
Study Leave Policy for Senior Medical and Dental Staff

Please be aware that this printed version of the Policy may NOT be the latest version. Staff are reminded that they should always refer to the Intranet for the latest version.

Purpose of Agreement	This policy defines the circumstances, eligibility and application process for senior medical and dental staff in relation to CPD study leave
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Document Manager	Ceri Connor – Head of Education, Training and Development
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1 INTRODUCTION AND PURPOSE

- 1.1 This policy outlines the obligations and process for senior medical and dental staff to seek authorisation for study leave and costs relating to CPD fees only.

2. SCOPE & DEFINITIONS

- 2.1 This document applies to all directly and indirectly employed staff within Solent NHS Trust and other persons working within the organisation in line with Solent NHS Trust's Equal Opportunities Policy.

Medical and dental staff covered by this policy include those in the following grades:

- Consultants
- Staff Associate Specialists (SAS)
- Salaried General Practitioners
- GPSI's
- Salaried Dentists

- 2.2 Study leave is granted for postgraduate educational purposes when this is approved by the employer. It includes:

- sponsored study leave - where part or the whole of the study leave is funded from an external source;
- additional study leave – when leave is requested beyond the recommended periods

- 2.3 Activities which fall under this policy are those that meet Royal College External CPD requirements such as:

- study, usually but not exclusively on a course or programme;
- research;
- teaching;
- taking examinations ;
- attending educational conferences;
- other CPD approved meetings and activities; and
- self-directed CPD, personally arranged activities or independent study that may be regarded as external CPD. These should be agreed beforehand and include educational visits to experts in centre of excellence; distance learning packages; and approved projects of research.

- 2.4 Applications for non-eligible activities such as attendance at national or regional committee meetings and reading of medical journals, for example, will not be approved. However attendance and conferences or meetings which are relevant to education or educational activities may be considered.

- 2.5 Overseas study leave, and payment of course/conference fees associated with such leave are not routinely approved, however consideration may be made to applications which demonstrate fees to be equal to or lower than equivalent study within the UK.
- 2.6 CPD allowance for Medics and Dentists should not exceed £750 per financial year. Only in exceptional circumstances will approval be granted to exceed this figure. This allowance is for course/conference fees only. Any travel, accommodation or subsistence expenses will be met by individual services – this will be authorised on the application form at the Clinical Director sign off stage, and monitored as per point 3.14 of this policy.
- 2.7 Types of leave which are not covered by this policy include:

Professional leave : leave of this type is granted by employers in order to release senior medical staff for a range of duties which are necessary for the broader benefit of the NHS and which involve them being away from their employment base. Examples include advising the DoH, participating in college duties or examining. Such time away can be recognised as ‘external duty’ in job plans.

Management project: leave that takes place at the behest of management, i.e. when the doctor is acting in a management capacity, is not included in the remit of this document.

Statutory and mandatory training: time away from work to undertake corporate training is not within the remit of this policy. The Solent NHS Trust Learning and Development policy, and Induction and Mandatory Training policy applies.

- 2.8 For all substantive senior medical staff, a maximum period of 30 days, including off duty days falling in the period of the course or meeting is allowed in a period of 3 years. The rationale for counting the off-duty days within the period of leave is only applicable if the individual claims time back in lieu for those days.

Agreement of study leave should be supported by an individual’s PDP which is based upon objectives and CPD needs. If CPD is not reflected in the individual’s PDP then further information on the relevance and appropriateness of the CPD will be required.

Study leave is not pro-rata for part-time doctors who work only for this organisation. Thus it is a general principle that part-time staff are entitled to the full 10 days per year. However to some extent this will depend upon how many PAs the doctor is contracted to undertake, e.g. it would not be practical for a doctor only working 3 PAs a month to have 10 days study leave. The final decision will rest operationally with the relevant Clinical Lead in consultation with the Associate Director and Head of Education, Training and Development.

If a doctor works for more than one organisation (NHS or private), it is expected that both organisations will support the study leave entitlement. Consequently, study leave should be negotiated at the annual job plan review.

3. PROCESS / REQUIREMENTS

3.1 The budget holder will be the Medical Director and the budget manager will be the Head of Education, Training and Development.

3.2 Applications must be submitted using the Application for Study Leave form shown at Appendix 3.

3.3 Study leave applications must:

- be completed in full according to the application process (appendix 2) and on electronic application form (appendix 3), incomplete applications will be returned.
- demonstrate benefits to the individual and service, and demonstrate positive impact on the care to patients and service users.
- be supported by a programme detailing the content or reasonable information concerning the content of the course e.g. a preliminary announcement, if a programme is not available at the time of applying;
- conform to this policy guidance, including recommended documentation;
- give full details of sponsorship (if applicable);
- include specific training topics outside medicine but related to the applicant's role, or future role, e.g. leadership programmes; and
- be supported by CPD approval from the appropriate College(s)
- be signed off (approved) by the Clinical Lead.

