

The Hillingdon Hospitals NHS Foundation Trust
APPLICATION FOR PROFESSIONAL STUDY LEAVE - MEDICAL AND DENTAL STAFF

(To be submitted to the Education Centre 6 week's prior to leave dates)

Consultants are reminded that all sponsorship over the value of £25 needs to be recorded in the "RECORD OF INTERESTS" book held by Chief Executives Office.

TITLE (ie Mr/Miss/Dr/Prof.)

FIRSTNAME SURNAME

GMC No. EMAIL ADDRESS

DATE COMMENCED AT HILLINGDON

DATE DUE TO LEAVE TRUST (this **MUST** be completed)

GRADE SPECIALITY/PROGRAMME

DATES OF LEAVE REQUESTED NO. OF DAYS

NAME OF COURSE, CONFERENCE

EXACT LOCATION.....

DOCTORS IN A TRAINING POST IS THIS COURSE: MANDATED / OPTIONAL *form will be returned if incomplete*

CODE: (THIS MUST BE COMPLETED) *form will be returned if incomplete*

Mandated & Optional codes are provided on LaSE list: <https://lasepgmdesupport.hee.nhs.uk/support/home>

Aspirational Codes will be issued by HEE only after pre-approval by both TPD and HOS, thus requests for aspirational approval must be sought sufficiently well in advance; aspirational courses and associated travel and accommodation should not be booked until the aspirational code has been obtained. Claims without a valid code will not be reimbursed.

ASPIRATIONAL CODE:

IF PRIVATE STUDY Name examination dates and number of previous attempts:

..... (THIS MUST BE COMPLETED)

EXPENSES INVOLVED

Course/Conference Fee: Travel: - Car Mileage

Subsistence (meals, accommodation)..... Public Transport

Please state if study leave expenses are being paid by sponsorship or from other sources **YES/NO**

Please state amount sponsored £

APPLICANTS SIGNATURE **DATE**

By signing this application I declare that my Trust STaM Training is complete.

ES/CS/CD/CONSULTANTS SIGNATURE **DATE**

APPROVAL SECTION Approval must be obtained **before** attendance

Number of days:..... Course/Conference Fee of:.....

Travel Expenses at Public Transport Rate.

Subsistence allowance - in accordance with conditions of service.

Grant of:.....towards expenses

Signed By Director of Medical Education:..... Date:.....

Claims for approved expenses will be processed by the Education Centre, to whom you should submit all relevant receipts and completed mileage/subsistence forms Approved expenses are paid monthly directly by Salaries & Wages.

FOR EDUCATION CENTRE USE:

Study Leave Information/ Procedure

DIRECTOR of MEDICAL EDUCATION: Dr Stella Barnes

GENERAL INFORMATION:

- **ALL Study Leave must be authorised and approved before attending courses or costs/leave will not be granted.**
- **All Mandatory Training must be completed and up-to date.**
- **Incomplete forms will be returned for completion, therefore causing delay in authorisation and/or reimbursement.**
- **Reimbursement claims must be made within 3 months of attendance of course/conference as per HEE guidelines.**
- Private Study should be taken as near to the Exam date as possible. 5 days Private Study leave may be taken for each exam.
- Exam fees are over and above this allocation. Exam costs have to be met by the doctor.

HEE will support one exam preparation course for each component part of any given exam sitting. (For instance if the exam consists of separate written and viva/OSCE then HEE will fund a course towards the written and one towards the OSCE/viva). Applications for more than one course per component of any given exam sitting must be justified to be of educational benefit, and any additional courses will be subject to aspirational approval by the Training Programme Director and the Head of School.

If you are unsuccessful in any part of an exam and you wish to repeat a similar course for a subsequent sitting of the exam then you should apply for aspirational funding for subsequent courses. This is to ensure that you are receiving the correct support from your TPD and your Head of School confirming available budgets.

- Study Leave application forms are available from the Education Centre and the Trust Intranet site.
- Proof of attendance and receipts should accompany any claim form.
- Conference/Course costs are paid by the individual doctor and reclaimed after attending the course. Proof of attendance and expenses must be provided, including travel costs.

DOCTORS IN TRAINING POSTS

Please ensure that your request forms part of the HEE LaSE list before submitting your form to your ES/CS and the Education Centre. Complete the form stating that your request is either **Curriculum Mandated**, or **Curriculum Optional** request. You will need complete any **Aspirational** requests on the HEE portal only. Mandated, Optional and Aspirational codes must be completed before forms are submitted to the Education Centre.

CONSULTANTS

Consultants should have their study leave form countersigned by Clinical Director/Assistant Clinical Director. Clinical Directors should have their study leave form countersigned by the Medical Director.

PROCEDURE:

- Complete Study Leave form giving all information before attendance on course/conference.
- Your Consultant/ES/CS must authorise the Study Leave form before forwarding to the Education Centre for approval.
- **The ONUS is on the doctor to let the Education Centre know once they have attended the course and to provide adequate receipts/proof of attendance for reimbursement along with the original/copy of approved application form within given timescale.**