STUDY LEAVE NOTES

Study leave enables trainees to direct their own learning, meet their educational needs as set out in their personal development plan and cover the wide range of knowledge and skills required by the RCGP curriculum.

These guidance notes should be read in conjunction with the Study Leave Policy.

Study Leave

As a GP trainee you have an annual study leave entitlement of 30 days including the half day release and a maximum budget of £600 per year of full-time training. Part-time trainees are entitled to study leave and a study leave budget on a pro-rata basis.

Application Process during hospital based posts

While working in a hospital post you will have to follow the local trust's procedure to apply for study leave using the trust's application form. The course will need approval from the DME or Clinical Supervisor.

Application Process during practice based posts

The study time out should be approved by the practice manager to fit in with clinical rotas and the course approved by your Educational Supervisor.

For all GP Trainees:

After the study leave has been taken you will need to complete and sign the GP Study Leave and Expenses Claim Form and send it with the receipts, certificate of attendance and copy of the approval from the Medical Education Department (if you are in a hospital post) or from your GP Practice in order to claim reimbursement and forward to:

gp.trainees@southend.nhs.uk

or send it to GP Trainee Team, Education Centre, Southend University Hospital NHS Foundation Trust, Prittlewell Chase, Westcliff-on-Sea, SS0 0RY.

Please note that you must submit your expenses within one month of the course. Claims will only be paid up to a maximum of three months from the date of the course and must relate to the current financial year. Any claims outside these dates will not be paid.

If you have any queries please contact:

gp.trainees@southend.nhs.uk