

## **APPLICATION PROCESS FOR DOCTORS IN GP TRAINING STUDY / EXAM LEAVE**

### **Examination fees are not reimbursable**

1. Please complete a separate form for each period of study and/or exam leave.
2. Completed applications must be accompanied by the appropriate course details / programme, and a copy of a current (annual) and a copy of your current Personal Learning Plan (PLP) from the e-portfolio signed by your Educational Supervisor/College Tutor.
3. Applications submitted without a completed PLP and course details will not be considered – photocopies of previous completed and signed PLPs, which are still current, will be acceptable
4. It is your responsibility to ensure that your study leave application form has been countersigned by the required signatories before submission for approval. Application forms received without the required signatures will not be considered.
5. All study leave; examination leave and associated expense requests are subject to prior approval by the GP Programme Director. Please do not assume that approval has been given until you receive notification in writing from the GP Specialty Training Programme Office.
6. **ENTITLEMENT OF EXAMINATION LEAVE**
  - a. Examination Leave will normally only be granted when an examination is taken as a natural culmination of an approved course of study or a stage of GP Training.
  - b. Whilst it is essential for doctors in training to obtain a higher qualification, financial support will not be provided to allow them to obtain the equivalent qualification of two or more Colleges / Faculties.
  - c. For examinations, leave will be approved with pay and expenses for the first attempt at any one part of an examination during the tenure of appointment. Salary, travelling expenses to the examination centre and subsistence may be paid but not examination fees.
7. It is of importance to note that where officially organised and suitable day release courses are available in the Region, approval will not normally be given for attending courses outside the Region unless special circumstances exist.
8. You must inform your Trust Directorate of your application a minimum of 6 weeks prior to your course / exam. Your application form, course details and PLP must arrive in the GP Specialty Training office at least 6 weeks prior to your course / exam in order to allow time for your application to be considered.
9. **Retrospective applications will not be considered; therefore, you should not submit receipts with your application form.**
10. You will receive a confirmation email from the GP Specialty Training Programme regarding the decision, made by the GP Programme Director, together with an expenses claim form where your application is successful.
11. All receipts or proof of payment must be attached to your claim and forwarded to the GP Specialty Training Programme Office.
12. Prompt payment of expenses may not be possible unless claims are received within 4 weeks of attending the course. All expenses will be paid by the East Midlands Deanery, University of Nottingham by cheque or BACS.
13. A record of your study / exam leave will be retained by the Medical Education Department.
14. Copies of the Trent Study Leave Policy document are available from [www.eastmidlandsdeanery.nhs.uk](http://www.eastmidlandsdeanery.nhs.uk)
15. Study Leave application forms can be obtained from the Derby GP Speciality Training Programme Office, based at Devonshire House, London Road Community Hospital via email [valerine.line@derbyhospitals.nhs.uk](mailto:valerine.line@derbyhospitals.nhs.uk)

### **Additional notes:**

Your study leave application must be countersigned prior to submission to the GP Specialty Training Programme Office. The counter signatories will be confirming the following:

Clinical Supervisor or GP Trainer: that they agree this episode of study leave is appropriate for you at this stage in your career.

Educational Supervisor: that your PLP has been reviewed and this episode of study/exam leave contributes to an identified objective.

Rota co-ordinator / Medical Staffing (for hospital posts only): that your absence has been recorded and approval is given for your absence from clinical duties for the period specified. **This does not negate your responsibility under local rules as regards cover arrangements etc.**

GP Training Programme Director: confirmation of approval for leave and funding for the period of study requested.

### **Funding**

Funding for GP trainees in all specialties for 2010/11 is limited to £500.00 per 12 month contract. Trainees on less than 12 months contract will be eligible for an amount pro-rata.