

Aspirational Study Leave


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Link to the current policy

- ▶ <https://heeo.ee.nhs.uk/faculty-educators/study-leave/study-leave-policy>

Contents

- ▶ Curriculum requirements
 - ▶ Study leave allowance
 - ▶ Locally available courses
 - ▶ ST1 –ST5
 - ▶ Aspirational study leave for SITM's
 - ▶ Examination study leave
 - ▶ International study leave
 - ▶ Q & A
- 

	Stage One		Stage Two			Stage Three	
	ST1	ST2	ST3	ST4	ST5	ST6	ST7
Curriculum progression	CiP progress appropriate to ST1 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST2 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST3 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST4 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST5 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST6 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST7 as per the CiP guides and matrix of entrustability levels.
Examinations		MRCOG Part 1			MRCOG Part 2 MRCOG Part 3		
At least 3 summative OSATS (<i>unless otherwise specified</i>) confirming competence by more than one assessor. At least one OSATS confirming competence should be supervised by a consultant (can be achieved prior to the specified year)	Cervical smear	caesarean section (basic) ^a Non-rotational assisted vaginal delivery (ventouse) Non-rotational assisted vaginal delivery (forceps) Perineal repair Surgical management of miscarriage/surgical termination of pregnancy <16 weeks Insertion / removal of IUS or IUCD Endometrial biopsy	Manual removal of the placenta Transabdominal ultrasound of early pregnancy Transabdominal ultrasound of late pregnancy	Hysteroscopy Diagnostic laparoscopy 3 rd degree perineal repair Vulval biopsy	Simple operative laparoscopy (laparoscopic sterilisation or simple adnexal surgery e.g. adhesiolysis/ ovarian drilling) Caesarean section (intermediate) ^a Rotational assisted vaginal delivery (any method) SITM specific Subspecialty training specific (if applicable)	SITM specific Subspecialty training specific	Caesarean section (complex) ^a Laparoscopic management of ectopic pregnancy Ovarian cystectomy (open or laparoscopic) Surgical management of PPH ^a Surgical evacuation of uterus > 16 weeks (Obstetrics [†]) SITM specific Subspecialty training specific
Formative OSATS	Optional but encouraged						
Mini-CEX	✓	✓	✓	✓	✓	✓	✓

CBD	✓	✓	✓	✓	✓	✓	✓
Reflective practice	✓	✓	✓	✓	✓	✓	✓
NOTSS	✓	✓	✓	✓	✓	✓	✓
Training and Evaluation Form (TEF)	TEF completed annually						
Team Observation Forms (TO1 & TO2)	Two separate TO1's and TO2's required annually.						
Recommended courses / required objectives	Basic Practical Skills in Obstetrics and Gynaecology	Basic ultrasound 3rd degree tear course	Obstetric simulation course – ROBUST or equivalent		SITM course	SITM course	SITM course
	CTG training (usually eLearning package) and other local mandatory training Obstetric simulation course (e.g. PROMPT/ ALSO/other)	Specific courses required as per curriculum to be able to complete basic competencies Resilience course e.g. STEP-UP				Leadership and Management course	Leadership and Management course
	The above competencies may be achieved by attending recommended courses or by demonstrating to the ARCP panel that content and learning outcomes have been achieved using alternative evidence.				The above competencies may be achieved by attending recommended courses or by demonstrating to the ARCP panel that content and learning outcomes have been achieved using alternative evidence.		

