Commissioning excellent education

Appendix 2

NHS England

Study Leave Application Process Flowchart for **UK courses** only

Step 1

CHECK YOUR TRUST POLICY BEFORE applying for study leave. Review the Course List for your speciality and verify it is on the course list. The course you wish to attend should either be required as CAT 1 or on your PDP for CAT 2 and 3 courses. Discuss your study leave needs at the start of your placement with your ES or TPD

Course not on the course list

Step 1a

If the course is not on the course list, please refer to the Study Leave Guidance under "Funding for Courses"

Step 2

On Course List

Confirm the time off required for study leave with the rota co-ordinator in accordance with timescale processes (recommended minimum of 6 weeks in advance)

Step 3

In accordance with your Trust policy submit your study leave application with confirmation the ES/ TPD has approved the request and there is departmental approval which will not affect the agreed work schedule.

Step 4

Your Trust Study Leave office will review the application against the study leave criteria and will approve or reject the application**. Trust will request approval for over £1000 from NHSE SW**

Approved by Trust

Not Approved by Trust

Step 4a

Request Ends

PG DiT to amend application or provide further details

Not approved by NHSE SW

Step 4a

Application rejected for over £1000

The Trust informs the PG DiT. Claim ends.

Approved by NHSE SW

Step 4a

Trust will process request

Step 5

Once approved you can book your educational course – make sure you keep all receipts.

Step 6

Submit expense claim to the employing NHS Trust in accordance with Trust policy (although normally within 6 weeks of having attended the course). Claims for funding MUST be no later than 3 months after having attended the course. Please provide proof of attendance and receipts. Claims will be rejected for payment if later than 3 months. Retrospective requests or claims for funding without approval will not be reimbursed.

Step 7

Payment will be made to the trainee via the Trust payroll and reimbursement policy.

PG DiTs are able to appeal the process and it was not followed fairly and consistently. (See NHSE SW Study Leave Guidance for further information).