

## Public Health Specialty Training Programme Study Leave Policy, revised April 2019

This policy replaces and supercedes the previous policy (<http://heeoee.hee.nhs.uk/node/1869>).

This policy provides guidance to registrars in public health on required and optional study leave, funding and time allowances. It applies specifically to public health registrars and has been written with reference to the 2018 HEE East Study Leave policy (<https://heeoee.hee.nhs.uk/node/4861>). Study leave is granted in accordance with both overall training programme requirements and individual educational objectives. Educational objectives are agreed annually by the registrar and educational supervisor and regularly reviewed, and relate to the training curriculum and phase of training.

### How to apply for study leave

All study leave should be formally applied for at least four weeks in advance, so that the employer can accurately record study leave taken. The only exceptions to this are for the MPhil course and the group Part A revision study groups ('cohort learning') organised by the School of Public Health. Retrospective requests (ie for leave already taken) will not be considered in any circumstances. The steps for the registrar to follow are:

1. Discuss and agree each application for study leave with their clinical supervisor
2. Complete the lead employer form (<http://heeoee.hee.nhs.uk/node/1869>) and send it to their educational supervisor for discussion and agreement.

If the educational supervisor approves the leave they will type in their name and email the form to the HEE Programme Administrator (Hannah Gunn) at [hannah.gunn@phe.gov.uk](mailto:hannah.gunn@phe.gov.uk).

### Monitoring and dissemination of study leave

Registrars are required to keep a record of their study leave and submit this annually to ARCP. Registrars should aim to disseminate their learning through e-mail to colleagues or presentation at PHREE events or similar.

### Study leave funding allowance

Due to the nature of the public health training programme, the funding for study leave varies according to the stage of training. For registrars working less than full time (LTFT) the allowance for each stage of training and the overall total is the same as for full time trainees, and a spend up to the full annual amount below is allowed in any 12 month period without pro rata reduction as long as the total for each FTE year of training (which will be longer than 12 months by definition) does not exceed the full annual amount. Study leave funding covers the cost of courses, travel at public transport rates and associated accommodation. It cannot be used to cover the costs of child care. Attendance at training programme events must count as study time but the cost of travel will not be deducted from the annual allowance. Study leave funding limits for public health registrars are as follows:

ST1 £0 (plus MPhil and associated travel at Public Transport Rate)

ST2 £350 (plus regional training programme and associated travel)

ST3 £350 (plus regional training programme and associated travel)

ST4 £650 (plus regional training programme and associated travel)

ST5 £650 (plus regional training programme and associated travel)

Requests for funding over these limits will not normally be approved, and should be made directly to the Training Programme Director for North or South Zone (TPD) after discussion with and support from the educational supervisor. HEE suggests that registrars self-fund expensive courses in part or in full if the HEE study leave budget is not sufficient to cover the full cost of the course and associated expenses. Registrars must still apply for self-funded study leave. Registrars failing to attend a pre-booked regionally funded event without prior notice may have the costs deducted from their annual allowance, including accommodation and meals if relevant. Registrars unable to attend a study event should notify their educational supervisor and the TPD.

## **Academic trainees**

Academic Clinical Fellows and Clinical Lecturers (academic trainees) are entitled to the standard study leave budget set out in this policy. All other travel expenses incurred for work / relocation / etc are claimed via their employer in the usual way for that employer.

In addition, academic trainees can access up to £1,000 per financial year per trainee to attend meetings and conferences that are relevant to academic training. For NIHR funded academic trainees, a £1000 pa bursary is held by the University. Locally funded academic trainees can claim up to £1000 pa to attend academic meetings and conferences via their employer's usual study leave route (which is then recharged to the public health study leave budget).

## **Study leave expense claims**

Claims for expenses incurred for study leave events should be submitted on the correct employer claim form, and marked as study leave expenses. Receipts will be required as proof of expenditure. The standard guidance for expenses claims will apply. Travel expenses are subject to the following criteria:

- Mileage is paid at public transport rate
- Rail tickets - standard class only
- Air fare – prior approval necessary and only where it is demonstrated as being the cheapest form of transport
- Fares will only be paid from port of entry to the UK

Subsistence expenses are subject to the following:

- A maximum allowance of one day's subsistence of £5 (>5 hours away, including the lunchtime between 1200-1400 hours)
- A maximum evening meal allowance of £15 (>10 hours away and incurred after 1900 hours)
- Maximum overnight subsistence of £55 for accommodation (£25 if staying with friends or relatives) and £20 meal allowance.