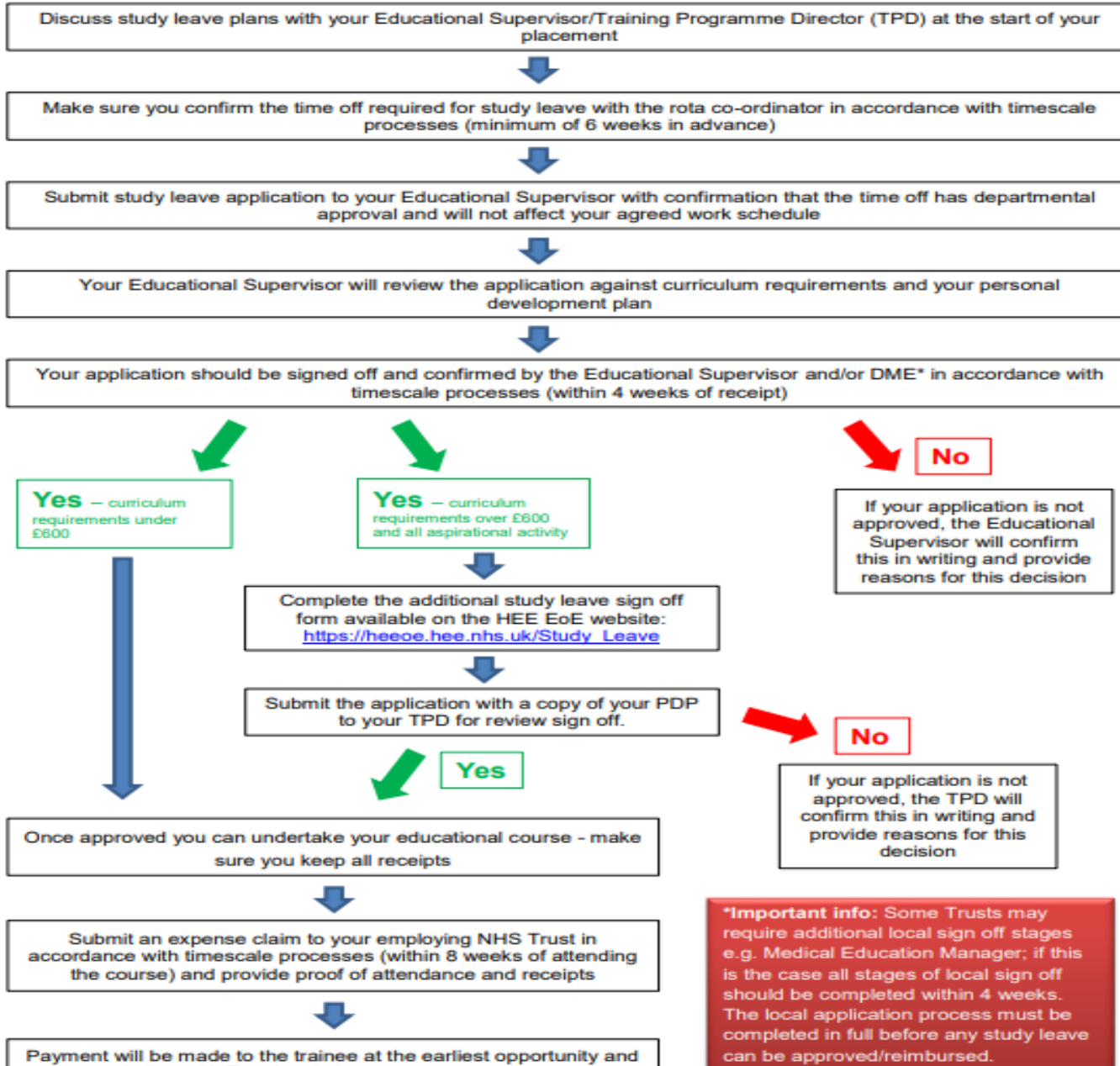
Study days allowance

Grade	Days per Annum
Foundation Year 1	15 days
All other trainees	30 Days



Study Leave Application Process

Flowchart

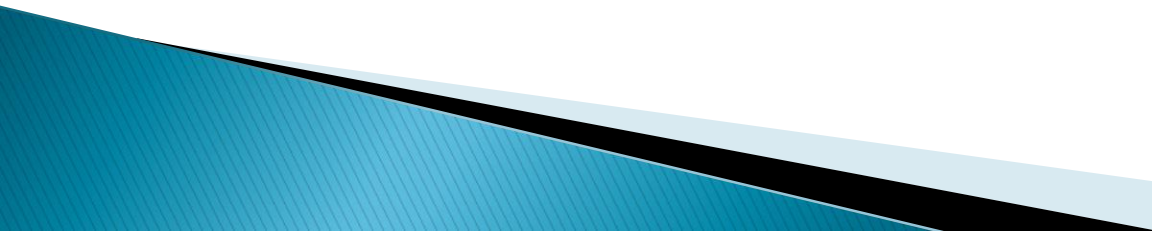


***Important info:** Some Trusts may require additional local sign off stages e.g. Medical Education Manager; if this is the case all stages of local sign off should be completed within 4 weeks. The local application process must be completed in full before any study leave can be approved/reimbursed.