3.4 Study leave applicants must:

- be expected to feedback to the department/colleagues about the course; and
- ensure that appropriate cover arrangements have been made as the study leave budget is unable to allocate funding for locum cover.

3.5 Applications must be received at least six weeks before the leave is required (three months for overseas or over three weeks study leave).

3.6 The Medical and Clinical Education Co-ordinator will email the applicant once final approval has been given by the Head of Education, Training & Development. Applicants are then able to confirm their booking with the CPD event organisers and do one of the following:

- Pay fees in advance and reclaim by sending receipts to the Medical & Clinical Education Coordinator (scanned in an email or via post to address below)
- Request event organiser to invoice the Trust directly – invoices to be sent or emailed to details below:

Address for invoices or to claim reimbursement:

Medical & Clinical Education Coordinator

Learning & Development Department

2nd Floor, Adelaide Health Centre

Western Community Hospital Campus

William Macleod Way, Southampton SO 16 4XE

[medical & clinical education@solent.nhs.uk](mailto:medical_and_clinical_education@solent.nhs.uk)

- 3.7 The Learning & Development Department will process all receipted claims and payment will be made to individual directly into salary via payroll. Claims must reach the Learning & Development Department in plenty of time before payroll cut off which is 7th of each month. Late claims will be paid into the following month's salary.
Any invoices received by Learning & Development directly from organisations will be processed and payment made via Financial Services.
- 3.8 There may be circumstances whereby course fees cannot be paid in advance by the applicant, cases will be considered on an individual basis.
- 3.9 Retrospective applications will not be considered.
- 3.10 Where study leave with pay is granted, the practitioner must not undertake any remunerative work.
- 3.11 In circumstances where an application for study leave is not approved, the applicant can appeal this decision by reference to the Medical Director.
- 3.12 It is important that the Trust is satisfied that there remains adequate cover from permanent senior staff when applications are considered for study leave, e.g. it is not possible for all consultants from a department to attend the same meeting.
- 3.13 Course/Conference Fees which are appropriate to the CPD activity will be funded if the following criteria are adhered to:
- applicants adhere to this policy;
 - course/conference fees are generally as per the original forecasted costs on the application form relevant to the study leave.
 - approved study leave course/conference fees are claimed within 4 weeks of the date of the study leave; if claims have not been made within 4 weeks a reminder may be sent by Learning & Development. If claims are not made within two weeks after this notification course/conference fees will not be paid.
 - travel, accommodation and subsistence expenses will be met by individual services via the usual travel claim process.
 - claims include only reasonable expenses associated with the approved study leave (course fees, travel, accommodation and subsistence); i.e. those which are actually incurred, supported by receipts.

3.14 The Trust will monitor study leave by:

- number of days of study leave taken per individual and per service.
- quarterly forecasted and actual spend
- average spend per individual

An annual report will be compiled to the Medical Director.

4. ROLES & RESPONSIBILITIES

The **Chief Executive** has ultimate accountability for the strategic and operational management of the organisation, including ensuring that all policies are adhered to.

The **Medical Director, Associate Directors and Clinical Leads** are responsible for ensuring the requirements of this policy are adhered to.

All **senior medical and dental staff** are responsible for adhering to this policy at all times.

Head of Education, Training and Development is responsible for monitoring the effectiveness of the application process, authorizing CPD applications and related expenses, managing any appeals to the application process and reporting activity to the Medical Director.

The Medical and Clinical Education Co-ordinator/L&D dept. are responsible for:

- managing the CPD applications process,
- recording, tracking and reporting CPD activity and expenditure as per this policy,
- notifying individual applicants of the outcome of their CPD application
- ensuring effective and timely processes in relation to payments and related expenses.
- Reviewing the CPD application process and making recommendations to the Head of Education, Training and Development including the development of Intrepid management system.

5. TRAINING

Specific training for this policy is not required. However the Medical Director and Medical Managers will ensure that all Consultant medical and dental staff are made aware of this policy by the usual dissemination routes. All new medical and dental staff will receive a copy of the policy on appointment.

6. EQUALITY & DIVERSITY AND MENTAL CAPACITY ACT

Solent NHS Trust is committed to treating people fairly and equitably regardless of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

An equality and human rights impact assessment has been carried out for this policy and no significant issues have been identified (Appendix 1)

This policy has also been assessed and meets the requirements of the Mental Capacity Act 2005.

