

Senior Medical and Dental Staff Study Leave Policy

Date	Version
2015	6
Purpose	
<p>To establish ground rules, procedures and guiding principles for senior staff when applying for study leave and expenses.</p> <p>To establish a consistent approach when booking and recording study leave.</p> <p>To provide the necessary governance to deliver best value, and to address sustainability and environmental issues relating to travel.</p>	
Who should read this document?	
<p>Senior medical and dental staff, care group and service line leads and managers, and staff involved in the processing of senior staff study leave.</p>	

Accountabilities

Production	Administrator for Senior Staff Study Leave
Review and approval	Director of Medical Education; Deputy Director of Medical Education; Equality and Diversity Lead; Local Counter Fraud Specialist; Human Resources; Local Negotiating Committee; Medical Staff Panel
Ratification	Medical Director
Dissemination	Administrator for Senior Staff Study Leave
Compliance	Medical Staff Panel

Links to other policies and procedures

GMC's Duties of a Doctor
Standards of Business Conduct for the Trust
Consultant Contract Job Planning Guidance
SAS Contract Job Planning Guidance
Bribery Act 2010
Leave Policy and Procedure for Senior Medical and Dental Staff
Whitley Council Regulations
Equality and Diversity Policy

Version History

Draft 1	May 2011	Sent for review by Dr Hiu Lam, Director of Medical Education
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Draft 2	May 2011	Amended by Dr Wai-Yee Tse, Deputy Director of Medical Education
Draft 3	May 2011	Amended by Dr Hiu Lam, Director of Medical Education
Draft 4	May 2011	Amended by Yvonne Linley-Shaw, Medical Workforce Business Partner
Draft 5	November 2011	Amended by LNC/MSP/HLWT/Tracy Wheeler, Local Counter Fraud Specialist
1	November 2011	Ratified by MSP/Alex Mayor, Medical Director
1.1	November 2012	Amended by Dr Hiu Lam, Dr Wai Tse, Yvonne Linley-Shaw, David Tamares-Little
1.2	January 2013	Amended by Yvonne Linley-Shaw, Dr Peter Rowe
2	January 2013	Ratified by MSP/Alex Mayor, Medical Director
2.1	August 2013	Amended by David Tamares-Little
2.2	September 2013	Amended by Dr Wai Tse
2.3	September 2013	Amended by Dr Hiu Lam
2.4	December 2013	Amended by Dr Wai Tse, Yvonne Linley-Shaw
2.5	January 2014	Amendments advised by MSP
3	May 2014	Ratified by the MSP/Dr Phil Hughes, Medical Director
4	November 2015	Agreed and ratified by the Medical Staff Panel.
5	January 2019	Extended to April 2019
6	August 2019	Extended to April 2020 by Louise Tate
Last Approval		Due for Review
November 2015		Extended to April 2020

PHNT is committed to creating a fully inclusive and accessible service.

Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff.

We will treat people with dignity and respect, actively promote equality and diversity, and eliminate all forms of discrimination regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/ maternity.

An electronic version of this document is available in the Document Library. Larger text, Braille and Audio versions can be made available upon request.

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1	Introduction
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1.1. Plymouth Hospitals NHS Trust (the Trust) supports continuing Medical Education and Professional Development for all grades of medical staff and values education as an integral part of delivering excellent care. Study leave will be granted for any genuine educational purpose, after approval by the Service Line. It is primarily intended for professional development related courses and meetings that attract Royal College CME points.

1.2. All senior clinicians will be treated equally. Senior Staff includes Consultants, Specialty Doctors, Staff Grades, Associate Specialists and Clinical Assistants.

2	Purpose
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2.1. The purpose of this Policy is to establish firm ground rules and guiding principles and procedures for employees when applying for Senior Staff Study Leave and related costs when on study leave.

2.2. To establish a consistent approach when booking and recording study leave.

3	Definitions in this Policy
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3.1. Applicant means any senior medical and dental staff applying for study leave.

