

The Hillingdon Hospitals NHS Foundation Trust
APPLICATION FOR PROFESSIONAL STUDY LEAVE - MEDICAL AND DENTAL STAFF

(To be submitted to the Medical Education Centre 6 weeks prior to leave dates)

Consultants are reminded that all sponsorship over the value of £25 needs to be recorded in the "RECORD OF INTERESTS" book held by Chief Executives Office.

TITLE (ie Mr/Miss/Dr/Prof.)

FIRSTNAME SURNAME

GMC No. EMAIL ADDRESS

DATE COMMENCED AT HILLINGDON

DATE DUE TO LEAVE TRUST (this **MUST** be completed)

GRADE SPECIALITY/PROGRAMME/DEPT

DATE of course/conference Number of days requested

NAME of course/conference

COURSE LOCATION

DOCTORS IN A TRAINING POST IS THIS COURSE: **ESSENTIAL / SUPPORTING** *form will be returned if incomplete.*

**** CODE:** (THIS MUST BE COMPLETED) *form will be returned if incomplete.*

**** Essential & Supporting codes can be found here:** <https://lasepgmdsupport.hee.nhs.uk/support/home>

Discretionary Codes will be issued by NHS England only after pre-approval by both TPD and HOS, thus requests for discretionary approval must be sought sufficiently well in advance; discretionary courses and associated travel and accommodation should not be booked until the discretionary code has been obtained. Claims without a valid code will not be reimbursed.

**** DISCRETIONARY CODE:** (Please attach confirmation email from NHS England)

PRIVATE STUDY Examination dates and number of previous attempts:

..... (THIS MUST BE COMPLETED)

EXPENSES INVOLVED

Course/Conference Fee: Travel: - Car Mileage

Subsistence (meals, accommodation) Public Transport

Please state if study leave expenses are being paid by sponsorship or from other sources **YES/NO**

Please state amount sponsored £

APPLICANTS SIGNATURE **DATE**

By signing this application I declare that my Trust mandatory training is complete.

ES/CS/CD/CONSULTANTS SIGNATURE **DATE**

APPROVAL SECTION Approval must be obtained **before** attendance.

Number of days: Course/Conference Fee of:

Travel Expenses at Public Transport Rate.

Subsistence allowance - in accordance with conditions of service.

Grant of:.....towards expenses

Signed By Director of Medical Education/MEM..... Date:.....

All relevant receipts, completed mileage/travel & subsistence with proof of attendance must be uploaded to EASY within 3 months of attendance. Approved expenses are paid monthly directly by Payroll.

FOR EDUCATION CENTRE USE:

AUTHORISED REIMBURSEMENT:

Study Leave Information/ Procedure

DIRECTOR of MEDICAL EDUCATION: Ms Jacqueline Waterman

GENERAL INFORMATION:

- **ALL Study Leave requests must be authorised and approved before attending courses or costs/leave will not be granted.**
- **All Trust Mandatory Training must be completed and up-to date.**
- **Incomplete forms will be returned for completion which may cause delay in authorisation and/or reimbursement.**
- **Reimbursement claims must be uploaded to EASY within 3 months of attendance of course/conference as per Trust and NHS England guidelines.**
- Private Study should be taken as near to the Exam date as possible. 5 days Private Study leave may be taken for each exam.
- Exam fees are over and above this allocation. Exam costs are met by the doctor.

NHS England will support one exam preparation course for each component part of any given exam sitting. (For instance, if the exam consists of separate written and viva/OSCE then NHS England will fund a course towards the written and one towards the OSCE/viva). Applications for more than one course per component of any given exam sitting must be justified to be of educational benefit, and any additional courses will be subject to discretionary approval by the Training Programme Director and the Head of School.

If you are unsuccessful in any part of an exam and you wish to repeat a similar course for a subsequent sitting of the exam, then you should apply for discretionary funding for subsequent courses. This is to ensure that you are receiving the correct support from your TPD and your Head of School confirming available budgets.

- Study Leave application forms are available from the Medical Education Centre and Trust Intranet.
- Proof of attendance and receipts must accompany all reimbursement claims input on EASY.
- Conference/Course costs are paid by the individual doctor and reclaimed after attending the course. Proof of attendance and expenses must be provided, including travel costs if applicable.

DOCTORS IN TRAINING POSTS

Please ensure that your request forms part of the NHS England approved course list before submitting your form to the Medical Education department. Forms must be approved by ES/CS before submission. Complete the form stating that your request is either an Essential or Supporting request. You will need to complete Discretionary requests on the NHS England (HEE) portal after discussing with ES & TPD and before completing the request form. *Essential, Supporting and Discretionary codes must be included on forms before they are submitted to the Medical Education department.*

CONSULTANTS

Consultants should have their study leave form countersigned by Clinical Lead or Assistant Clinical Lead.

Clinical Leads must have their study leave form countersigned by the Medical Director (CMO).

PROCEDURE:

- Complete the Study Leave request form giving all information before attending course/conference.
- Consultant/ES/CS/clinical lead must authorise the study leave request form before forwarding to the medical education department for approval.
- ***The ONUS is on the doctor to upload proof of attendance and receipts to EASY once they have attended the course within the given timescale.***

Queries regarding the use and access of EASY should be directed to: thh.expenses@nhs.net