

Study Leave Appeals Process

This document outlines the appeals process for HEE trainees, including GP trainees holding National Training Numbers in London and the South East.

The Post Graduate Dean is responsible to ensure that the study leave budget and the rules regarding its use are implemented in a fair and transparent way.

The process provides a mechanism by which trainees can appeal against a decision where they have evidence that the process that led to the decision was not followed correctly; or that there appeared to be bias, resulting in unfair treatment; or that new information has been made available that was not known at the time of the original decision and may have influenced the outcome.

Appeals will be reviewed by a senior member of the Health Education Team and the relevant Deputy Post Graduate Dean (acting on behalf of the Post Graduate Dean).

Principles

Trainees should submit their appeal via the online portal clearly stating the reasons for the appeal and submitting any new evidence that may support the appeal process.

Appeals must be submitted within 10 days of the date that the trainee was notified of the decision.

Appeals will be reviewed by a senior member of the Health Education Team (HET) and the relevant Deputy Post Graduate Dean

Trainees will receive a response to their appeal within 10 working days of submission.

HET reserve the right to refer appeals back to the Trust or Employing Authority where it is deemed within their remit to resolve. HET reserve the right not to enter into further appeals thereafter where the Trust or Employing Authority have applied the guidance for study leave in the correct way.

The trainee will be notified by email of the result of the appeal outlining the reasons for the decision reached.

The decision resulting from this appeals process is final and there will be no further right of appeal.

Scope

Appeals in relation to time away from the Trust or Employing Authority are not covered in this process and should be dealt with locally between the trainee and the Trust or Employing Authority.

Appeals in relation to financial support for mandatory or optional events should be directed to the Director of Medical Education (or equivalent) of the Trust or Employing Authority in the first instance for resolution.

Appeals in relation to support of “Aspirational or study leave that enhances the knowledge, skills and attitudes of the doctor in training, or enhances any aspect of patient care, but is not mapped to any direct curriculum requirements” should be raised through the process outlined above. Trainees should recognise however that it is unlikely that financial support will be provided in full for such activity and they should be expected to make some contribution to the event.