3.2. The Trust refers to Plymouth Hospitals NHS Trust.

3.3. DME means Director of Medical Education.

3.4. DDME means Deputy Director of Medical Education.

3.5. The administrator or SSSL Administrator means the Administrator for Senior Staff Study Leave.

4	Key Principles
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4.1. The Trust encourages members of staff to use their study leave allowance to obtain maximum clinical and professional development.

4.2. There are limits on study leave time and expenses. Clinicians are encouraged to obtain good value, by seeking economical travel options and local courses when they are available.

4.2. Study leave is provided to enable senior medical and dental staff to take part in duties including:-

4.2.1. Activities recognised for CPD or College accreditation, activities in a professional development plan and learning new treatments or procedures benefiting patients' care.

4.2.4. Providing teaching, training, selection and examining.

4.2.6. Research may be appropriate, but details must be provided. A maximum of 5 days may be allowed for the writing of a thesis towards a higher degree (MD, PhD, MSc, etc.)

4.2.8. Taking examinations or higher professional qualifications (examination fees are usually not funded).

4.2.9. On-line courses may be approved, providing that details of the content, dates and costs are provided with the application and evidence of completion and receipts submitted afterwards.

4.3. If staff have a remunerated role with the Trust or external bodies such as the Medical School, Postgraduate Education or Royal Colleges, duties performed in that role should not be taken as Study Leave; time shifting may be an option. Conferences and training for these roles may be taken as Study leave. Please apply for expenses from the external body if available.

4.4. Members of staff are encouraged to volunteer for tasks such as national trainee selection and Annual Review of Competency Progression (ARCP) panels. Strictly, these tasks fall under External Duties and should be incorporated into job plans. However, due to the sporadic nature of these tasks, study leave will usually be granted on an ad hoc basis. Please apply for expenses from the external body if available.

4.5. When applying for study leave the applicant acknowledges that they have complied with the Senior Medical Staff Study Leave Policy and the Standards of Business Conduct. Staff can apply for study leave without expenses, but not for expenses without prior approval of study leave. Study leave must have prior approval from the applicant's Service Line.

5	Entitlement
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5.1. Senior Staff who work for the Trust are entitled to a total of 30 days of study leave in each 3 year period, subject to the requirement to maintain essential services. The study leave periods for all senior staff commenced on 1 April 2015 and every 3 years thereafter. The allocation for staff starting or leaving during a 3 year period will be calculated on a pro-rata basis.

5.2. Part time senior staff members have the same study leave allowance of 30 days over a 3 year period, as they have the same requirement for CPD as their full time colleagues. They are expected to take their study leave proportionally on days they were scheduled to be a) at work and b) not at work. For example, a person working part-time two days a week who attends a 5 day course should apply for 5 days funded study leave.

5.3. Locum senior staff can apply for study leave at the discretion of their Service Line on a pro-rata basis.

5.4. When a course takes place on a Saturday or Sunday, or on a day when a staff member would not be working, the Trust will fund expenses and the Trust will have responsibility for their professional actions, but only if study leave has been approved for those days.

5.5. A member of staff cannot claim time off in lieu for study leave taken on days not normally worked, unless they are required to attend by their service line. This must be agreed in advance with the Service Line Director.

6 Applying for Study Leave - Applicant

6.1. Study leave must be approved by the Service Line signatory and the Deputy Director of Medical Education before taking the leave. This should be submitted through the Zircadian system with an attached study leave application form, to be approved by the Service Line and forwarded to the Postgraduate Medical Education Team.

6.2. The application form can be found in the Plymouth Hospitals NHS Trust StaffNET web site [Senior Staff Study Leave Application Form](#) or requested from the Senior Staff Study Leave Administrator to <mailto:plh-tr.SeniorStaff-StudyLeave-App@nhs.net> .

6.3. A separate Zircadian application with an attached study leave form should be completed for each period of study leave. However, consecutive periods of study leave (including weekends) at the same venue will be deemed to be one period of study leave for the purpose of expenses, and should be requested on the same form. For a course that falls on non-consecutive days a separate application form will be required for each day.

