

Health Education England Thames Valley

Study Leave and Study Budget Arrangements April 2018

Updated October 2018



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www.hee.nhs.uk

Accessing centralised study leave and study budgets – a guide for trainees

1. What is Study Leave?

Study leave is defined in the 2016 National T&Cs as leave that allows time, inside or outside of the workplace, for formal learning that meets the requirements of the curriculum and personalised training objectives. This will include regional educational events where the time is protected.

2. What is Study Budget?

Study budget is defined as funding to facilitate attendance at approved training events.

3. Why did the Study Budget process change?

Many trainees had experienced inconsistency and inequity when accessing the study budget which led to frustration with the old system. The Study Budget changes were made to address these concerns as part of Health Education England's (HEE) initiative 'Enhancing Junior Doctor Working Lives'.

Previously, money for study leave was part of the 'Education and Training Tariff' which Trusts received to support doctors working in 'recognised posts'. HEE made a decision to hold back a proportion of this money to manage it centrally through its local offices (i.e. HEE Thames Valley); the aim of this change to improve study leave access nationally, enhancing the educational training available to trainees and funding support.

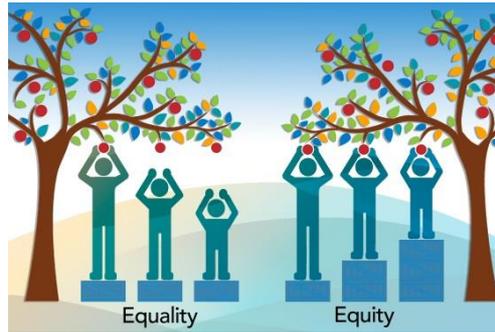
The money is no longer attached to a post (and was never attached to an individual), but the total sum was not increased when the changes were implemented on 6 April 2018 and is unlikely to be increased in the foreseeable future.

No trainee should expect to be granted a specific sum each financial or training year, nor is there a requirement on the part of HEE TV to fully fund every request made, particularly those not directly aligned to curriculum requirements i.e. aspirational courses or events.

4. What are the benefits of the new process?

The new HEE-managed centralised process should make accessing study leave and study budgets a more transparent, equitable, and streamlined process for all trainees.

N.B. Equity is not the same as equality: it is well recognised that training in some specialties is more expensive than others. The undertaking to cover the costs of training events to achieve curriculum requirements ensures equity of achievement for trainees in all specialties. Equality ensures everyone has the potential to access an opportunity, not that they will be able to achieve it. The graphic below illustrates the difference.



Equality is shown on the left where everyone has a box of the same height (or funding of the same value) but they can't all reach the apples (or attend the necessary courses). On the right, everyone has a box of the height (or value of funding) to reach their goal; this is equity.

There is a clearer definition of how the study budget should be used to support individual professional development. This includes:

- Covering costs of educational courses/activities that support curriculum attainment
- Agreement that NHS Trusts will cover costs of all mandatory training required to fulfil the trainee's clinical role which are not part of the specialty curriculum
- Guidance on what the study budget *will not* cover e.g. College examination fees
- Provision of discretionary funding for individualised training opportunities.

Centralised oversight will enable HEE to:

- better monitor the courses trainees are attending
- promote high educational standards for courses
- consider funding and implementing high quality local courses for the training initiatives in highest demand – reducing trainee costs and improving trainee access to these learning opportunities.

Currently the new process will **not apply to trainees in Public Health, GP trainees in their GP placements or Dentistry**. Trainees in these programmes should refer to their Head of School for guidance.

5. Gold Guide 7th Edition 2018¹

The Gold Guide states that access to study leave should form part of the educational contract between Postgraduate Deans and providers of postgraduate medical educational placements. It highlights the Postgraduate Deans responsibility to ensure less than full time (LTFT) trainees have equitable access to study leave. Doctors on maternity or paternity leave can access study leave and budget for training events.

¹ A Reference Guide for Postgraduate Specialty Training in the UK, The Gold Guide v7, <https://www.copmed.org.uk/gold-guide-7th-edition/the-gold-guide-7th-edition>

The Gold Guide also encourages trainees on career breaks to keep up to date by attending educational events but stipulates that there is no entitlement to study budget for this.

6. Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016²

The terms and conditions related to study leave are covered in Schedule 9 and state the following:

1. Study leave must be used for the purpose for which it is granted.
2. Study leave includes but is not restricted to participation in:
 - Study (linked to a course or programme)
 - Research programmes
 - Teaching remote from the immediate workplace (e.g. faculty member/ ALS instructor etc.)
 - Time off to sit an examination
 - Attending conferences for educational benefit
 - Rostered training events such as 'Academic half days', study days provided within Post-Graduate School education programmes
3. Attending NHS Trust statutory and mandatory training is not counted as study leave.
4. All requests for study leave will be properly considered by the employer. Any grant of study leave will be subject to the need to maintain NHS services (and, where the doctor is on an integrated academic pathway, academic responsibilities) and must be authorised by the employer.
5. Study leave up to the limits described in Table 1 below will normally be granted flexibly and tailored to individual needs, in accordance with the requirements of the curriculum. Requests for study leave in excess of these limits should be considered fairly where circumstances indicate such requests to be reasonable, and may be granted by the employer provided that the needs of service delivery can be safely met.

² Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016, Version 2, 30 March 2017

<http://www.nhsemployers.org/~media/Employers/Documents/Need%20to%20know/Terms%20and%20Conditions%20of%20Service%20for%20NHS%20Doctors%20and%20Dentists%20in%20Training%20England%202016%20Version%202%2030%20March%202017.pdf>

6. Table 1: Study Leave allowance for trainees.

Grade	Up to x days per annum
Foundation Doctor Year 1 * F1 doctors may 'bring forward' five days from F2 to organise a taster placement in their intended core or specialty programme.	15 (normally all are used to deliver the F1 teaching programmes in Trusts)
All other Doctors in training	30 (normally 15 days are used up in the regular teaching and training provided through the local school programmes)

7. Study leave for Foundation Year 1 doctors will take the form of a regular scheduled teaching/training session as agreed locally. Study leave attendance at ILS and simulation are usually included in this.
8. Study leave for doctors at Foundation Year 2 will include periods of regular scheduled teaching/training sessions, and may also, with approval from the educational supervisor and service manager, include:
 - Undertaking an approved external course
 - Periods of sitting an examination for a higher qualification or attending a preparatory course.
9. Study leave for doctors in core and specialties will include periods of regular scheduled teaching/training sessions, and may also, with approval from the educational supervisor and service manager, include:
 - Undertaking an approved external course
 - Periods of sitting an examination for a higher qualification or attending a preparatory course.
10. For ACF's and ACL any grant of study leave will be subject to:
 - The same rules as trainees not on the academic pathway
 - The study leave is for clinical education but may be taken in academic time where necessary e.g. if a clinical course is only available in academic time.
11. Doctors who are OOP (Research) are being funded and employed outside training, in positions which do not attract a placement fee and thus this cannot be 'top sliced' through HEE to provide study budgets.
For doctors who are OOP(T) there is study budget funding available to allow curriculum progression.
Doctors who are OOP(E) are not acquiring curriculum competencies per se as the post is not recognised for training, thus funding through HEE is not available.
Doctors on a career break (OOPC) are similarly taking a break from training.
12. A doctor on a contract of employment of less than 12 months' duration is entitled to study leave on a pro rata basis.
13. Where a doctor working less than full time (LTFT) is required to undertake a specific training course required by the curriculum, which exceeds the pro rata

entitlement to study leave, the employer will make arrangements for additional study leave to be taken, provided that this can be done while ensuring safe delivery of services. LTFT trainees will have the costs of events reimbursed at the same rate as full time trainees.

14. Where a doctor takes maternity leave their entitlement to study leave continues, and this may be taken during 'keeping in touch' days or will otherwise accrue to be taken at a later date.
15. Academic Trainees will have equitable access to the study budget.
16. Doctors who have completed training, applied for their CCT and have chosen to take up a period of grace have, by definition, completed training and have no curriculum requirements to attain. All requests must be sent to studyleave.tv@hee.nhs.uk to ascertain if there is any discretionary funding available to support an application, and MUST be prospective.

