

GP Study Leave Approval – East of England

Guidance for GP Trainees, Educational Supervisors & TPDs

Study leave funding has moved away from a notional individual annual allocation of study leave funding, to implement a system that incorporates equity of access for all trainees, in accordance with [‘Enhancing Junior Doctors Working Lives’](#).

GP trainees are referred to the HEE EoE policy for study leave available [here](#) for the overall principles.

As a reminder, the overall study budget is finite. Trainees, Educational Supervisors (ES) and Training Programme Directors (TPD) are reminded to act sensibly and professionally when requesting and approving funding. Funding must be distributed equitably and effectively.

In addition, there must be adherence to local trust and practice processes related to study leave approval. Trainees must follow local guidance and processes around requesting time off to attend study leave activities.

A flowchart outlining the process and Study Leave Application & Claim Form can be found [here](#).

Individual GP Study Leave requests are now split into three areas:

- Curriculum Requirements (Under £600 per activity) – Requires ES Sign off
- Curriculum Requirements (Over £600 per activity) – Requires TPD Sign off
- Aspirational Activities (To include Exam Preparation Courses) – Requires TPD Sign off

Curriculum Requirements (Under £600)

- An up to date list of GP Curriculum Requirements can be found [here](#).
- If a Trainee wishes to attend an activity linked to one of the identified curriculum requirements and it is under £600, then they will need to complete Part A of the Study Leave Application & Claim Form and get it signed by their Educational Supervisor prior to course/activity.

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 prior to course/activity.

Aspirational Activities

Aspirational activities are activities that are not explicitly stated in the curriculum requirements list above but will nevertheless help the trainee complete part of their curriculum.

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.

Overseas

Study leave applications for overseas activity must be approved by the East of England PGD or the nominated deputy. It is the trainee’s responsibility to ensure the application is submitted to studyleave.eoe@hee.nhs.uk for review a minimum of 6 weeks prior to the intended date of attendance. Trainees will need to select the ‘overseas activity’ option on the form.

TPD Guidance

TPDs must consider the following before any application is approved:

- The activity must be good value for money; for example, if similar outcomes can be achieved within local or regional programmes or cheaper external courses, applications for external courses must not be approved.
- The activity must have been included in the trainee's PDP. If a trainee has said it is when it isn't, this would be a probity issue.

Aspirational Activity – Exam Preparation Courses

The following is a list of activities that may be considered for approval for all GP trainees:

- AKT Preparation Course (Maximum 1 per trainee)
- CSA Preparation Course (Maximum 1 per trainee)
- GP Update Course (Maximum 1 per trainee)

Please be aware we do not provide funding for examinations, books, podcasts & audiobooks.

Aspirational Activity

The following is a list of activities that may be considered for approval:

- Urgent and Unscheduled Care
- Women's Health
- Minor Surgery and Joint Injections
- Palliative Care
- ENT
- Ophthalmology
- Dermatology
- Mental Health
- Medical Education and Leadership
- Paediatrics
- Prescribing
- Practice Management
- Care of the Elderly

This list is not exhaustive, equally a TPD does not have to approve a request just because it is listed above. They should consider all of the TPD guidance above and decide whether the request will help the trainee achieve their overall competencies.

There is the possibility of 'partial funding' for an activity, for example, to fund part or all of the course fees, but not travel, subsistence or accommodation. There is a section on the form to record this.

Additional Guidance

- If a TPD requires additional advice about any of the above, they are encouraged to contact their Associate Dean or the Head of School.
- If a large number of trainees are applying for the same or similar courses, the TPD should consider developing a local or regional course which delivers the same training at a lower cost. The TPD can contact the Head of School to discuss this further.