

## Study leave for GP trainees

GP Trainees are referred to the HEE Thames Valley policy for study leave available at [http://www.oxforddeanery.nhs.uk/about\\_oxford\\_deanery/medical\\_and\\_dental\\_policies/study\\_leave.aspx](http://www.oxforddeanery.nhs.uk/about_oxford_deanery/medical_and_dental_policies/study_leave.aspx) for details of the relevant processes and principles. The only variations from the overarching guidance are that:

GP doctors in training should discuss their progress, aspirations and intentions regularly with their Educational and Clinical Supervisors. This should entail discussions in general terms at every Educational Supervision meeting, with more detailed discussions with their CS at the start of every placement. These discussions should be reflected in their PDP.

In general GP doctors in training should be meeting core curriculum requirements before considering discretionary enhancement activity.

GP Trainees who are progressing satisfactorily may wish to develop an interest in a particular specialty and undertake a limited amount of training to that effect, but they should ensure that this does not hinder their progress or detract from their study of the core GP Curriculum. At all times (with the sole exception of taking an exam or when so advised by a TPD), the Regional Teaching Course (Tuesdays) provided by the GP School should take precedence.

Attendance at the School's Regional Teaching courses and educational supervision with their GP trainer are **mandatory**. Other courses relevant to GP training and for which doctors in training should be granted study leave except in exceptional circumstances are listed below. The decisions about block booking will be taken after more experience has been gained with the new system. Finally, there is a list of discretionary enhancement activity where study leave should be considered but not automatically granted, depending upon the trainee's progress in the post and the approval of the rota manager.

- GP doctors in training do not need TPD or ES approval to attend individual courses provided they are on the School "approved" list and the CS agrees that they are making satisfactory progress.
- Overnight accommodation will only be considered in exceptional circumstances and with the express approval of a TPD

## FOLLOW THIS PROCESS WHEN IN A HOSPITAL PLACEMENT

- In hospital posts:
  - o when applying to attend any of the courses listed below, there is no need to enclose a programme or provide any further information of the event
  - o the form needs to be submitted to their Clinical Supervisor for a signature, but not the Educational Supervisor
  - o all other parts need to be completed in full, and the form scanned and uploaded into their e-Portfolio as well as forwarded to the local Trust-based Study Leave Officer for processing (please follow the standard study leave guidance regarding submission of forms)

## FOLLOW THIS PROCESS WHEN IN A GP PLACEMENT

- In GP posts:
  - o when applying to attend any of the courses listed below, there is no need to enclose a programme or provide any further information of the event
  - o the form needs to be submitted to their Educational Supervisor for a signature but not their Clinical Supervisor
  - o all other parts need to be completed in full, and the form scanned and uploaded into their e-Portfolio as well as forwarded to [vicky.wynn@hee.nhs.uk](mailto:vicky.wynn@hee.nhs.uk) for processing
  - o It is important to recognise that the study leave budget and associated arrangements for allocation are different when trainees are in GP placements. In that circumstance the budget is managed and held by the GP School.

### Approved course list

Please note that we hope to rapidly expand this list once we have further experience of the new system

### *Automatic approval for all trainees, whether requiring extra support or not*

Course	Comments
Regional teaching	Mandatory release, no funding implications
Thames Valley CSA Course	One course attendance per trainee
Fourteen fish AKT support	Funding for one course per trainee. Up to 5 days (total) study leave time can be requested for this in hospital posts, but in GP posts, self-directed study time should be used for this activity.
BLS training	One attendance per trainee in ST3 which is provided free of charge by their local Trust/Practice.
Child protection training	One course attendance per trainee. Trainees should ensure that they have completed a Level 3 course by the start of ST3. This could be an online course.
GP update	For all in ST3
The 'Dragon's Den' consultation skills course.	Free to attend for all trainees and study leave should be granted.

### *Courses NOT approved for funding, although time off might be authorised*

ALS – unless specifically required for a secondary care post
CSA or AKT revision or study courses provided by any other provider
Attendance at courses or conferences overseas
Events outside the region unless authorised by a TPD
RCGP certificates
MRCP

Other Specialty higher qualification
AKT courses or alternative CSA courses
E-learning providers (signpost to e-LH, RCGP ECU)

### **Specific courses for trainees requiring extra support**

<b>Course</b>	<b>These courses will only be available with TPD agreement – they are all free.</b>
CSA 1:1 input for those who have failed CSA	
AKT course for those who have failed AKT	
‘Dragon’s Den’ Consultation skills course, for those struggling to get to grips with the consultation.	

### **Approval if the last ARCP outcome was Outcome 1 Satisfactory Progress and the CS agrees that progress in the post is satisfactory**

<p>Examples below of discretionary/enhancement activities relevant to the GP curriculum, that will be approved provided that:</p> <ul style="list-style-type: none"> <li>- the area of study has been agreed as appropriate at Educational Supervisors Review</li> <li>- are reflected in the PDP</li> <li>- the CS agrees that progress in the post is satisfactory</li> <li>- the rota manager approves the leave (or in GP practices, the CS)</li> <li>- the courses are aimed at GPs</li> </ul>
<p>Please note this list is not exhaustive, and others may be considered for approval. When there is disagreement between the CS and trainee as to whether progress is satisfactory, initial appeal should be by email to a TPD for adjudication.</p> <ul style="list-style-type: none"> <li>• RCGP provided or accredited courses or conferences</li> <li>• Courses provided by other organisations that address the difficult to reach parts of the GP curriculum should also be considered, especially if they cover:             <ul style="list-style-type: none"> <li>• Contraception/sexual health courses</li> <li>• Minor surgery</li> <li>• Joint injections</li> <li>• Palliative care</li> <li>• ATLS, BASICs.</li> <li>• ENT</li> <li>• Ophthalmology</li> <li>• Dermatology</li> <li>• Mental Health</li> <li>• Learning Disability</li> <li>• Medical Education</li> <li>• Leadership</li> </ul> </li> </ul>

- Paediatrics
- Veterans' Health
- Homelessness
- Prescribing
- Children and young people's health
- Dementia
- Female genital mutilation (FGM)
- Equality and Diversity
- Safeguarding
- Certificates integral to an Extended ITP post
- Leadership, management and business management skills

### **Processing of applications**

- In hospital posts the Initial approval will be at CS level (no change)
- In GP posts the initial approval will be at ES level (no change)
- CS/ES will be advised to work to the GP School approved list.
- Request for re-imburement will be through existing forms (no change)
- Occasionally this will result in disagreements – i.e. courses being supported by a CS and / or reimbursed by the LET which are not on the approved list.
- The process for dealing with this will mainly be by post-hoc monitoring