7. What are my responsibilities when planning study leave?

Trainee

- Discuss personal development plan and educational activities with Named Clinical supervisor (CS)/Educational Supervisor (ES) at start of training placement and note in your Personal Development Plan (PDP)
- Complete learning agreement with ES at your induction meeting
- Identify a relevant course or period of leave and complete the HEE TV study leave application form. **NB please read FAQs and your School guidance on the deanery website for what is likely to be approved or rejected**
- Obtain approval for time off the rota from your rota co-ordinator at least 6 weeks before the event AND
- Obtain approval from your Named CS / ES / departmental educational lead / College Tutor for educational activity as soon as the absence request has been approved. They will confirm that the proposed activity is appropriate for the stage of training you are at. **NB if you are applying for ANY study budget where the course cost is > =£700 you MUST get written / email approval from your TPD before submitting forms to your Trust Study Leave office, whether in the UK or overseas. All overseas trips MUST ALSO be prior approved by HEE TV. Attach the approvals to your forms**
- Submit the forms to your Trust Study Leave Officer as soon as possible and certainly BEFORE you go on the course
 - If your application includes international travel, please also forward the signed form to HEETV for final authorisation – studyleave.tv@hee.nhs.uk
- Ensure you book the event / leave period
- Update your ePortfolio with evidence of attendance after event
- Submit expense claim, with receipts, to Postgraduate Centre / Education Centre manager within 12 weeks of attendance of the event. NB it is your responsibility to register with the system used at your employing organisation (i.e. usually the Trust)

- Inform Postgraduate Centre if you do not attend an event for any reason (e.g. event cancelled, illness etc.)
- **No retrospective application for time, with or without funding, nor claim made more than 12 weeks after an approved event will be reimbursed. No claim without a receipt can be processed.**

Educational Supervisor (or Named Clinical Supervisor if not working on same site as ES)

- Discuss personal development and study leave plans with trainee
- Clarify appropriate courses/educational activities to support curriculum attainment **NB there are lists for each stage of training for all programmes on the Oxford Deanery website of what is considered essential. Trainees are also directed to check before requesting your agreement to support the request**
- Authorise study leave in timely manner (within 2 weeks of application receipt)
- **Do not approve retrospective requests for either study leave or study budget**
- **Any course where registration is >= £700 should be additionally approved by the TPD.**