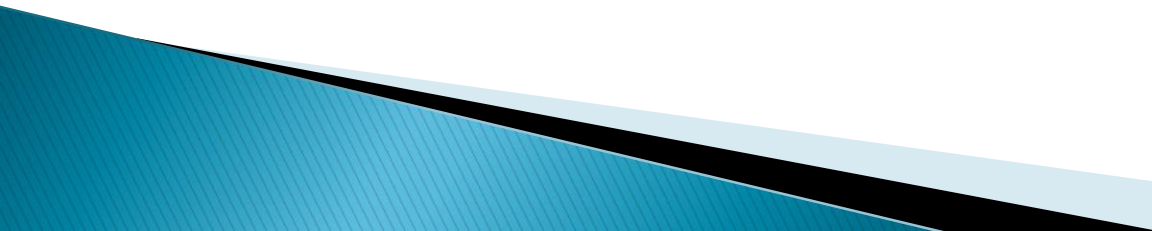
Prerequisites for applying for Study Leave

- ▶ curriculum requirements (up to £600)
 - ▶ These are activities that have been explicitly identified as requirements of the trainee's specialty's curriculum and/or ARCP decision aid
 - ▶ Activities can be signed off at Trust level provided the total cost (including the costs of the activity, travel and subsistence) is £600 or less
 - ▶ The costs of examination fees, although they are curriculum requirements, must be paid for by the trainee and will not be reimbursed from the study leave budget
- ▶ aspirational activity (> £600)
 - ▶ These are activities that are not explicitly identified as requirements of the trainee's specialty's curriculum and/or ARCP decision aid but may help the trainee complete parts of the curriculum and/or develop their career
 - ▶ It is essential that any aspirational activity is included in the trainee's PDP
 - ▶ Ideal to apply for locally available courses
 - ▶ Applications always require additional sign off from the TPD (or Head of School if TPD is unavailable)
 - ▶ Supporting statement from the trainee/ ES
 - ▶ Outcome 1 or 6 if in the last year of training
 - ▶ Aspirational activities should be in-line with the current level of training for that trainee


Prerequisites for applying for Study Leave

- ▶ Less than full time (LTFT) and academic trainees have equitable access to study leave funding
 - ▶ Study leave enabling trainees to achieve their curriculum outcomes
 - ▶ Consideration of discretionary study leave that is career enhancing activity or that adds value to the individual and/or supports the wider system
 - ▶ Attendance at courses/conferences should be taken as close to the base of the individual as possible (please book for courses within the deanery)
 - ▶ Trainee needs to follow the local processes for applying the study leave
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Prerequisites for applying for Study Leave

- ▶ Educational supervisor plays a key role
 - ▶ The support required to achieve curriculum outcomes should be discussed and agreed by the individual and supervisor
 - ▶ The activity should meet the educational needs of the individual
 - ▶ It should be clear how educational activity will support achievement of curriculum outcomes and how the activity will help the individual to improve the care they are able to provide to patients or related activities
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Prerequisites for applying for Study Leave

- ▶ Not eligible to apply when OOP
 - ▶ Not eligible to apply during period of grace
 - ▶ Study leave would not usually be permitted during periods of sick leave ('SuppoRTT')
 - ▶ National emergencies
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Prerequisites for applying for Study Leave

Study leave for exams:

1. one private preparation course per attempt at a part of an exam would usually be funded for up to three attempts per part of the exam
2. The funding offered per attempt will usually include relevant travel, accommodation, and subsistence costs plus up to a maximum of £750 for course fees. The one funded course can be either face to face or virtual (including question banks). Where a course provider runs separate courses for different sections of a part of an exam, only one of these courses will usually be funded.

Overnight allowance

Allowance	Cost
Overnight allowance (commercial – e.g. B&B/Hotel)	<p>For overnight accommodation within London, the overnight rate should not exceed £150 per night</p> <p>For overnight accommodation outside of London, the overnight rate should not exceed £120 per night</p>

International Aspirational Study leave

- ▶ Please submit it to the Dean's office
 - ▶ Generally only once during the whole training
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Aspiration leave for SITM's

- ▶ Please submit this to Mr Ilias Giarenis (Ilias.giarenis@nnuh.nhs.uk)

Summarise

- ▶ Try and apply to the locally/ regionally available courses
- ▶ Please apply well in advance (minimum 6 weeks)
- ▶ Please discuss with your ES and provide a supporting statement
- ▶ Please do not claim retrospectively
- ▶ Please follow your local study leave policies with regards to procuring study leave
- ▶ Use your funds judiciously
- ▶ Please chose courses as per curriculum requirements and also as per your PDP/ SITM requirements

Thank you

