

Guide to Study Leave Allowance for Dental Core and Specialty Trainees undertaking training in Thames Valley and Wessex

Terms and Conditions

1. Study leave must be used for the purpose for which it is granted.
2. Study leave includes but it is not restricted to participation in:
 - Courses/educational activities approved by HEE Thames Valley & Wessex and listed on the HEE website at this link:
http://www.oxforddeanery.nhs.uk/dental_school/dental_study_leave.aspx
 - One examination preparation course only
 - Attending conference for educational benefits
 - Rostered training events
3. Attending employer statutory and mandatory training (including any local departmental training/study days) is not counted as study leave.
4. All requests for study leave will be properly considered by HEE Thames Valley & Wessex. Any grant of study leave will be subject to the need to maintain NHS services.
5. Study leave up to a limit 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 the 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.

Table 1 – Study leave allowance for Dental Core and Dental Specialty Trainees

Grade	Days per annum/amount per year pro rata (to include HEE TV&W regular scheduled teaching/training sessions)
Dental Core & Dental Specialty Trainees	30

6. 30 days of study leave for Dental Core and Dental Specialty Trainees will include the following:
- Periods of regular scheduled teaching/training sessions (Core Trainees to apply via the Dental Administrator; Specialty Trainees to submit a list of sessions attended monthly). Travel expenses can only be claimed for the teaching/training sessions being held outside the place of work.

With approval from the Educational Supervisor and service manager, study leave will include:

- Undertaking an approved external course and travel expenses associated with this course
- Periods of sitting (or preparing – maximum of 5 days study leave) for an examination for a higher qualification where it is a requirement of the curriculum, and travel expenses.

Request for such leave will be viewed positively in most circumstances, with a view of ensuring that the needs of service delivery can be safely met.

7. Where a Dentist working less than full time 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.
8. Where a Dentist 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.

How can I access study leave and funding?

Discuss study leave plans with your Educational Supervisor AND Training Programme Director

Make sure you confirm the time off required for study leave with the rota co-ordinator in accordance with local timescale processes

If the course/educational activity is not on the list of the approved courses published on the Dental School website at this link: http://www.oxforddeanery.nhs.uk/dental_school/dental_study_leave.aspx an additional signature of Dental Associate Dean responsible for Dental Core and Dental Specialty Training is required



YES



NO

The relevant HEE Education Programme Coordinator (Core or Specialty) must receive your signed application 6 weeks before the course is due to take place
Retrospectively submitted applications will be REJECTED

Submit study leave application to your Educational Supervisor with confirmation that the time off has departmental approval and is compatible with your agreed personalised work schedule
Retrospectively submitted applications will be REJECTED

Your Educational Supervisor will review the application against curriculum requirements, personalised work schedule and your personal development plan

Your application should be signed off by your Educational Supervisor, Training Programme Director AND submitted to the relevant HEE Education Programme Coordinator (Core or Specialty) for REVIEW



Once approved by ES, TPD, HEE Administrator and Dental Associate Dean (if required) you can undertake your educational course



If your application is not approved, you may discuss future study leave plans with your Training Programme Director

Scanned copies of expenses claim and original receipts should be submitted to the relevant HEE Administrator (Core or Specialty) within 3 months of the course/educational activity taking place. The originals should be sent to payroll for reimbursement

Trainees based in hospitals will be reimbursed through the salary
Trainees based in dental practices will be reimbursed via BACS

What are my responsibilities?

Dental Trainee

- Discuss personal development plan and educational activities with Educational Supervisor (ES), Training Programme Director (TPD), and with Associate Dean (AD).
- Review and personalise the work schedule for your post
- Complete learning agreement with your ES
- Ensure approval for time off your rota is obtained in accordance with local timescale processes
- Make sure any study leave is compatible with your agreed personalised work schedule
- Obtain relevant approvals and signatures before you submit your application to the relevant HEE Education Programme Coordinator
- Book course/activity
- Update your e-Portfolio with evidence of attendance after event
- Submit copies of receipts and evidence of completion of the course to the relevant HEE Education Programme Coordinator for processing
- Submit relevant expense claim form, original receipts and evidence of completion of the course to your Trust payroll department for processing via payroll.

Educational Supervisor

- Discuss personal development and study leave plans with trainee
- Clarify appropriate courses/educational activities to support curriculum attainment
- Authorise study leave in timely manner

Training Programme Director

- Authorise study leave in a timely manner or discuss reasons for rejection with Trainee and ES and notify the trainee

Study budgets DO cover

- ✓ Courses/education activities to support you achieving the curriculum
- ✓ One course to help you prepare for a relevant postgraduate exam
- ✓ Discretionary courses that add value to you individually and support the wider system

Study budgets DO NOT cover

- ✗ Royal College membership and e-Portfolio fees
- ✗ Postgraduate exam fees
- ✗ Any statutory and mandatory training required to fulfil your clinical role

Accessing 'aspirational funding'

Discretionary study budget is now available to dental trainees for courses/activities which add value to the individual and support the wider system. If you plan to apply for this, discuss early with your ES/TPD and ensure you are progressing as expected for a trainee at your level and grade to support your application.

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