7. SUCCESS CRITERIA / MONITORING THE EFFECTIVENESS OF THE DOCUMENT

This policy has been subject to consultation with the Doctors and Dentists Negotiating Committee (DDNC).

This policy will be audited on an annual basis by the Head of Education, Training and Development and be made available to the Medical Director:

8. REVIEW

This policy may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed after 2 years or as required following any amendments to national guidance.

9. REFERENCES AND LINKS TO OTHER DOCUMENTS

Learning and Development Policy.

Induction and Essential Training Policy

APPENDIX 1

Equality Impact Assessment

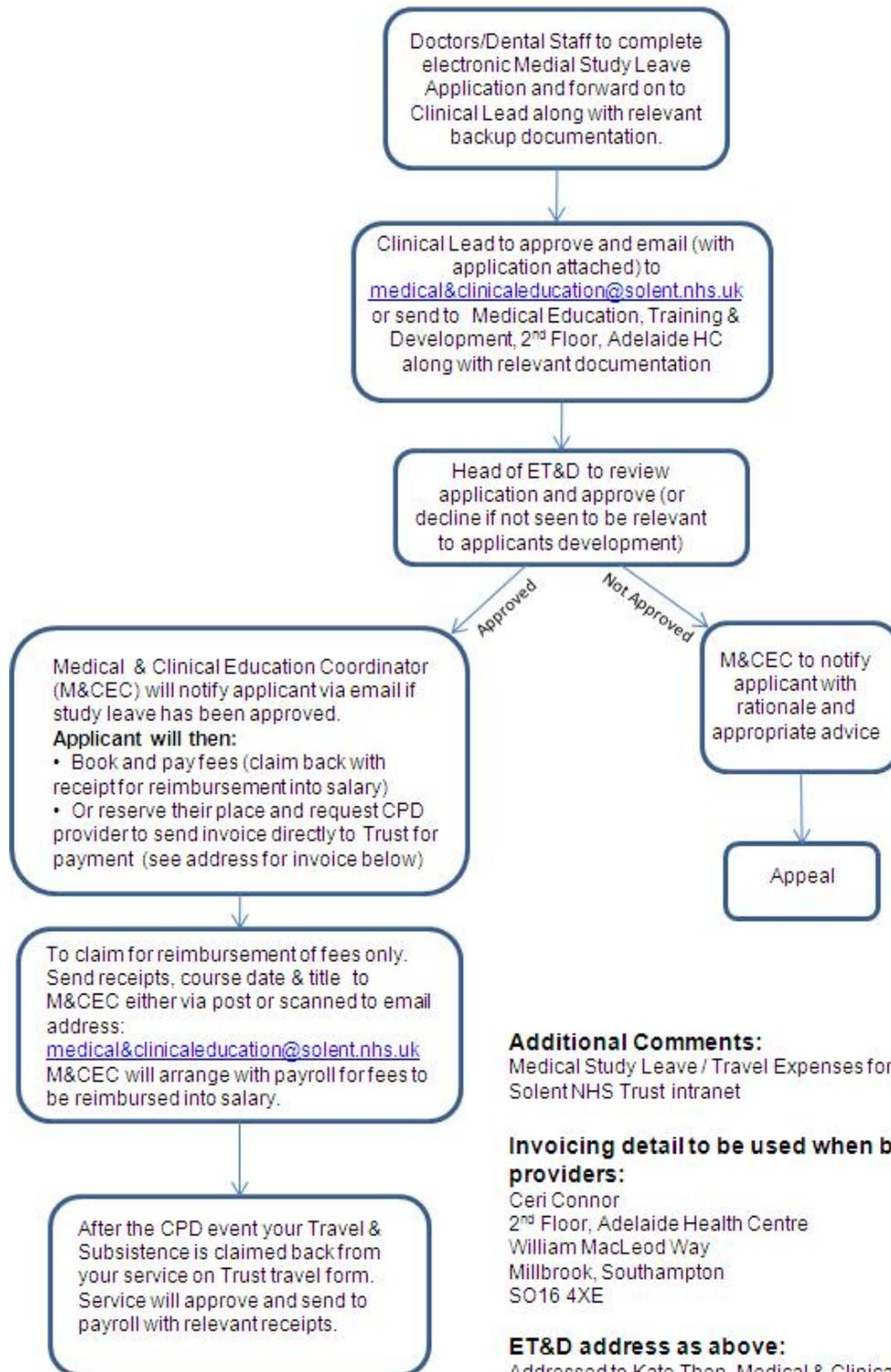
Step 1 – Scoping, identify the policy's aims	Answer
1. What are the main aims and objectives of the policy?	To provide a framework relating to the application for and approval of study leave for medical and dental staff.
2. Who will be affected by it?	Staff members, members of the public and those working within partner organisations as applicable.
3. What are the existing performance indicators / measures for this? What are the outcomes you want to achieve?	HR data is subject to monitoring and review to ensure there is no discrimination within the process.
4. What information do you already have on the equality impact of this policy?	Previous information gathered as a result of the existence of former policies within Solent's predecessor organisations.
5. Are there demographic changes or trends locally to be considered?	No.
6. What other information do you need?	None.

