**All Study Leave:**

Discuss early with your Clinical/Educational Supervisor on suitability and pre-authorisation of course/leave etc and provide enough notice, recommended minimum = 6 weeks but this depends on whether department can accommodate you

Make PDP entry (SMART) on why this leave/course benefits you etc

Full guidance: https://heeoe.hee.nhs.uk/sites/default/files/gp\_study\_leave\_application\_claim\_process\_flowchart\_eoe\_1819.pdf

**Curriculum Requirements (Under £600)** eg, :

Certificate of competence in CPR and AED

Communication Skills

Safeguarding Children

Out of hours training

Part A of the Study Leave Application & Claim Form and get it signed by Educational Supervisor.

**Curriculum Requirements (Over £600)**

If a trainee wishes to undertake an activity linked to one of the curriculum requirements and it is over £600, then they will need to complete Part B of the Study Leave Application & Claim Form and get it signed by their TPD.

Courses will not usually be considered for funding if there are local/regional provisions in place to cover a similar course

**Aspirational Activities (includes everything else)**

Exam prep courses will need special discussion and pre-authorisation with TPD

Trainees will still use the Study Leave Application & Claim Form but complete the Aspirational Activity section

in Part B, these activities will require TPD sign off.

Courses will not usually be considered for funding if there are local/regional provisions in place to cover a similar course