

GEORGE PICKERING AND TERENCE MORTIMER POSTGRADUATE CENTRES

A GUIDE TO COMPLETING THE APPLICATION FORM FOR STUDY LEAVE

Below is a list of the most common reasons why study leave application forms are not processed and/or not approved:

1. Name of junior doctor not included (Section 1)
2. Address not included (Section 1)
3. Contact details not included (Section 1)
4. The start and finish date at the ORH/NOC/OMHT are missing (Section 1)
5. The finish date is put as ongoing (Section 1)
6. The training number is missing (Section 1)
7. Dates of the study leave eg the dates of the course to be attended are missing (Section 2)
8. The form is not signed by either the junior doctor and/or the consultant (Section 6)
9. Ineligible handwriting
10. The wrong form is used. You must use the form on the ORH website –

www.oxfordradcliffe.nhs.uk/forclinicians/postgrad

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