6.4. Study leave applications should be submitted at least 8 weeks before the intended leave, in line with Trust leave policy. Study leave applications submitted with less than 8 weeks notice may be approved at the discretion of the Service Line management team. Study leave and expenses will not normally be granted retrospectively.

6.5. Please complete the first section of the application form electronically, avoiding abbreviations of organisations' names and indicating which colleague will be responsible for your patients while you are away, and save it as a file indicating your name and dates of study leave eg "J Smith SL 12-14 Sept 2017".

6.6. Then forward the application as an attachment within Zircadian to your Service Line Manager or designated service line signatory for approval, in an e-mail with a similar subject line eg "J Smith SL 12-14 Sept 2017".

6.7. .The service line signatory should promptly approve the leave and forward it in an e-mail indicating the name and dates of study leave eg "J Smith SL 12-14 Sept 2017", to plh-tr.SeniorStaff-StudyLeave-App@nhs.net , copied to the applicant, or give reasons if the leave is refused. It is the responsibility of the applicant to liaise with their Service Line to ensure that the approved form has been forwarded to the Senior Staff Study Leave mailbox.

6.8. It is the responsibility of Senior Staff to keep a record of their study leave and to inform the Administrator for Senior Staff Study Leave and their Service Line Management Team of any changes to their planned study leave.

6.9. The number of days study leave requested must match the dates on the application form. Time spent travelling during working hours is counted as study leave. The length of the course or meeting and the number of days of subsistence and accommodation expenses

claimed must not exceed the number of days of study leave requested. Half days can be requested for local courses or if you work for the other half of that day; please explain this on the application.

6.10. You may request a period of annual leave before, after or between periods of study leave. Please contact the DDME well in advance, if, for instance, you wish to extend your stay to include a weekend or if you are attending two meetings during the same period abroad.

6.11. Some meetings combine part time study (less than a mean of 6 hours per day) with recreation. Please contact the DDME well in advance as it may be possible to grant leave and accommodation expenses on a pro rata basis (based on a 6 hour day).

6.12. No one can approve their own study leave; they must get approval from an appropriate alternative signatory in their service line and/or the education team.

6.13. Appeal process: If you believe that an application has been unreasonably refused by your service line, please appeal to your Service Line or Care Group Director. If you believe that an application has been unreasonably refused by the education team, please contact the DDME. If the matter cannot be resolved, it will be reviewed by the Director of Medical Education and escalated further if necessary.

7	Approving Study Leave – Service Line
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7.1. The service line management team is responsible for ensuring that the clinical service can be maintained, before granting approval.

7.2. Once a study leave application is received by the Service Line Management Team, it is the responsibility of the Service Line Manager or designated signatory to check that the application is completed in full, , before filling out the Service Line Approval section. Please check that the number of days study leave requested matches the dates.

7.3. The service line signatory should approve the leave and forward it in an e-mail indicating the name and dates of study leave eg “J Smith SL 12-14 Sept 2017”, to plh-tr.SeniorStaff-StudyLeave-App@nhs.net , copied to the applicant. If the leave is not approved, reasons should be given in an e-mail promptly returned to the applicant, copied to the Service Line Director, with the application form attached.

7.4. Please use a separate e-mail and application form for each period of study leave, even for the same applicant. However, consecutive study leave activities at the same venue count as one period of study leave.

8	Approving Study Leave – Medical Education
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8.1. The DDME is responsible for approval of study leave, after the application has been approved by the Service Line signatory. The DDME will approve and forward it to the Administrator or inform the applicant promptly by e-mail with reasons if an application has not been approved.

8.2. The Senior Staff Study Leave Administrator will inform the Senior Staff member and the Service Line Signatory by e-mail when the application has been approved or rejected.

8.2a. The Medical Education team will normally inform the clinician of approval or rejection of their application within 3 weeks from the date that they receive the form.

