

**GEORGE PICKERING AND TERENCE MORTIMER POSTGRADUATE CENTRES**  
**STUDY LEAVE POLICY FOR TRAINING GRADE DOCTORS –EXCEPT F2 DOCTORS**  
**WITH EFFECT FROM DECEMBER 2011**

**1 Background**

This policy follows guidance laid out from COPMeD.

**2 Purpose of study leave**

- ◆ Study leave should:
- ◆ Provide career advancement
- ◆ Enhance learning
- ◆ Be planned as an integral part of a training programme
- ◆ Provide education and training not otherwise easily acquired in the work place setting
- ◆ Include a majority component that is defined as essential for the specialty or programme, with a proportion remaining for tailoring to individual needs, where considered integral to the training programme.

**3 Entitlement**

- 3.1 Study leave is available for the following training grades:  
Clinical Lecturers, SpRs, StRs and LATs
- 3.2 Doctors are entitled to 30 days within a 12 month period. Where the doctor is at the Trust for less than a 12 month period, the entitlement will be pro rata.

**4 Funding**

- 4.1 The amount allocated per doctor will be agreed between the Oxford Postgraduate Deanery and the Centres.
- 4.2 The funding year for all doctors will run in line with the Academic Year August - July.

**5 Foundation Training**

Please see the study leave policy on Foundation Training.

**6 GP VTS**

Funding can be carried over for the full term of the programme. However, courses must be linked to the ST1 and 2 posts which were undertaken.

**7 Mandatory Trust Courses**

The COPMeD report makes clear that learning and skills development required for clinical governance purposes and fitness to practise should be provided by trusts. The Centres may choose at any time to withdraw study leave funding for these courses.

- 8 Top slicing**  
Funding for some courses may automatically be top sliced from the doctor's budget. Courses which are top sliced will be publicised by the Centres and the departments concerned.
- 9 Travel**  
The Centres will not pay for travel outside of the UK.
- 10 Course/Registration Fees**  
The Centres will not pay for examination nor registration fees, nor courses leading towards an academic qualification such as the MSc, MA, PhD.
- 11 Online and E-learning Courses**  
The Centres may choose to approve online and e-learning courses.
- 12 Text Books**  
Text books cannot be bought from study leave funds.
- 13 The Application Form**  
The consultant with whom the doctors will be working at the time of study leave must sign the application form.
- 14 Doctors out of Programme (OOPE)**  
The Centres will not approve study leave for doctors who are out of programme eg overseas fellowship, UK fellowship outside of the ORH or undertaking research.
- 15 Private Study Leave**  
The Centres may approve private study leave for one week as long as educational principles are complied with.
- 16 Partial Funding**  
The Centres are not able to partially fund courses as it appears to breach COPMeD regulations. Should a doctor request funding for a course and there are insufficient funds to wholly reimburse the costs, then no funding will be made available.
- 17 Service Demands**  
The Centres cannot use study leave funding to back fill a post left empty by a junior doctor undertaking study leave.
- 18 Approval of Study Leave**  
Approval must be given by the consultant/trainer at the time of study leave and the Director of Medical Education/ Medical Education Manager.
- 19 Study Leave Forms**  
The study leave form will be made available on the ORH website. The Centres will not accept out of date forms because it partly delays the processing of forms, but more importantly, the information given on the forms and the FAQs may be out of date. It is essential that doctors use the up to date form so that they are aware of any changes.

**20 Queries**

Queries about the study leave policy should be addressed to the Director of Medical Education or Medical Education Manager.

**21 Appeals Process**

If you are not happy with the decision made about your study leave the appeals process is as follows:

In the first instance you should contact the Medical Education Manager **within 3 weeks.**

If you are still not happy with the decision, you should contact the Director of Medical Education through the Postgraduate Centre.

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