

## Study Leave Guidance for Educational Supervisors, DMEs, TPDs and MEMs

- The overall study leave budget is finite and one of the underlying principles of the new national study leave policy is that funding should be distributed fairly, equitably and effectively. Trainees and Educational Supervisors/DMEs are therefore reminded to act sensibly and professionally when requesting and approving funding.
- There must be adherence to local trust/employer processes related to study leave approval.
- Trainees must have fully engaged with local and regional training programmes to be eligible to apply for any form of study leave funding. The expectation is attendance at a minimum of 70% of training events, including regional training days, local teaching sessions specifically for trainees and other locally-delivered teaching such as grand rounds. If trainees have been unable to meet these targets, they must have completed exception reports.
- Trainees may apply for individual study leave funding for: **curriculum requirements** and/or **aspirational activity**.

### 1. Curriculum Requirements

- 1.1. These are activities that have been explicitly identified as requirements of the trainee's specialty's curriculum and/or ARCP decision aid. The lists of curriculum requirements identified by TPDs have been reviewed and only those activities which meet these criteria have been included on our "approved" lists which are available on the HEE EoE website [https://heeoee.hee.nhs.uk/study\\_leave\\_curriculum\\_requirements](https://heeoee.hee.nhs.uk/study_leave_curriculum_requirements)
- 1.2. Activities can be signed off at Trust level provided the total cost (including the costs of the activity, travel and subsistence) is £600 or less.
- 1.3. For activities that cost more than £600, additional sign off from the TPD (or Head of School if the TPD is unavailable) will be required.
- 1.4. The costs of examination fees, although they are curriculum requirements, must be paid for by the trainee and will not be reimbursed from the study leave budget

### 2. Aspirational activity

- 2.1. These are activities that are not explicitly identified as requirements of the trainee's specialty's curriculum and/or ARCP decision aid but may help the trainee complete parts of the curriculum and/or develop their career.
- 2.2. It is essential that any aspirational activity is included in the trainee's PDP.
- 2.3. In general, in order to ensure that the most cost-effective choice is being made, applications should not be approved if it is possible to achieve similar outcomes from either the specialty's local and/or regional programmes or a cheaper external course
- 2.4. Applications always require additional sign off from the TPD (or Head of School if TPD is unavailable).
- 2.5. The trainee will be expected to provide a supporting statement explaining what curriculum requirements are being met by the activity and why these cannot be acquired through the Local and/or Regional Training Programmes or a cheaper external activity or in any other way
- 2.6. The trainee must have received (or be on track to do so) an outcome 1 or 6 at their last ARCP in a clinical placement
- 2.7. Applications for examination preparation courses can be approved for Trainees with an outcome 2 or 3 for exam failure alone at their last ARCP (as well as those with an outcome 1 or 6); however, it should be noted that the learning outcomes of an external examination preparation course should be achievable through self-directed learning and/or the Local and/or Regional Training Programmes
- 2.8. Applications from Foundation Trainees for funding for examination preparation courses will not be approved.
- 2.9. Applications from Foundation Trainees for funding for life support courses other than ALS will not be approved; ALS courses will only be approved if they are delivered by a provider based in the East of England.
- 2.10. There is the possibility of 'partial funding' for an activity, for example, to fund part or all of the course/conference fees, but not travel, subsistence or accommodation

- When funding is approved for an aspirational activity or for a curriculum requirement costing over £600, the Trust will be notified that this has been agreed – this would usually be by sending a copy of the signed form to the Trust's Medical Education Manager.