8.3. The Senior Staff Study Leave Administrator maintains a record of all study leave on the 'Intrepid' database. The administrator will check study leave applications against the Intrepid Database, notify the DDME of any applications that exceed entitlement or fall outside employment dates and maintain a study leave history for each member of Senior Staff.

8.4. The DME will oversee any disputes over study leave.

9	Expenses Applications
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9.1. Staff can only apply for reimbursement of expenses if study leave has been approved in advance.

9.2. Claims for expenses should be submitted as soon as possible after the period of study leave. Expense claims over 6 months old require further approval by the Finance Department and may be rejected.

9.3. The Expenses claim form can be found on the Plymouth Hospitals NHS Trust StaffNET web site [Senior Staff Study Leave Expenses Claim Form](#) or by requesting a copy from the Senior Staff Study Leave Administrator to plh-tr.SeniorStaff-StudyLeave-App@nhs.net .

9.4. The expenses claim form must be completed in full, printed, the declaration signed and sent as a hard copy to the Senior Staff Study Leave Administrator at the Postgraduate Medical Centre, with receipts attached for all expenses claimed.

9.5. Funding will be provided for the cost of courses and conferences approved for study leave, together with travel and subsistence, based on the guidelines below.

9.6. Expenses will be paid based on the following rules and guidelines:-

9.6.1. Claims must have receipts attached securely to the form or an explanation as to why there is no receipt. We recommend that you keep a copy.

9.6.2. Caps are applied to the maximum expenses that can be reimbursed for study leave, travel and subsistence. Current rates are listed in Appendix 1 and are subject to change.

9.6.3. Course fees that include meals or accommodation should be indicated on the expense claim form. Accommodation and meals will be treated as part of your subsistence allowance.

9.6.4. Travel expenses cannot be claimed if the training or course takes place at the Trust where the applicant is based.

9.6.5. Please use the most cost and time effective method of transport, particularly when using taxis, car hire, Trust vehicles or private vehicle/parking fees and when travelling to and from airports and railway stations. The applicant may be required to meet the difference in cost if this is not the case.

9.6.6. When travelling by train, please book tickets in advance to keep costs down. Please provide tickets, receipts or a printout showing the type of ticket, cost, date and journey. Only standard rail fares will be reimbursed. If you wish to travel by 1st class or Anytime Return, the difference in cost must be met by the applicant; please provide a printout of the standard rail cost.

9.6.7. The cost of travel outside of the UK, including flights, will be reimbursed up to the current limit. Travel expenses will usually only be reimbursed if the meeting is held within the catchment area of the educational or professional body (eg UK for a UK organisation).

9.6.8. Mileage will be paid at current rates with a supplement per named passenger employed by the Trust, if they have taken study leave for the same course. Vehicle and mileage details must be provided on page 2 of the expenses claim form.

9.7. The Administrator for Senior Staff Study Leave will check expense claims in line with the policy rules and guidelines. Expense claim forms will be passed to the Post Graduate Medical Centre Manager for approval and delivered to payroll for payment. Claims not meeting the criteria will be returned to the applicant. Queries regarding expense claims will be discussed with the Postgraduate Medical Centre Manager or the DDME.

9.8. If the amount reimbursed is reduced in accordance with the policy rules, a copy of the adjusted claim form will be sent to the applicant at the same time as it is passed on for payment.

9.9. Expense claims received by the 25th of the month will usually be paid the following month.

9.10. Expenses will be entered on the Intrepid database. A spreadsheet will be maintained showing expenses claimed and approved and date delivered to payroll. A monthly account will be sent to the Post Graduate Medical Centre Manager, DDME and DME.

10	Standards of Business Conduct
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10.1. Commercial sponsorship of senior staff to attend courses or conferences may be acceptable. However formal permission must be received in advance from the Trust. This specifically relates to offers from suppliers (i.e. pharmaceutical companies) for clinical staff to attend events in the UK and abroad with an educational remit. In these cases, permission to attend is likely to be given as long as there is no link with any procurement decision.

