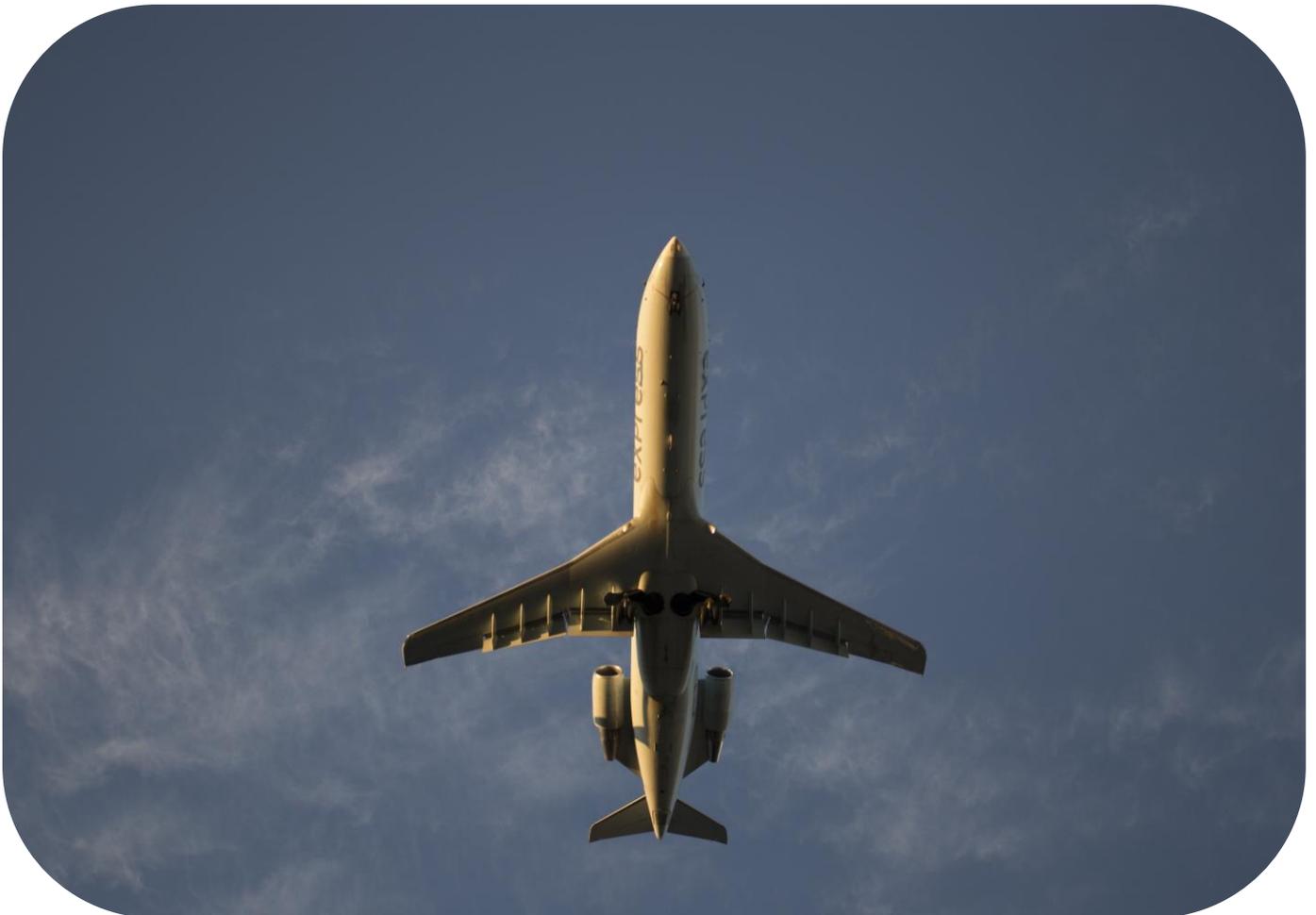


Curriculum Study Leave Policy

Appendix 2 – International Leave



Developing people
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Notes about this document

This document is published by:

The Faculty Support Team
Health Education England, working across the East Midlands

It applies to **all doctors** on **Core, Higher and Run-through** training programmes and claiming expenses for study leave activities in the East Midlands region.