8. Accessing aspirational funding

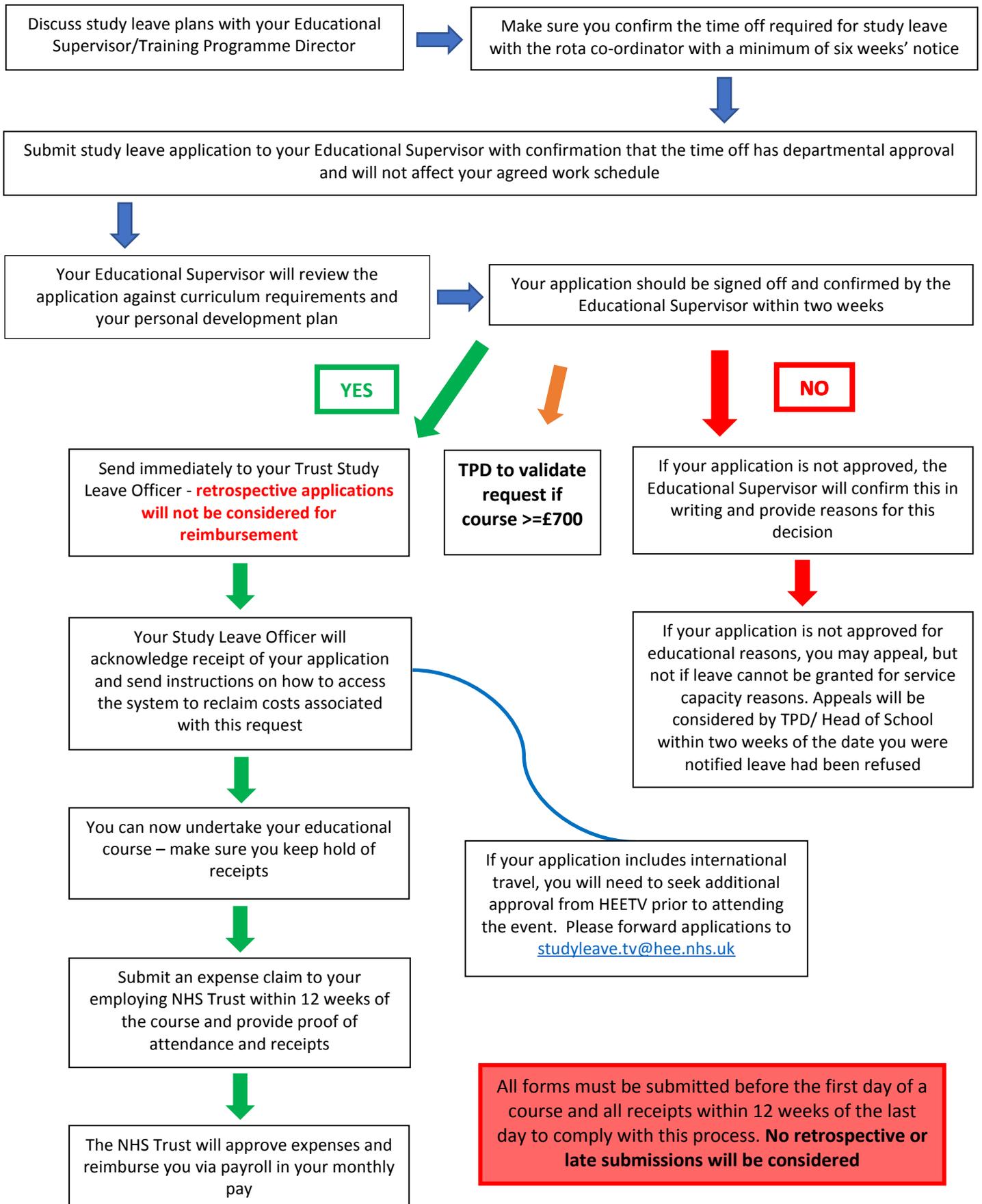
Discretionary funding may be available to trainees for training events which add value to the individual and support the wider system, but are not ‘essential’ for curriculum completion. If you plan to apply for aspirational funding, discuss early with your ES/TPD and make sure you have achieved your required curriculum and competencies to support your application.

9. Appeals Process

If your application is not approved for educational reasons, this will be communicated to you in writing, normally by email. You may appeal on this ground only, not if leave cannot be granted for service capacity reasons, to be considered by TPD/ Head of School within two weeks of the date you were notified leave had been refused.

Study budget DOES COVER	Study budget DOES NOT COVER
Courses or activities such as workshops to help you achieve the curriculum	Post graduate exam fees. These are your financial responsibility
Courses to help you pass postgraduate exams (NB one course per stage of exam)	Any Statutory and / or Mandatory training required by your employer. Your employer must bear the cost of these
Discretionary courses that add value to you individually and support the wider system (NB please read detail in this guidance and on your School / specialty pages on Oxford Deanery website)	Any revision aides, such as books, online tutorials/ MCQs etc. These are your personal financial responsibility

How can I access study leave and budget?



FAQs

If you have a question which is not covered in the examples below, please email it to studyleave.tv@hee.nhs.uk. This section will be added to over the coming weeks and months. Please note that the specialties used are for illustration, but the principle applies to any programme

I am a dental trainee. Can I get study budget from this centralised fund?

Dental trainees, and public health trainees are not covered by this arrangement.

Dental trainees are covered by the new Dental Study Leave policy:

http://www.oxforddeanery.nhs.uk/dental_school/dental_study_leave_new.aspx.

Public Health trainees should apply to their employer for both leave and funding from their study leave budget.

I am a Core Medical Trainee and am preparing for MRCP PACES – will the study budget cover a revision course and the exam fee?

The study budget will cover a course to help you adequately revise and prepare for PACES but will not cover exam fees.

I am a CT1 trainee in Psychiatry and want to attend the RCPsych Electroconvulsive therapy team day - how do I know if this is aligned with the curriculum and will be covered by the study budget?