10.2. The employee must seek permission in advance from their manager, who must be satisfied that acceptance will not compromise the Trust and/or purchasing decisions in any way.

10.3. Commercial sponsorship and funding from any Charitable Fund must be declared on the study leave application form and on the Trust Register.

10.4. If the cost of subsistence, travel to/from or attendance at a course or conference is funded by an external organisation, a declaration must be made by the Trust employee in the hospitality register.

10.5. With the introduction of the Bribery Act 2010 and to ensure transparency and impartiality within the Trust the acceptance of sponsorship must be reported by the attendee to plh-tr.hospitality@nhs.net for inclusion in the hospitality register.

11	Expenses Budget
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11.1. Per capita levels will be reviewed each year to ensure that cost matches the available funding, so equitable access to the available funding can continue. The annual study leave allowance will be reviewed by the Director of Medical Education and the Finance Director, in consultation with the LNC and MSP.

11.2. The accounting period for Study Leave will start on 1st April each year.

12	SAS Development Fund
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12.1. For SAS development funding applications, please contact the Clinical Tutor for SAS at the Post Graduate Medical Education Centre.

13	Monitoring Compliance and Effectiveness
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13.1. The processes in this policy will be monitored by the Administrator of Senior Staff Study Leave.

13.2. Every year a sample of applicants from Intrepid will be selected to audit compliance from receipt of study leave to payment of expenses. This will be carried out by the Administrator and a report sent to the Director of Medical Education.

A1.1. These rates may be changed by the Trust, in consultation with the LNC.

A1.2. Expenses will be paid based on the following rules and guidelines:-

A1.2.1. There is currently no capped annual or daily allowance per person. Multiple claims are allowed within the overall entitlement of 30 days per 3 years (see above), provided a study leave application has been submitted and approved.

A1.2.2. The maximum allowance per study leave period is £750 including course fees, travel and subsistence.

A1.2.3. The maximum subsistence allowances are £100 per full day, including up to £25 for food. Accommodation receipts must show the number of days stay. £25 per day is payable for staying at a friend's or relative's home.

A1.2. 4. Travel outside the UK including flights will be authorised up to a maximum of £250.

A1.2. 5. Private car mileage will be paid for at 24p per mile with an additional 2p per mile per passenger.

Core Information	
Administrator	David Tamares-Little
Service Line	Medical Education
Date	17/06/2014
Title	Senior Medical and Dental Staff Study Leave Policy
What are the aims, objectives & projected outcomes?	To establish ground rules, procedures and guiding principles for senior staff when applying for study leave and expenses. To establish a consistent approach when booking and recording study leave. To provide the necessary governance to deliver best value, and to address sustainability and environmental issues relating to travel.
Scope of the assessment	
See names and contributors on page one of this policy.	
Collecting data	
Race	This is mitigated as the policy can provided in alternative languages.
Religion	The document has no impact in this area.
Disability	This is mitigated as the policy can be made available in alternative formats.
Sex	The document has no impact in this area.
Gender Identity	The document has no impact in this area.
Sexual Orientation	The document has no impact in this area.
Age	The document has no impact in this area.
Socio-Economic	The document has no impact in this area.
Human Rights	The document has no impact in this area.
What are the overall trends/patterns in the above data?	There are no identified trends or patterns in this data
Specific issues and data gaps that may need to be addressed through consultation or further research	There are no specific human rights or equality issues and data gaps that need to be addressed. Trust wide documents can be issued in a number of different formats and languages if requested. No further research is required as there are no further equality issues.
Involving and consulting stakeholders	
Internal involvement and consultation	The Director of Medical Education. The Deputy Director of Medical Education. The Medical Workforce Business Partner. Dr Peter Rowe. Local Negotiating Committee. Medical Staff Panel. Equality and Diversity Lead.

