

Guidance for Study Leave Exception Approvers 2018

Health Education England, East Midlands Local Team



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Guidance for Exception Approvers – Leave Manager

Intrepid Leave Manager offers applicants two options for submitting leave requests; Standard applications (for activities on their School's/Programme's list of pre-approved activities), and Exception requests.

What is an Exception approver?

Exception approvers are a senior member of the School's faculty, usually the TPD or Head of School, whose responsibility is to ensure that the activity being applied for is appropriate for the trainee's specialty, grade, career trajectory and curriculum competences.

HEE's document, [Enhancing Junior Doctors' Working Lives](#), includes a commitment from HEE to ensure that every trainee has the opportunity to gain all competences relevant to their level of training as defined in each curriculum. This means that activities that directly support acquisition of curriculum competences will be fully funded by HEE and should be available on Intrepid as a Standard activity, requiring no additional approval.

However, this also means that Aspirational activities (i.e. activities that support a trainee's overall career development or special interests) will need careful consideration as to whether they are appropriate to fund (either fully or partially).

This guidance is designed to provide some initial support regarding the kinds of things to consider when reviewing an Exception application. If you're still unsure, or if you have any other queries, please contact the East Midlands study leave team at CSL.EM@hee.nhs.uk, and we'll be happy to help.

What not to approve

Under the new arrangements, most activities that trainees request will be on the

approved list, or will require a fairly straightforward review of whether the activity is appropriate for their programme, grade and career trajectory. However, there are a few activities that should not be approved for either leave or financing. These are included in the policy so trainees should be aware, but they are summarised below.

Mandatory training for potential future training programmes

As a general rule, mandatory training (ALS, ATLS, NLS etc.) that is not required for a trainee's current training programme, but is required for a potential future training programme, should not be supported from the CSL budget. Exceptional cases may be considered, but please discuss these with the HEE team first (CSL.EM@hee.nhs.uk).

Academic research

If the trainee is on an academic programme, academic research that is additional to the acquisition of the relevant GMC approved clinical curriculum competencies should not be funded by the Study Leave budget, but through the funding source for the junior doctor's academic research; for example, via the University.

Higher degrees

The CSL entitlement is not an appropriate source of time or funding for higher degrees (including Masters and PhDs), unless the degree is a specific and mandatory requirement for CCT. In these rare instances, please discuss with the CSL Team (CSL.EM@hee.nhs.uk).

Observerships

Study leave days/budgets may not be used towards observerships.

Overseas leave

Overseas courses/conferences will not be included on the list of pre-approved courses unless attendance is a curriculum requirement. Consideration may be given to funding the course/conference fees only, if the course is an appropriate aspirational activity in line with a doctor's PDP and you feel it is a suitable activity for the trainee.

Meetings at which Junior Doctors Present Papers

Junior doctors should be encouraged to present papers at academic and clinical meetings. The decision as to whether associated costs would be considered will depend on whether the meeting concerned is judged by the TPD or Head of School (the exception approver) as relevant to the curriculum and/or an aspirational activity that is beneficial to the junior doctor's development.

Professional activities

Leave for Mandatory Teaching expected of the trainee's employer (that is not a curriculum requirement), Interview Leave and Employer Related leave do not come under CSL and this leave should not be booked on Leave Manager. Similarly, attendance at GP Selection Centre, Specialty Training or Consultant interviews is not Study Leave and this should not be applied for on Leave Manager. Trainees should seek advice from their Trust about applying for Professional Leave in these situations (local arrangements may apply).

Courses where an equivalent course is run and funded by HEE

Where a course is offered by HEE/a HEE East Midlands school (e.g. Leadership & Management), funding will not generally be approved for the same/similar course delivered by an external provider. If the

trainee is unable to attend the East Midlands course and needs to have completed the course before the next East Midlands date, the trainee is expected to contact us regarding this.

Aspirational activities

Although HEE has committed to supporting trainees achieving their curriculum competences by providing additional financial support through the CSL budget, we are aware that there are additional competences of benefit to trainees' current practice or future career aspirations and development. These are referred to as Aspirational activities.

Such activities should be discussed between the trainee and their Educational Supervisor, and included in the trainee's PDP for the year. As long as this has been done, the activity is appropriate for the trainee's stage of training/progression, and the costs/period of leave are appropriate, you can generally approve the request. We would generally expect that aspirational activities would not be supported if the trainee is not progressing satisfactorily, as their focus should be on attaining curriculum competences.

We hope that this helps; this document is not intended to be exhaustive, but simply to provide some additional support and guidance regarding Exception applications. We will regularly update this guidance, but if you have any applications that you're unsure of, or if you need any other support relating to trainee study leave applications, please contact us at CSL.EM@hee.nhs.uk.