Any courses required to support you achieving the curriculum, are covered by the study budget. Discuss any courses/educational activities you would like to attend with your named CS /ES/TPD and they will be able, to advise and support your application if it is appropriate.

I am a FY2 trainee and about to start a rotation on the neonatal intensive care unit. As part of my rotation I am required to complete Neonatal Life Support – will the study budget cover this?

No – As an FY2 trainee this course is required for your service commitment and does not fall within your curriculum. The NHS Trust should provide funding for this training.

I am a LTFT ST4 trainee in Respiratory medicine and am concerned that I will not be able to access study leave in the same way full-time trainees do?

Please be reassured that LTFT will have access to study leave and the study budget in an equitable way.

Do I need to complete my Statutory and Mandatory training prior to obtaining study leave, or attending non Statutory and Mandatory events?

It is important that Statutory and Mandatory training is undertaken, however it is a matter for the Trust to decide if authorisation and attendance can be granted prior to the completion of the Mandatory or Statutory training.

Do I need to complete my curriculum 'essentials' before applying for funding for a place on an 'aspirational' course that will strengthen my cv and enhance prospects for future appointment?

Yes. You should discuss your PDP (personal and professional development plan) with your ES at the start of each placement. It is vital that you identify the essential goals for the placement and map how these will be achieved, as a failure to do so may prevent you getting an outcome 1 or 6 at the end of the placement. You are advised to identify which elements are delivered in local and regional teaching, and ascertain what 'essential' courses, if any, need to be provided externally (e.g. by your Royal College), and apply early for funding.

I am about to start a research post in diabetes and endocrinology, but plan to do locum shifts regularly as a medical registrar in Oxford. My ALS will need updating later this year. Can I claim the cost from HEE?

If you are OOP(R) then you cannot access the study budget for funds to cover this training. If you have an honorary contract with any hospital, which stipulates that you will be performing regular clinical activities, you are expected to comply with the mandatory training requirements set out by the employer for medical staff in such roles. The employer is required to provide this training at their cost. If you are working through an agency, you are considered 'self-employed' and the onus is on you to demonstrate you have the skills required by prospective employers.

I want to attend a one-day workshop at the Royal College of Surgeons in Edinburgh, necessary for me to achieve an essential 'sign off' in my portfolio. It isn't available in London this year. Do I need to ask HEE TV for permission to fly somewhere in the UK?

We do not need to approve flights to destinations within the UK: therefore, flights to meetings in / near Edinburgh, Glasgow, Inverness, Aberdeen and Belfast can be booked, subject to you having had educational approval and granting of leave confirmed.

I am a ST5 in O&G and would really like to attend the FIGO meeting in Rio de Janeiro this year as I am interested in global maternal health.

Attendance at an overseas conference is not part of your RCOG training requirements. Your ES should not be approving this request, and HEE TV will not fund course fees or flights. If you have been invited to present orally, this must be stated clearly. HEE TV will explore additional detail with you and / or your Head of School / TPD before agreeing to fund any part of this request

I am doing a two-day course in (e.g.) Bristol. Can I stay overnight and get accommodation covered by HEE TV?

If the total travel time from the course venue to the address HEE TV have on file for you is predicted by journey planning software using the shortest feasible modes and routes to be excess of two hours each way, then we will support the cost of overnight accommodation during the course, subject to the limits in Annex A, if you would prefer that to commuting and reclaiming travel costs. We do not want to make delegates over-tired by prolonged commuting whilst engaged in approved study leave.

I am a surgical trainee and would like to attend a workshop on anastomosis. I've seen one advertised Denmark, which has a really good reputation. Is this OK?

If this is in your curriculum, then there should be something available in the UK. HEE expects doctors in training to attend high quality UK courses, not to seek similar programmes overseas. Your ES should not be approving this request. HEE TV will make further enquiries but your request is unlikely to be approved if submitted. (There is currently only one group of trainees who may attend a training course overseas: these are plastics trainees who need to do microvascular anastomosis on live subjects, who may go to Europe; if further afield HEE TV will be seeking additional information from the applicant and their TPD).

I am final year trainee in Radiology, have completed FRCR and achieved my required competencies. I would like to apply for funding to attend a quality improvement workshop – will the discretionary study budget cover this?

