**Study Leave Application Form for NHSE -Thames Valley Appointed Doctors in Training**

# **Please Read The Essential Information Before Applying For Study Leave:**

All the information you need to understand the application process is contained on our website, including the guidance, FAQs, School specific essential/desirable lists, and the application form:

* Study Leave webpage: <https://thamesvalley.hee.nhs.uk/resources-information/trainee-information/study-leave-for-doctors/>
* 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**. This should follow the local process for applying for educational approval and time off for study leave activities in your employing Trust.
* Please complete and submit the study leave application form to your Trust Study Leave Officer **BEFORE** you attend the course/exam prep/conference (details found on the last page of the application form).
* Please note that all **international study leave applications** must be approved by our Associate Dean. If approved, we will fund either the Registration Fee’s OR the Travel and Accommodation – whichever is the smaller sum. We also require Educational Supervisors (ES), or Training Programme Directors (TPD) sign off for international applications.
* Claims made without having first applied for time/funding will not be accepted. Any claim should be submitted for payment **within 3 months** of the costs being incurred. Any claims received after this deadline will not be paid.
* **Retrospective applications** cannot be accepted.
* It is your responsibility to ensure the correct teams have received your application in good time, ideally **six weeks prior to the event**, no less than a week prior.
* If the course/activity is on the NHSE approved list for your School/Programme AND the total associated costs (including event fees, travel, and accommodation) **are £700 or less**, then NHSE Thames Valley does not need to be involved in the approval decision.
* If the course/activity is NOT on the NHSE approved list for your School/Programme AND the total associated costs (including event fees, travel, and accommodation) **are over £700** – it is advised that you wait until you have completed the full online approval process (from your Training Programme Director and NHSE Thames Valley) before booking the study leave activity.
* If you pay for a course/activity before the approval process is complete, and the request is declined, you **will not** be reimbursed for any costs incurred.
* Please remember to book your approved study leave with your **rota co-ordinator**.
* Receipts must be submitted for reimbursement of payments.

# **How to apply**

* Please complete the form electronically and return to the Study Leave Officer at your Trust.
* To avoid delays and help us make a quick decision, please complete the form in full and accurately, avoiding abbreviations.

# **Study Leave Application Form**

**Please complete this form in full. Incomplete or illegible forms will be returned to you.**

**This form MUST be submitted a MINIMUM of seven days before the first day of your course to your employer’s Study Leave team.**

**Personal Details**

|  |  |
| --- | --- |
| Personal details | |
| Full name |  |
| Job title / role |  |
| GMC Number |  |
| NHS Trust email address |  |
| Grade (please choose from the drop-down box) | FI / F2 |
| Are you full time or less than full time? | FT / LTFT (If LTFT indicate %): |
| Please complete the following: | Hospital:  School:  Speciality: |
| Are you a GP Trainee?[[1]](#endnote-2)  **GP Trainees in a Hospital Post[[2]](#endnote-3):** | Yes |
| For GP trainees only-please indicate NI number/assignment number: |  |
| Please tick if you have an OXF training number, but you are training outside of Thames Valley[[3]](#endnote-4):  **NHSETV Trainees working outside of Thames Valley:** | Hospital:    School:    Specialty: |

# **Details of study leave**

Please read the study leave policy here - <https://thamesvalley.hee.nhs.uk/resources-information/trainee-information/study-leave-for-doctors/> and indicate if the request comes under **essential** or **desirable** as defined by the policy:

|  |  |
| --- | --- |
| Please indicate your request type:  **(*Delete as appropriate*)** | Essential  Desirable |
| Purpose of Leave: |  |
| Examinations: | Private SL  Appearing for Examination  Exam Preparation Course  Other (Please indicate): |
| How will the funding help you acquire or develop curriculum/PDP capabilities? |  |
| Dates: | From / / To / /  Number of SL days requested \_\_\_\_\_\_\_\_ |
| Venue (or virtual): |  |
| Name of the Course/Event: |  |
| Organiser of the Course/Event: |  |

**Please state all other study leave undertaken during this training year (incl. dates of leave and total costs)**

*Example:*

|  |  |  |
| --- | --- | --- |
| *Basic surgical skills* | *September 2020* | *£800* |

|  |  |  |
| --- | --- | --- |
| **Event Details** | **Date/s** | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Expenses**

Please leave blank only if no funding is requested (F1s cannot apply for expenses).

