

Study Leave Guidelines for Junior Doctors

All doctors in approved training posts (except F1 doctors) are entitled to annual study leave. The educational approval of study leave and its funding is vested in the Director of Medical Education, in collaboration with the College / Speciality Tutor/ FPD and taking into account service needs within the Trust. This guidance provides clarity about what is approved, the number of days available and the control of the budget.

- Study leave is for the purposes of exam courses and exams, educational courses, conferences, teaching, research, visiting other specialities and private study (up to 5 days at a time). F2s cannot use study leave for exam courses though may do for exams (UKFPO ruling). Private study time may be taken. Priority should be given to educational courses provided within Wessex. Each event must be approved by the trainee's Educational Supervisor and documented on their learning agreement, a copy of which is required by the DME. Study leave is **not** available for or RITAs/ARCPs. A personal record should be kept of study leave which will be reviewed at the RITA/ARCP. The Medical Education Department keeps a database of all study leave. In the case of exams, funding can be used for accommodation and travel only, not exam fees.
- The job contract for trainees allows for 30 days study leave per year whilst at SFT. Local and regionally led training programmes usually count for up half of the study leave available. The remaining 15 days may be used for 'external' purposes as above.

It is possible for the DME to approve up to 30 days study leave where trainees can demonstrate that there are no local or regional training programmes or it is impossible for trainees to attend or where there are no research or other study sessions in their weekly rotas.

The H@NT course (all F2s and ST 1/2 in anaesthetics and surgery) is obligatory for all new H@NT doctors and takes 1 day of study leave, despite being run over 2 days. In posts where the trainee has several placements within SFT the study leave should be taken pro-rata, as much as possible.

- The individual budget of £600.00 pa is managed by the DME. More may be available at the discretion of the DME. Funding may also be available from charitable sources e.g. the Salisbury Medical Society and Salisbury Hospitals Foundation Trust. Some training schemes may top-slice the trainees study leave budget for funding of group training e.g. the Foundation programme, GPVTS.

Expense forms should be completed as soon as possible after the leave (within 2 months) and submitted with receipts.

Trainee	Days	Funding
Foundation year 1	0 days (up to 5 days for 'tasters')	£0
Foundation year 2	12 days (+ 3 days for ALS and H@NT)	£300.00 (£300 for ALS) Not to be taken for exams and interviews
All other trainees	15 days (up to 30 days as above)	£600.00