Yes – this is the type of course to add value to you individually and the wider NHS Discuss your plans early with your ES/TPD and apply.

I have had a paper accepted to present at a conference overseas. Can I claim for visa costs and vaccinations?

Congratulations. HEE TV will not pay for either visas or vaccinations. Attending an overseas conference is not part of the training requirement for any trainee to complete his or her curriculum. You may be able to access the budget for 'discretionary' or 'aspirational' study leave events. You are required to apply to HEE TV via studyleave.tv@hee.nhs.uk for funding, which may not completely cover such a trip.

I am attending a workshop in Glasgow in July. Can I add a few days of annual leave as I would like to visit the Isle of Skye for a few days afterwards. Will HEE TV cover both flights?

We have asked the NHS Counter Fraud Office for guidance on this topic. It is clear that HEE TV will not fund expenses associated with onward travel, subsistence or accommodation. We will refund to the value of travel to and from the event on the dates you would have travelled had you not added holidays on to your trip. The HMRC have taken a keen interest in consultants and GPs who add personal leisure elements to professional trips, to ensure they do not claim to offset personal expenses against allowable benefits.

I am a geriatrics ST4 trainee currently on maternity leave. I would like to do an ALS course, preferably just before I return to work - this will most likely be around October but the exact date has not been finalised yet. There is a course running at the end of September which would be appropriate. I wanted to enquire if I applied for this course would I be eligible to claim for it on my study budget, even if it is before I have officially returned to work?

This is a curriculum requirement and furthermore is very much in line with Supported Return to Training so should be supported.

I am a trainee who is undertaking an expensive course that my course organiser advised me to do. I paid for the first two modules in December 2017 but the course is over a series of months going into this financial year 2018-19, i.e. after the budget changes came into force. Surely I can claim the whole amount?

A Master's might have been suggested but programmes leading to higher qualifications, e.g. PG certificates, Diplomas or Master's should only be funded if required for your curriculum attainment, e.g. Clinical Oncology, where trainees are required to attend a day release ICR course in London, 38 sessions a year for two years at a cost of £2145 a year. This is clearly curricular in nature and should be funded in full, including travel costs (usual caveats of cheapest possible fare etc.). HEE TV will fund costs from 6 April 2018-19 if the course was commenced prior to the change in funding arrangements and has ongoing costs for modules to be met, but we will not retrospectively cover costs of the programme before 6 April 2018 as these were covered under different arrangements

If the course can be voluntarily extended to a Diploma or Master's qualification, HEE TV will not support this extra year cost.

I am OOPT in Bristol and have an OXF training number. Can I get study budget and how do I apply?

You are entitled to funds for study budget but you must use HEE TV forms and get your TPD in HEE TV to sign the forms. Please ensure you have requested leave from the department you are training in as well, and submit receipts using the approved internal processes, to whichever Trust is paying your salary so that expenses incurred can be reimbursed through payroll.

Can I hire a car to travel to a course? Public transport to the venue would involve a cycle ride then two trains and a transfer of six miles at the other end. I would arrive too late for the start of the event, and don't really need to stay overnight, which is the other option.

If you prefer to hire a car, then that is your choice: we would reimburse to the value of the cost of public transport and necessary connections.

I am due to attend my annual ARCP soon. I am based in Reading and have to travel to Oxford to be there, can I claim the costs via the study budget?

No, travel costs incurred when attending your ARCP should be claimed through your normal Trust expenses scheme.

I have to pay for my ePortfolio, does the study budget cover this?

No, ePortfolio costs are your financial responsibility. This is also the case for any colleges, societies or associations that you wish to become a member of. All membership fees will be your responsibility.

Can I attend more than one revision course for my specialty exams?

You can attend one exam prep course per part of your exams. I.e. One for the first part, another for the second part (written or OSCE based) etc. We will not fund more than one course for the same stage of any professional examination.

I would like to complete an online revision course (e.g. Pastest MRCP 2 Question Bank), can I claim for this?

Question banks, books and audiobooks are not covered by the study budget.

Am I allowed to request private study?

Private study leave for the purpose of home-based revision will normally be taken within six weeks from the date of the exam and normally runs from Monday to Friday. Doctors in training may take up to five days. Only one period of private study leave per exam is allowed. Please ensure you provide proof of booking the exam to your local Study Leave Officer when submitting your application form.

