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Dear Colleagues

Re: Study Leave process for 2018-19

We have now received national guidance on the management of study leave for 2018-19 and, in order to comply with this, the principles and processes outlined below will apply in the East of England:

Individual study leave claims

Individual study leave applications will continue to be administered by the employing NHS Trust, via their local application processes. Trainees may submit applications for:

- Activities that have been explicitly identified and agreed as requirements in the trainee's specialty's curriculum/ARCP decision aid. We are very grateful to our Heads of School and Training Programme Directors for working with us to identify these; the agreed lists will be published on the HEE EoE website here: https://heeoee.hee.nhs.uk/study_leave_curriculum_requirements
These activities can be signed off at Trust level.
or
- Aspirational activities that, although they haven't been explicitly identified as requirements in the trainee's curriculum/ARCP decision aid, will, nevertheless, help the trainee to complete parts of their curriculum; this activity must have been included in the trainee's PDP with a clear explanation of how it will support the trainee in meeting their curriculum requirements. Such activities will require an additional level of sign off from the TPD and HEE EoE; in general, aspirational activities will only be approved if the trainee has met their core curriculum competencies for their stage of training and has received an outcome 1 at their most recent ARCP (or is on track to do so). An exception to this is an examination preparation course, where the trainee has received an unsatisfactory ARCP outcome for examination failure alone.

HEE will be moving away from a notional individual annual allocation of study leave funding to a flexible system that recognises the cost of training will vary depending on the grade and individual training needs. Therefore moving forward there will no longer be an allotted 'budget' per trainee. These new principles will implement a system whereby HEE supports:

- All trainees on approved secondary care sector training programmes to achieve their curriculum outcomes.

- Discretionary or career enhancing activity and courses that add value to the individual and support the wider system (aspirational activity).

For ease we have attached a copy of the process flowchart, HEE East of England study leave policy with this letter. These, along with additional guidance such as FAQs can be found on the HEE EoE study leave webpages here: https://heeoe.hee.nhs.uk/Study_Leave

Regional teaching/training, to include simulation and SuppoRTT

Each Head of School will be required to complete an Annual School Development Plan (ASDP) in April/May 2018. Part of this process will include the School's plan for regionally delivered training (including simulation and SuppoRTT) for all specialties and grades and the provisional budget required to deliver this. Trainees and TPDs will need to work with their Head of School to assist in identifying these.


Once each School's ASDP has been completed, the Head of School will meet with one of the Deputy Deans and their specialty's HEE EoE Account Manager to discuss it. The provisional budget will be reviewed and once it has been agreed, the required funding will be allocated to the School.

The funding will run from April 2018 – March 2019; this will need to be taken into account when annual planning as the funding runs across two halves of an academic year.

For all of the above, there is an expectation that high quality, locally delivered activity remain the preferred choice wherever possible.

If you have any questions, please contact us via our generic inbox: studyleave.eoe@hee.nhs.uk

Yours Sincerely,



Professor Bill Irish
Postgraduate Dean