

Curriculum Study Leave Policy

Appendix – COVID-19 (Coronavirus)



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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 **everyone** on a training programme and claiming expenses for study leave activities in the East Midlands region.

It **does not** apply to doctors who are not in training programmes with HEE East Midlands.

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

March 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

Coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

Information about the situation in the UK along with relevant guidance are being provided by the government and Public Health England.

Unfortunately, this has resulted in the postponement and/or cancellation of training events, and therefore study leave. HEE recognises the impact this has had and will have on those claiming study leave and/or expenses as part of HEE training programmes and will endeavour to support trainees where possible.

We are asking all parties to be as flexible as possible both during and after this difficult time. As such, we have produced this guidance for all parties involved in study leave in the East Midlands. Additional FAQs are being developed nationally and will be included/linked once released.

Trainees

If your event has been cancelled, you should endeavour to obtain a refund for any expenses that have been pre-booked from either the event provider or your bank/credit card company as appropriate.

If you are unable to obtain a refund through the above route/s, please submit your claim and receipts to your Trust/Programme Office via the usual study leave claim process (details on our website, www.eastmidlandsdeanery.nhs.uk/policies/study_leave, “How do I claim reimbursement of expenses?”). As you will be unable to provide proof of attendance, please instead provide evidence of the cancellation of the event, and that the expense is non-refundable.

CSL Coordinators/Programme Offices

Expenses claims should be processed in line with standard rates, guidance and policy.

Where a trainee is claiming for a cancelled leave activity, rather than providing proof of attendance, the trainee should provide evidence that the activity has been cancelled, and that the expense is non-refundable.

Please endeavour to liaise with and support trainees during this difficult time to facilitate their claims. If there are issues preventing payment of the claim and these cannot be resolved directly with the trainee, please contact us (CSL.EM@hee.nhs.uk) for further advice.

Leave Approvers (Rota Coordinators/JDAs, Practice Managers and TPDs/Heads of School)

All requests for study leave time not taken during the outbreak will be properly considered by employers and training programmes (with the support of the Postgraduate Dean if necessary) and will be subject to the need to maintain NHS services, and training requirements for completion of programmes.

Where possible, study leave should continue to be supported, although we recognise the need to balance this with the need to maintain services during this period.

Please ensure that cancellation requests are 'approved' (i.e. acknowledged) promptly on Leave Manager to mitigate the effect on trainee study leave access.

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. We're aware that this is an unprecedented time since the formation of Health Education England, but we will continue to provide any support that we can. In light of this, we may not always be able to answer any queries as promptly as we would prefer, should we need to seek national guidance to ensure consistency for all trainees, so we ask for your patience and support during this difficult time.