Private study may be considered for writing up research as part of a PhD, subject to the same limit on days

I have completed training in respiratory medicine and have asked for a period of grace for six months. Can I go on a consultant interview preparation course during my period of grace?

The training budget is intended primarily for funding courses and training for doctors in training to facilitate their acquisition of curriculum competencies. You must prospectively ask at studyleave.tv@hee.nhs.uk to ascertain if there is any funding available.

Annex A

Guide to Travel and Subsistence Expenses incurred as part of approved Study Leave with Study Budget

This page contains information for doctors in post-graduate training posts on how to claim back their travel and/or subsistence expenditure incurred whilst participating in an approved study leave event.

Please read these notes carefully before booking travel or accommodation:

- **Original receipts** should accompany every claim form to verify the authenticity of all expenditure detailed upon it. Claims should be submitted no later than twelve weeks after the event. Any claims received after the deadline may not be paid.
- HEE TV expects travel to be on the date the event is scheduled if the venue is less than one hundred miles 'door to door' each way and will not pay accommodation costs if you chose to travel on different dates.

Travel:

You must use the most cost effective means possible. Health Education England - Thames Valley reserves the right to only reimburse the cost of the cheapest fare.

- By Car: Applicants will be paid at public transport rate of 28p per for using their own car (or a subsequently revised mileage rate as described in schedule 17 of the T&C's and Cs for doctors in training, last revised 2016). The shortest practicable route should be taken and car parking fees will be reimbursed on production of receipts.
- By Rail: Supersavers and standard class rail fares only. The most cost effective fare must be sought. If possible, doctors should purchase tickets in advance to ensure this. Receipts for rail travel must include the date of travel and the start and finish locations. Credit card receipts are not sufficient. If you are using EuroStar, you should seek prior approval as if flying to Europe.
- By Taxi: Expenses will be reimbursed for short journeys only such as from the nearest train station to the venue. A receipt will be required.
- By Air: If you are flying within the UK (i.e. England, Wales, Scotland or N. Ireland) you do NOT need to seek prior approval. For doctors planning on travelling to Europe or further afield, reimbursement for the cost of a plane ticket must be agreed in writing by Health Education England - Thames Valley prior to the purchase of the ticket. Standard economy fares will apply and will not include additional fees for checked bags for trips of three nights or fewer. Any upgrades or additional facilities must be paid for in full by the applicant. Any requests for authorisation of travel by air should be sent to studyleave.tv@hee.nhs.uk
- Neither costs of visas nor vaccinations can be claimed from HEE TV

Overnight accommodation

- Requests for reimbursement of overnight accommodation costs will normally only be granted for candidates who are travelling from a base destination more than 100 miles from the venue or over two hours of driving time each way from the venue to your registered home address (as suggested by satnav software or the route planning tool at www.theaa.com). These options have the same financial value (see claim form).
- Accommodation costs to be covered by HEE TV will be limited to the duration of the event plus one night, either before or after the event dates, unless there is no feasible public transportation when one additional night's costs will be met.
- Overnight costs will be reimbursed up to a maximum limit of £55.00 per night.

Subsistence

- For study leave confined to a single day, refreshments and meals are normally included in the event fee.
- In the case of a residential event
 - Subsistence allowance towards meals of £15.00 per day if not included in the event package (or accommodation room rate where applicable).
 - 'Gala' dinners at additional expense are not covered by the Study Leave budget
- No payment will be made for alcoholic beverages under any circumstances.

Receipts

- Receipts must be provided for all expenses otherwise your claim will not be processed. Receipts should be attached individually to the expenses claim software used by your employing organisation.
- Doctors are advised to keep a copy of the form and receipts they submit in case of problem or a query with payment.

Items / costs which will NOT be covered

- Visas
- Vaccinations
- 'Gala' dinners at additional expense are not covered by the Study Leave budget
- No payment will be made for alcoholic beverages under any circumstances.
- Additional accommodation or travel costs if you include a period of annual leave at either end of a course (see FAQs)
- Any fares / costs for which you cannot submit a receipt / proof of cost