**For international events, the lower amount of either registration fees or economy flights and accommodation may be reimbursed, not both.**

**Subsistence is not included for international events.**

|  |  |  |
| --- | --- | --- |
|  | **Amount £** | **Has this been agreed with NHSETV / TPD? Please see notes below** |
| Registration fees |  | * If your request is £700 or more, excluding travel and subsistence must be formally reviewed and confirmed by the TPD-please submit correspondence/evidence. * Please confirm the cost in GBP £. |
| Car miles – Total cost @ 30p a mile  Miles: \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Car parking |  |  |
| Train fare |  | Eurostar travel must be preauthorised by england.studyleave.tv@nhs.net |
| Air fare (prior permission not required if within UK) |  | Eire and rest of world must be preauthorised by: england.studyleave.tv@nhs.net |
| Accommodation (up to £150 in central London [City of Westminster or City of London only, and overseas] and up to £120 elsewhere **per night** |  | Valid London postcodes for higher rate are:  NW1, NW8, SW3, SW7, WC1, WC2, W1, W2, W9, W10 EC1 and EC4 |
| Subsistence allowance for course requiring overnight stay (max £15 per day) |  | **NHSE will not reimburse subsistence claims for international courses/events** |
| **TOTAL COST** |  |  |

# **Signatures and declarations**

**Trainee signature and declaration:**

|  |  |
| --- | --- |
| □ I have read NHSE TV’s Study Leave Policy and declare that all the information given on this form is full and correct. | |
| **Signature:** |  |
| **Print Name:** |  |
| **Date:** |  |

**Named clinical or educational supervisor signature and declaration**:

|  |  |
| --- | --- |
| □ I declare that this doctor will be in a training grade post at the time of study leave AND I believe that this educational activity will benefit the doctor to help achieve successful completion of this stage of their training.  This request is to support 'essential' requirements for curriculum attainment for stage of training/ the request would enhance the trainee's development and is an aspiration discussed at the induction meeting with me as part of the PDP (pls delete as appropriate). | |
| **Signature:** |  |
| **Print Name:** |  |
| **Date:** |  |

**Note for trainees** –

Attach an email from your educational supervisor approving your application for study leave, in lieu of your supervisor’s signature on this form, provided your supervisor has made the above affirmations in this email.

# **How to Submit**

Please return your completed form to **the Trust** where you are on payroll.

For **International Events**, please email both your Trust Study Leave Officer and NHSE england.studyleave.tv@nhs.net

***(Details are below)***

|  |  |
| --- | --- |
| **Trust** | **Contact Details** |
| Oxford University Hospitals NHS Foundation Trust  ***Please note****: Psychiatry trainees employed by* ***Oxford Health*** *must send completed study leave forms to the email address shown at the bottom of this table.* | [Studyleave.officer@ouh.nhs.uk](mailto:Studyleave.officer@ouh.nhs.uk)  Education Centre  Oxford Rd  Banbury  OX16 9AL  <http://www.ouh.nhs.uk/education-centres/study-leave/default.aspx> |
| Berkshire Healthcare Foundation Trust | [Jackie.smith@berkshire.nhs.uk](mailto:Jackie.smith@berkshire.nhs.uk) |
| Buckinghamshire NHS Foundation Trust | [bht.studyleaveapplications@nhs.net](mailto:bht.studyleaveapplications@nhs.net) |
| Central and North West London Foundation Trust | [lucyjaynehinks@nhs.net](mailto:lucyjaynehinks@nhs.net) |
| Frimley Park NHS Foundation Trust | [fhft.studyleave.pgmc@nhs.net](mailto:fhft.studyleave.pgmc@nhs.net) |
| Milton Keynes NHS Foundation Trust | For MKUH please send Study Leave applications to -  [studyleave.requests@mkuh.nhs.uk](mailto:studyleave.requests@mkuh.nhs.uk)  To claim your Study Leave expenses, you must access the new Expense System.    HR Service Desk are able to guide and assist colleagues.  [hrservicedesk@mkuh.nhs.uk](mailto:hrservicedesk@mkuh.nhs.uk)  [studyleave.requests@mkuh.nhs.uk](mailto:studyleave.requests@mkuh.nhs.uk) |
| Royal Berkshire NHS Foundation Trust | [MedicalEducationEnquiries@royalberkshire.nhs.uk](mailto:MedicalEducationEnquiries@royalberkshire.nhs.uk)  0118 322 7831 |
| Oxford Health NHS Foundation Trust  *(Psychiatry Trainees only)* | [medicalstaffing@oxfordhealth.nhs.uk](mailto:medicalstaffing@oxfordhealth.nhs.uk)  Tel: 01865 902701 |
| Hertfordshire Partnership University NHS Foundation Trust | [hpft.medicaleducation@nhs.net](mailto:hpft.medicaleducation@nhs.net) |

1. Please follow the GP School Study Leave process - <http://www.oxforddeanery.nhs.uk/specialty_schools/school_general_practice/courses.aspx> [↑](#endnote-ref-2)
2. Please follow all guidance in the policy and submit your applications and expense claims to your local Trust based study leave officer as noted above.

   Expense claims will be reviewed and verified by the Trust, who will then send them to NHSE TV to be forwarded to St Helens and Knowsley Teaching Hospitals NHS Trust (StHK) (GP Lead Employer) for payment in your salary.

   Please note that StHK require your National Insurance or Assignment number in order to process your payment. If you do not provide this, your claim will not be paid.

   Please do not submit applications or claims directly to StHK. [↑](#endnote-ref-3)
3. Trainees who work in another region but hold an OXF training number are entitled to funds for study budget, but you must use the NHSETV application form and get your TPD in NHSETV to sign it prior to submitting to your host Trust.

   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. [↑](#endnote-ref-4)