



Study Leave Trainees communication

Dear Trainees

We are writing with regards to the upcoming changes to Study Leave agreed by HEE from 1st April 2018.

As you will be aware the way that HEE manages Study Leave is changing due to feedback from trainees as part of the initiative 'Enhancing Junior Doctors' Working Lives'. HEE will be managing the Study Leave budget centrally through its local offices to improve study leave access, educational training and funding support for trainees. These reforms exclude public health trainees and GP and dental trainees in practice as they have separate arrangements outside of tariff. For London and KSS this will be managed via the Health Education Team (HET), working with your trusts, training programme directors and Heads of School.

In preparation for these upcoming changes we will have the following information available for all to view or download from PSP from early next week at <https://lasepgmdsupport.hee.nhs.uk/support/home#8>:

1. Trainee Study Leave Guide – this is a national HEE document which summarises the reasons for the upcoming changes and how this will affect you.
2. Study Leave Funding – principles for Approving Educational Activities
3. Recommendations for Study Leave for London & KSS to supplement the principles
4. FAQs – on PSP there is a list of FAQs that have been collated with the help of the trainee representatives for Study Leave – we hope that this will answer the majority of your questions but please do submit a query if you have any further questions about the new process.
5. Study Leave Flow Chart – this is a simple flow chart showing you the steps that need to be followed when applying for Study Leave. If you wish to apply for funding for study leave for events that are not contained in the approved lists, you will need to discuss and gain approval for the time away from the Trust via your educational supervisor. You will also need to seek approval of this event through your training programme director, who will approve that the course is relevant to your training or professional development. The Head of Speciality School will confirm whether financial support is available for this event. You should not assume that funding will be available

until you have received confirmation from HET. This then needs to go to the Head of School for financial approval at which point HET will confirm to trainee, trust and yourselves that this will be supported.

6. 3 Levels of courses – this document explains the 3 levels of courses: Curriculum Mandated, Curriculum Optional and Aspirational.

7. LASE Study Leave lists. These detail the courses that are marked as “Curriculum Mandated” and “Curriculum Optional” for your specialty. Please note curriculum optional lists contain a variety of examples of courses that may be attended, it is not intended to be exhaustive and there is no expectation that you have to attend all of the curriculum optional events listed. The lists act as a guide to assist your planning and professional development throughout the duration of your training programme. These lists have been compiled by Heads of Schools and Training Programme directors with oversight and approval of the Post Graduate Deans. These will be refined and enhanced over the coming year aiming for National HEE alignment for mandatory requirements. As we develop greater understanding of courses attended we will use this information to determine where we can get optimal training and best value for trainees for future years.

Please note that if you have applied and had your Study Leave approved before the 1st April 2018 for a course that you are attending after the 1st April 2018, this will be honoured and you can claim reimbursement for these expenses via your Trust.

If you have any further questions after having read the documentation provided, please submit a query via PSP and a member of the team will be in touch to discuss this with you in due course or alternatively raise these with your trainee representatives so that these are fed back through your TPDs. Study leave in the main remains for you to discuss with your educational supervisor and being paid via your trust as now. We thank you for your support with this change, which will simplify access to study leave for trainees who frequently rotate and those specialties that have a particularly expensive course requirement in a particular year that would have exceeded the previous limit.

Best Wishes

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