It **does not** apply to those in Dental or Public Health training programmes, or those who are not in training programmes/placements with HEE East Midlands.

It also **does not** apply to Foundation doctors training in the East Midlands; the Foundation School already has a process in place to support this.

This document is an appendix to the main CSL policy.

Hard copies are not provided and should be avoided. All amendments will be published online on our [website](#).

Updates from previous versions

February 2020

- New document

We're here to help

We hope that you find this document clear and informative. It is designed to help all those involved in Curriculum Study Leave; we understand that junior doctors are busy and have many conflicting demands, so we try to make CSL as straightforward as possible.

We welcome feedback so if you'd like to provide some, please email us. Please don't hesitate to contact us in the event of a query – we're here to help!

You can email us at CSL.EM@hee.nhs.uk.

Thank you.

The policy

Introduction

In order to ensure a more consistent approach nationally, the HEE Deans have agreed some study leave principles to be applied across all HEE regions. The East Midlands study leave process is predominantly in line with this already, but there are a few changes that affect our CSL policy.

Can I still attend international activities?

Given that best practice in many specialties is now shared at European and global meetings, the lack of ability to attend international courses/conferences may hamper advancing of medical knowledge and service development. This may also have the unintended consequence of preventing quality improvement within the NHS.

For these special aspirational circumstances, HEE Deans have agreed (<https://www.hee.nhs.uk/our-work/doctors-training/study-budget-reforms>) that one international conference/meeting, providing all other curriculum requirements are met, will be considered for each doctor in training for any one programme, which can be defined as Foundation, Core, Higher or otherwise every three years (so as not to disadvantage doctors on a run-through programme).

Can I request funding?

For approved international study leave applications, HEE will consider funding **either** the full cost of the course/conference fees **or** the full cost of economy travel and accommodation whichever is the lower amount.

For accommodation, in alignment with the agreed maximum rate for study budget claims within the UK, the overnight rate should not exceed £150 per night. Subsistence expenses will not usually be reimbursed.

Any contribution of funding for international leave will need the **prior** written approval of the HEE local Postgraduate Dean. Part funding may also be considered. If further periods of international study leave are requested, this will be considered on a case by case basis by the Postgraduate Dean, and budget allowing.

If you wish to fund a period of international study leave by other means, your Educational Supervisor should still ensure the activity aligns to the curriculum or personal development plan. This must be the case for any period of international Study Leave irrespective of how it is funded.

What kind of things might be approved?

As part of the approvals process, requests to attend overseas study courses/conferences will only be considered in very exceptional circumstances. Such circumstances include:

- for the presentation of significant research findings from within an NIHR recognised academic

- clinical fellowship or clinical lectureship
- for the presentation of research undertaken as part of a clinical training programme
- where the training course is not available in the UK
- where the course or activity is part of the college curriculum or guidelines on required training
- where the course is set out as a mandatory requirement of college training to reach the required qualification to practice

The course/conference must provide a clearly stated curriculum outcome and there must be a documented discussion with the ES about the clear need of the course/conference to meet curriculum requirements.

A report covering the entirety of the leave may be requested from you after attendance.

What do I need to do?

Please complete the form on our website:

https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave/International_Leave_and_Budget_Increases

or scan the QR code to the right using your phone.



For auditing purposes, all requests *must* be submitted through the International Leave and Budget Increases form; we cannot accept email requests.

Requests should be submitted with at least 8 weeks' notice where possible, to ensure appropriate administration and approval time.

What happens next?

On a weekly basis, the HEE East Midlands CSL Team will provide a report to the Postgraduate Dean with all international leave requests, using the information submitted via the form. We will also provide a report on your study leave and expenses claimed for the past three years to help inform the Postgraduate Dean's decision.

Once we receive a response from the Postgraduate Dean, we will contact you with the outcome and update your Leave Manager account as appropriate. This will include updating your Intrepid Leave Manager budget if necessary so that you can apply for the study leave and/or adding expenses for a request you've already submitted if funding is approved.

Questions

As always, if you have any queries about this policy or any other aspects of study leave in the East Midlands, please don't hesitate to contact us at CSL.EM@hee.nhs.uk.