Step 2 – Assessing the impact, consider the data and research	Yes	No	Answer (Evidence)
1. Could the policy be used unlawfully against any group?		X	This policy is designed to ensure equity of treatment and adherence to legal requirements.
2. Can any group benefit or be excluded?		X	All groups would be treated equally in accordance with the stipulations of the policy.
3. Can any group be denied fair and equal access to treatment as a result of this policy?		X	As above.
4. Can this policy actively promote good relations with and between different groups?	X		All groups are treated equally and in accordance with best practice guidelines.
5. Have you carried out any consultation internally / externally with relevant individual groups?	X		Policy is formed by amalgamating those from Solent's predecessor organisations. It has since

			been circulated to staff side colleagues and line management representatives for consultation purposes.
6. Have you used a variety of different methods of consultation / involvement?	X		As above.
7. Mental Capacity Act implications?		X	Does not impact upon patients directly.
8. Will this policy require a decision to be made by or about a service user? (Refer to the Mental Capacity Act policy for further information)		X	Does not impact upon patients directly.

Appendix 2

Medical Study Leave – Application Process (CPD)



Additional Comments:

Medical Study Leave / Travel Expenses form to be accessed via the Solent NHS Trust intranet

Invoicing detail to be used when booking CPD providers:

Ceri Connor
2nd Floor, Adelaide Health Centre
William MacLeod Way
Millbrook, Southampton
SO16 4XE

ET&D address as above:

Addressed to Kate Then, Medical & Clinical Education Coordinator
medical&clinicaleducation@solent.nhs.uk

Appendix 3 (Find this electronic study leave form on the intranet / L&D page / Medical & Dental Education/ Forms)

APPENDIX 3
Medical and Dental Study Leave Application Form



A

Personal Details

Forename	<input type="text"/>	Email Address	<input type="text"/>
Surname	<input type="text"/>	Work Location	<input type="text"/>
Assignment Number (ID)	<input type="text"/>	Department	<input type="text"/>
Job Title	<input type="text"/>	Contact Tel	<input type="text"/>

Course Details

Organising Body	<input type="text"/>		
Course Title	<input type="text"/>		
Course Date(s)	<input type="text"/>	Venue	<input type="text"/>

Does this CPD meet Royal College external CPD requirements? Yes No

Are you a Locum? If yes please provide your start date. Yes No

Is this CPD SAS Training Yes No

Financial/Study Leave Details

Please Note: Total CPD Study Leave should not exceed £750 in one financial year (1 April - 31 March)

No. of leave days requested Course Fee (£) Course/Conference fees only will be met by Corporate CPD budget

Accommodation/Subsistence (£) These additional costs to be agreed and met by your service

Please give the date of your last appraisal / revalidation

Please indicate below how this training will support the development of your current role.

Once you have completed all of the above sections in full please forward your application to your Clinical Director for approval. By forwarding on this request you are making a commitment to attend the course on the specified date(s).

B

To be completed by Clinical Director

- By ticking this box I confirm that I am the Clinical Director of the person making this application. I confirm that I support this application and arrangements have been made for appropriate operational cover (if applicable). I am also authorising the payment of any travel, accommodation and subsistence costs associated with this study leave application.

Please note, this box must be ticked in order for this request to be processed. Education, Training and Development will not process any request made without authorisation from the Clinical Director.

Name

Position Title

Email

Date of Approval

When approved please attach any relevant course material along with this application and email to:

[medical & clinical education@solent.nhs.uk](mailto:medical&clinical.education@solent.nhs.uk)
or kate.then@solent.nhs.uk

[Review Application \(Section A\)](#)

To be completed by Head of Education, Training and Development

Authorised by:

Authorisation Date:

D

When your application has received final approval from the Head of Education, Training & Development you will receive a confirmation email from the Medical & Clinical Education Coordinator.

Office Use ONLY:

Added to excel:

Emailed approved/other:

Office Use ONLY: Study leave to date (including this application) = Course fees to date (including this application) =