

Wessex Study Leave Funding Update – August 2019

Changes to Study Leave (SL) in England came into force in April 2018 as a response to concerns expressed by Junior Doctors about the high financial costs of some of their training, and the inequities of the old system. The allocated individual study-leave budget system was replaced with one that funded the following:

- all elements of curriculum delivery for all trainees on approved secondary care sector training programmes including Trust funded posts.
- discretionary courses that add value to the individual and support the wider system. (We have opted in Wessex to support courses on generic subjects that offer benefit to the NHS, such as Quality Improvement, Medical Education or Leadership and Management).

Since the study leave changes came into effect the Wessex Deanery have developed additional guidance to help trainees and Trusts navigate the new system.

We would like to take this opportunity to update trainees in Wessex of the process of applying for study leave and of the guidance for attending international events (e.g. conferences) and confirm the increase in study leave accommodation costs being covered.

1. Applying for Study Leave in Wessex

- You should discuss any study leave courses/activities with your Educational Supervisor in advance of your application.
- All applications for study leave must be made in advance to your employing Trust.
- Approval for the time off for study leave must be approved by your Rota Coordinator (or equivalent).
- Applications for study leave should be submitted at least 6 weeks before the study leave event. **Retrospective applications will not be processed or paid.**
- You must apply for your study leave using the online 'Intrepid Leave Manager' system.
- Any study leave activity that exceeds £750.00 or any event outside of the UK (international study leave) will need the approval of the Wessex Deanery. Please email studyleave.wx@hee.nhs.uk with details of the activity, a breakdown of the costs and confirmation of the approval from your Educational Supervisor/Training Programme Director.
- It is advised that you book the study leave activity once the online approval process has been completed (including Deanery level approval for requests over £750.00 or international study leave). If you pay for an activity before the approval process is complete, and the request is declined, you will not be reimbursed for any costs incurred.
- You can reclaim any study leave expenses from your employing Trust after you have attended the event, in accordance with their local process. Further guidance about study leave expenses can be found at, http://www.wessexdeanery.nhs.uk/pdf/pdf.Wessex_travel&subsistence.pdf
- Claims must be submitted no later than 3 months after the event, in line with NHS terms and conditions for staff expenses. Any claims received after this deadline will not be paid.

2. International Study Leave

HEE have updated the guidance for attending study leave events outside of the UK. International study leave falls into two categories:

1. **Curricular** – Attending courses/events outside of the UK to meet curricular requirements. This will only be considered in exceptional circumstances and when the curricular requirements cannot be met by attending a similar opportunity in the UK.

The approvals process for such exceptional requests is different, requiring a documented discussion with your Educational Supervisor or Training Programme Director about the clear need of attendance at the international event (to meet curriculum requirements) and approval at Deanery level.

2. **Aspirational** – Study leave that enhances the knowledge, skills and attitudes of the doctor in training, or enhances any aspect of patient care, but is not mapped to any direct curriculum requirements.

For these special aspirational circumstances, it has been agreed that **one** international conference or meeting may be approved for each doctor in training for any one programme, which can be defined as Foundation, Core or Higher. Up to two events may be considered for longer run through training programmes (e.g. Paediatrics and Obstetrics & Gynaecology). International study leave will only be considered if:

- You have attained your core curriculum competencies and received an ARCP outcome 1.
- It is demonstrated that the event links to your relevant speciality curriculum.
- For conferences, you must be presenting a poster or oral presentation.
- For Foundation Year 2 trainees any international study leave would be considered as part of the **one** career development activity that has been agreed in Wessex.

Attendance may be part-funded - reflecting both HEE's and your commitment to your development. A maximum of **£1000.00** may be provided to support the conference/course fee or travel and accommodation costs (in line with local deanery guidance for claiming expenses). Claims must not exceed **£1000.00**.

Approval for attendance at international events (any event outside of the UK) must be approved by your Educational Supervisor, Training Programme Director and the Wessex Deanery. Please email studyleave.wx@hee.nhs.uk providing details of the event, costs and copies of relevant communications with your ES and TPD.

Any international study leave claims that have not been approved by the Deanery will not be reimbursed.

3. Increase in Accommodation Costs for Study Leave

Trainees can now claim the amounts detailed below for overnight accommodation costs. Overnight accommodation expenses will only be granted if you are travelling from a base destination more than 100 miles from the venue, or if the course runs longer than one day.

Accommodation costs to be covered by HEE Wessex will be limited to the duration of the event plus one night, either before or after the event dates. Trainees must demonstrate value for money and book the lowest priced accommodation available (we recommend obtaining three quotes).

Allowance	Cost
Overnight allowance (commercial – e.g. B&B/Hotel)	<p>For overnight accommodation within London, the overnight rate should not exceed £150 per night.</p> <p>For overnight accommodation outside of London, the overnight rate should not exceed £120 per night.</p>

4. Postgraduate courses

It has been agreed that trainees who wish to undertake the Postgraduate Certificate in Medical Education may be able claim up to £1000.00 per year towards the course fees and travel costs – in agreement with your Educational Supervisor and Training Programme Director. You will also need Deanery approval for the costs – please email studyleave.wx@hee.nhs.uk providing details of the course fees and copies of relevant communications.

Please note that other ‘aspirational’ Postgraduate diplomas/courses may be considered for part-funding with the approval of your Training Programme Director and Head of School. You will need to apply for funding from the Deanery outlining how the course aligns to your speciality curriculum and professional development.

5. Exam preparation courses

The cost of one preparation/revision course per exam can be funded from the study leave budget for core and speciality trainees. Any additional exam preparation courses for the same exam will not be covered and you will need to fund these yourself. All trainees are expected to attend locally provided courses. External or commercially run courses will only be funded if no local course is offered - it is expected that the least expensive courses will be selected.

Additional courses in the event of exam failure may be supported with approval from your Educational Supervisor who may wish to consider a referral to the Professional Support Unit for additional exam support.

Further information about [Study Leave in Wessex](#) can be found on the Deanery website.

If you have any questions about study leave in Wessex, please email studyleave.wx@hee.nhs.uk