

**General Practice**

**Study Leave  
Guidance for GP  
Specialty Trainees**



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## STUDY LEAVE – GP SPECIALTY TRAINEE

GPSTs may take a maximum of 30 days study leave a year (up to 2.5 days per month in post) subject to the prior approval of their educational supervisor and as set out in their contract with the Lead Employer Organisation (LEO).

Attendance at GP VTS Specialty Teaching Sessions is considered compulsory. The minimal acceptable attendance rate is 80% which takes into account sessions missed due to annual leave, shift patterns and sickness.

The number of VTS meetings varies slightly between schemes. Between 15 and 20 of the thirty days are allocated for VTS day or half-day release and residential events.

A minimum of 10 days of study leave a year are therefore available to be allocated for other educational activities. Please note, this does not include the one session per week designated for planned educational activity for practice based trainees.

Study leave is calculated pro-rata (for example if trainees are working less than full time)

Study leave is not an entitlement but an allowance and the needs of patients must be taken in to consideration. In applying, it will be necessary for the trainee to confirm that this has been agreed with whoever manages the rota. Adequate notice should be given when study leave is requested.

Courses or study leave opportunities can be categorised as **mandatory**, **optional** or **aspirational**. Examples are available via the following link:

<https://support/home#8://lasepgmdesupport.hee.nhs.uk/>

**Mandatory training** should be provided and funded either through the half day release or in the workplace. It should incur no additional cost and should not require additional study leave to be taken.

**Optional training** can be agreed between the trainee and the clinical or educational supervisor provided it meets the trainees' individual curricular requirements and the rota allows the trainee to be away from the workplace.

**Aspirational training** can be accessed in order to develop particular interests or curricular needs. This should be agreed in consultation with the Head of School for trainees based in secondary care.

### Trainees based in secondary care posts

Specialty trainees are encouraged to attend departmental teaching as well as the half day release. This is subject to local negotiation, and will be part of the agreed work plan for each post.

Budgets during hospital placements are not individual but are centralised at HEE. Study leave and courses must be agreed by the clinical or educational supervisor. Once agreed reimbursement can be claimed using the agreed GP LEO process.

### Trainees based in GP and ITP posts

Budgets during GP placements remain individualised and represent a maximum amount per year. Study leave should be agreed by the educational supervisor and will be granted with reference to the following principles:

- (a) GPSTs should be encouraged to develop coherent and relevant study leave plans early on in training in collaboration with their educational supervisor and to request leave in accordance with these plans.
- (b) The prime educational opportunity for GPSTs based in practice is seeing patients and being given time for personal and facilitated reflection on the casework. This can be supported by appropriate structured courses. Reference to the lists of mandatory, recommended and discretionary courses is encouraged.
- (c) Personal study leave may not exceed 5 days per annum, must be relevant to learning needs and agreed in advance with the GPSTs educational supervisor. Personal study leave for examination preparation is normally only permitted for the MRCGP.
- (d) Leave for the day of sitting the AKT and CSA components of the MRCGP is normally granted in addition to the study leave entitlement.
- (e) Courses arranged abroad cannot be supported.

#### **Professional leave.**

Any GPST who is a trainee representative at a recognised local or national organisational committee (e.g. The London trainee committee) is entitled to professional leave up to a maximum of 5 days per annum. This is in addition to annual and study leave.

#### **Public Health**

GP specialty trainees in a substantive public health post must first negotiate time off with their Public Health Clinical Supervisor and then seek educational approval from their Programme Director.

For local information regarding forms and permission relating to study leave, please consult the LEO or trust HR department.