Service Delivery Standards

The Management and Administration of Postgraduate Medical Education

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| Service | Study Leave  |
| Author | Education Centre  |
| Provider | Trust  |
| Period | 1 August 2014 – 1 August 2015  |

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| 1. Aims and Expected Outcomes  |
| **Aim**The aim of the service is to provide management /administrative support for study leave process for training grade doctors. Includes processing of applications for approval by DME or equivalent local title) or by nominated officer/deputy, processing of reimbursement claims, maintenance of records of leave taken and amounts of reimbursement**Expected Outcomes** * Compliance with the HEEoE’s Policies and Procedures
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* Record of leave taken (date, location, details of course/conference/examination etc.) for individual trainee including private study leave
* Record of overall expenditure against study leave budget
* Record of amounts reimbursed to each trainee within individual allocation
* Trainees will be expected to have attended local teaching and completed mandatory training to be eligible to apply for external study leave.
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| 2. Service Delivery  |
| Requirements are as follows: **Administration of applications for study leave** * Applications for study leave are approved by DME (or equivalent local title) or by nominated officer/deputy
* Prospective applications only; retrospective applications not allowed
* Ensuring applications fall within study leave guidelines & identifying exceptions
* Provision of advice to trainees
* Individual records against
	+ Allocation of days
	+ Funding allocation/claims

**Administration of applications for reimbursement*** ONLY for prospectively approved periods of study leave. NOT for any retrospective applications
* Record of amount claimed by an individual for each period of leave taken
* Record of overall amount approved from study leave budget
* Processing the claim, ensuring all amounts are within allowed allocations and supported by receipts
* Then according to individual Trust procedures with respect to submission to Payroll for reimbursement

**Applications from GP Specialty Registrars**In secondary care posts there are two aspects for the study leave processApproval to take study leave is approved in the usual manner, i.e. prospectively and approval for absence granted by DME as per other training grade posts in secondary care. Records of leave taken (days, location etc.) maintained in Medical Education Department,Claims for study leave expenses, within an individual’s allocation, will be processed through the Lead Employer (Southend). Exact process for this still to be confirmed. |
| 3. Quality and Performance Standards  |
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| Key Performance Indicator (KPI)  |
| All study leave applications to be received in MDE 6 weeks before start of study leave period |
| All applications for reimbursement to be submitted by the trainee within 2 months of the period of approved study leave being taken |
| Maintenance of:* All applications received by an individual trainee and outcome (e.g. +/- approved)
* All approved claims by an individual trainee
* Overall study leave expenditure for training grade doctors
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| 4. Activity  |
| Performance Management Requirements Providers to ensure that relevant systems are in place to enable data to be provided to HEEoE on a regular basis, as outlined below:**Applications by an individual trainee and outcomes****Individual approved expenditure claims****Overall approved expenditure claims** |
| 5. Reviews |
| Review Type | Frequency  |
| LDA  | Annual Review |
| Quality Monitoring Visits  | Trust and School Visits (Various) |