## **Study leave time allowance**

The study leave year runs from 1 August to 31 July (i.e. from the usual commencement date of the programme for a 12 month period), and unused study leave time or funding allowances cannot be carried forward into the next year. Specialty registrars are allowed up to 30 days study leave per year. LTFT registrars' time allowance is reduced pro rata, except in ST1 and ST2 where extra days are allowed if required to attend all required training programme courses and events and PHREE days.

Registrars on career breaks will not be granted study leave. Certificate of Completion of Training (CCT) denotes completion of training, and so registrars in their grace period post-CCT will not normally be granted study leave other than by direct approval of the TPD. Registrars who reach CCT partway through the academic year will be entitled to study leave days and funding pro-rata.

### **Required study leave**

In ST1, study leave is entirely linked to attending the MPhil course at Cambridge University (funded by the training programme), leadership training, and development days organised by PHREE (PH registrars). Time taken for study outside the MPhil during ST1 must be taken from annual leave or leave without pay. In ST2, study leave is almost entirely for the Part A exam and revision.

Attendance at PHREE days is important for links across cohorts as well as learning, and is expected throughout training. Six days are allocated for PHREE attendance in each calendar year; these are non-transferable and may not be used for other purposes.

### **Optional study leave**

Study leave for personal development must be linked to the educational needs of the individual and learning outcomes on the public health curriculum. These must be discussed and agreed by the Educational Supervisor. Requests for study leave for international events must be made to the TPD for North or South Zone and will not normally be supported, but may be considered if the registrar is the primary author and attendance meets agreed learning objectives. International travel costs will not normally be funded, but subsistence at normal rates may be claimed if the leave is approved.

Registrars in ST3, 4 & 5 may apply for self-funded study leave out of their allowance of 30 days, for example registrars may request study leave for the preparation of papers to be submitted for publication. In these circumstances the educational supervisor and registrar will agree milestones for the completion and submission of work in advance. The agreed period of study leave must normally be taken in the office unless it is agreed with the educational supervisor that an alternative venue would be more productive.

Study time for Part A revision in addition to the MPhil course and revision study groups will be for a maximum of 5 days (2.5 days per paper), and should be agreed with the educational supervisor and a study plan agreed. Registrars are expected to spend some of their own time in private study for examinations.

In ST3, some study leave days are linked to the OSPHE. Private study time will not be granted for Part B which is an exam best prepared for in the workplace. In ST4 and ST5 study leave is available for educational events and specialist courses according to educational need.

**Table: Study leave allocation by the programme for each stage of training (ST1 to ST5)**

Year and event	No. of days	£ from allowance	Travel £ not deducted from allowance	Course £ not deducted from allowance
<b>ST1</b>				
MPhil course	120		Travel @ PTR	£ 10,047
NHS leadership academy Edward Jenner course	2		Travel @ PTR	
Faculty of Public Health (FPH) free induction event	1		Travel @ PTR	
PHREE days	6		Travel @ PTR	
<b>Total</b>	<b>129</b>			
<b>ST2</b>				
Part A revision study groups	11		Travel @ PTR	
Part A revision group mocks	2		Travel @ PTR	
Part A exam	2	Travel & subsistence		
Part A exam resit if required	2			
Part A private study leave	5			
External course or present work at external conference	2	Travel & subsistence	Travel @ PTR	
PHREE days	6			
<b>Total</b>	<b>30</b>			
<b>ST3 (max 30 days)</b>				
OSPHE familiarisation course	1		Travel @ PTR	£50
1:1 OSPHE practice	3 (6x0.5)		Travel @ PTR	£1000
OSPHE exam	1	Travel & subsistence		
PHREE days	6		Travel @ PTR	
<b>Total</b>	<b>11</b>			
<b>ST4 (max 30 days)</b>				
PHREE days	6		Travel @ PTR	
<b>Total</b>	<b>6</b>			
<b>ST5 and over (max 30 days)</b>				
Consultant preparation	0.5		Travel @ PTR	£250
PHREE days	6		Travel @ PTR	
<b>Total</b>	<b>6.5</b>			

Prof N.Steel, on behalf of the Public Health Specialist Training Committee, April 2019.