External involvement and consultation	The Local Counter Fraud Specialist.			
Impact Assessment				
Overall assessment and analysis of the evidence	This assessment has shown there could be an impact on race or disability but can be mitigated as the document can be supplied in different formats and languages. The document does not have the potential to cause unlawful discrimination and does not have any negative impact.			
Action Plan				
Action	Owner	Risks	Completion Date	Progress update
Provide document in different formats and languages if requested	David Tamares-Little	Potential cost impact	Ongoing	As and when required

Review and Approval Checklist

Appendix 3

Title	Is the title clear and unambiguous?	Yes
	Is it clear whether the document is a policy, procedure, protocol, framework, APN or SOP?	Yes
	Does the style & format comply?	Yes
Rationale	Are reasons for development of the document stated?	Yes
Development Process	Is the method described in brief?	Yes
	Are people involved in the development identified?	Yes
	Has a reasonable attempt has been made to ensure relevant expertise has been used?	Yes
	Is there evidence of consultation with stakeholders and users?	Yes
Content	Is the objective of the document clear?	Yes
	Is the target population clear and unambiguous?	Yes
	Are the intended outcomes described?	Yes
	Are the statements clear and unambiguous?	Yes
Evidence Base	Is the type of evidence to support the document identified explicitly?	Yes
	Are key references cited and in full?	Yes
	Are supporting documents referenced?	Yes
Approval	Does the document identify which committee/group will review it?	Yes
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes
	Does the document identify which Executive Director will ratify it?	Yes
Dissemination & Implementation	Is there an outline/plan to identify how this will be done?	Yes
	Does the plan include the necessary training/support to ensure compliance?	Yes
Document Control	Does the document identify where it will be held?	Yes
	Have archiving arrangements for superseded documents been addressed?	Yes

Monitoring Compliance & Effectiveness	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes
	Is there a plan to review or audit compliance with the document?	Yes
Review Date	Is the review date identified?	Yes
	Is the frequency of review identified? If so is it acceptable?	Yes
Overall Responsibility	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

Links to other policies and procedures

[GMC's Duties of a Doctor](#)
[Standards of Business Conduct for the Trust](#)
[Consultant Contract Job Planning Guidance](#)
[Bribery Act 2010](#)
[Leave Policy Procedure for Medical Dental Consultants on the new 2003 contract](#)
[Whitley Council Regulations](#)
[Senior Staff Study Leave Application Form](#)
[Senior Staff Study Leave Expenses Claim Form](#)
[Senior Staff Leave Record Card](#)
[Guidance for Applying for Study Leave - Senior Staff and Service Line](#)
[Guidance for Applying for Study Leave Expenses - Senior Staff](#)
[Senior Staff Study Leave Flowchart](#)
[The Trust's Expense and Allowance Rates for Employees](#)

Dissemination Plan

Appendix 5

The Administrator for Senior Staff Study Leave will be responsible for the dissemination of this document electronically to all senior medical and dental staff, service line and care group managers and leads and any staff involved in the processing of senior staff study leave.

It is the joint responsibility of the SSSL Administrator, The DDME, the DME and service lines to implement this policy and to supply appropriate training where necessary.

Core Information				
Document Title	Senior Medical and Dental Staff Study Leave Policy			
Date Finalised				
Dissemination Lead	Administrator for Senior Staff Study Leave.			
Previous Documents				
Previous document in use?	V3			
Action to retrieve old copies.	Policy and guidance to be updated on StaffNET web site on receipt of this policy and the new guidance.			
Dissemination Plan				
Recipient(s)	When	How	Responsibility	Progress update
All Senior Medical and Dental Staff		Electronically	David Tamares-Little	
All Service Line Managers		Electronically	David Tamares-Little	
All Service Line Clinical Directors		Electronically	David Tamares-Little	
All Care Group Managers		Electronically	David Tamares-Little	
All Care Group Clinical Directors		Electronically	David Tamares-Little	
All other Service Line administration staff responsible for study leave		Electronically	David Tamares-Little	

FLOWCHART FOR THE SENIOR MEDICAL & DENTAL STAFF STUDY LEAVE AND ASSOCIATED EXPENSES PROCESS

