



Recommendations for Study Leave for London and Kent Surrey & Sussex

Mandated and Optional Lists

The study leave lists have been constructed by the relevant Heads of Speciality Schools/Training Programme Directors with oversight and approval of the Post Graduate Deans. Those courses identified as mandatory have been described in curriculum documents by the relevant Royal College or Faculty and should assist educational supervisors to ensure that the trainee is meeting the requirements mandated by the curriculum in the first instance.

The optional courses are **complementary** to the curriculum, the Head of School or Training Programme Director being of the opinion that attendance at these events is of benefit to the trainee. It is not expected that the lists are exhaustive and there is no expectation that the trainee should complete all the optional events for their given programme. The list should act as a guide for the trainee and educational supervisor to plan and schedule attendance at some of these events across the entire duration of training. Where a trainee has undertaken an event already described on the list and wishes to undertake the same event again, the trainee must seek approval from the Training Programme Director and relevant Head of School in the first instance. Unless specifically outlined in the curriculum, attendance on the same event on more than one occasion for the duration of any given training programme would not normally be supported by study leave.

In the rare event where a trainee wishes to undertake a course or event that is not included on the Mandated and Optional Lists, the trainee should discuss with their educational supervisor and Training Programme Director to ensure that the course or event is relevant to their professional development, and that sufficient funds are available. The Head of Speciality School will have final sign off for such aspirational events depending on current funding available.

Life Support Provider Courses

Life support provider courses will be supported by study leave where a **requirement to achieve these skills is demonstrated in the curriculum**. Where re-certification for life support courses is required to maintain curriculum competencies, it is expected that the trainee undertakes a provider “refresher” course (where such a course exists) unless there was a strong compelling reason agreed by the educational supervisor to repeat the provider course in its entirety.

Where a trainee has been recommended with instructor potential and wishes to undertake a life support instructor course, the educational supervisor and trainee should ensure that mandatory curriculum

requirements supported by study leave have been met before approving the trainee to undertake the instructor course.

Where the employer requires a trainee to hold such life support competencies and it is not mandated in the curriculum for the relevant trainee's programme, the employing organisation should make the necessary arrangements to provide such training at no cost to the trainee.

Preparation Courses for Relevant Post Graduate Examinations

Where a trainee has undertaken an examination preparation course and wishes to undertake another course for the same post graduate examination (either at the same or a different sitting), this should be approved by the Training Programme Director and relevant Head of School in the first instance. This will follow the same process as applying for aspirational courses.

Additional Qualifications, degrees, diplomas and certificates and associated travel

The study leave budget will not support the attainment of the above unless mandated on the relevant curriculum list. The study leave budget will not cover travel, hotel or subsistence costs for trainees undertaking non-mandated qualifications. The study leave budget cannot be accessed to support costs related to sitting post graduate qualifications.

Travel and Courses outside of the London and Kent, Surrey & Sussex area

Trainees should be encouraged to attend courses and events within the London and South East area in the first instance. Where travel and subsistence are requested for any events outside of London and the South East, the trainee must be able to demonstrate that this course is not already available locally. Reasonable reimbursement can be claimed against study leave. The trainee should ensure that any Travel and Expenses policy in relation to the employing organisation is adhered to.

International Events

The study leave budget will only cover conference fees/course fees where it is demonstrated that the event links to the relevant curriculum and they have had a paper accepted or the opportunity to present. Travel, hotel and subsistence costs will not be met by the study leave budget and trainees should be made aware of this at the time of application. International conferences and courses will remain aspirational for all but the minority of curricula.

Leadership and Management Courses

Where leadership and management courses are being explored the trainee should seek to apply for any relevant Health Education England events (where available) in the first instance.

Regional Training Days

Regional training days should not normally incur a cost against the study leave budget. Trainees should apply for the time away from the employing organisation in the usual way. Travel and subsistence can be applied for in accordance with the employing organisation Travel and Expenses policy. Please also see below note on GP Residential.

Trainees in London & KSS managed programmes undertaking training in posts in other regions

Trainees will claim their expenses through their employer and their course attendance should be captured on the HEE return for that deanery.

Academic trainees

Trainees undertaking clinical lecturer and academic clinical fellow training and who hold a National Training Number (NTN) are able to access the same study leave to support their clinical curricular progression as other trainees and should claim in the same way. Their bursary for academic studies will be managed for CLs by the academic institute.

GP Residentials

Funding from study budgets is limited to appropriate educational costs; for clarity this means that bed and breakfast costs will not to be funded from study leave or other HEE budgets.