee can apply to take;

<http://dorsetgpcentre.com/trainees/courses-study-leave/>

As the GP trainer you should discuss the trainees request to take study leave from the practice and are in a position to grant/refuse such requests, based upon the individual trainees identified learning needs. Some of the centrally funded courses are however very important e.g. AKT and CSA preparation courses and requests to attend should not usually be declined. We have produced a "list" of other courses available for trainees to attend; this list is also available on the website and should serve as a guide only. So, as the trainer you will approve and monitor the "time" each trainee takes as study leave and also whether the course is appropriate.

The trainee is also entitled to apply for a study leave budget, during each 6m GP post to put towards the cost of courses, this will be £200. Trainees in GP ST1/2 posts apply for study leave funding by completing an application form-also available on the website, which must be countersigned by their trainer and then submitted to me c/o Jen Seagrave at GP Centre, Royal London House (R507), Christchurch Road, Bournemouth, BH1 3LT for approval. Study leave funding will be approved based on whether the course is relevant to GP training.

Once the £200 is gone, it's gone and it cannot be carried forward to other posts. Surplus funds, if there are any, will be retained to be used to support the local day release courses.

Yours Sincerely,



Dr Andrew Longley.  
Program Director-Bournemouth.