

## Study Leave Guidance for GP trainees Updated October 2021

**This guidance is split into information about the study leave allowance (Days allowed and the type of courses which would usually be approved) and information about the available study leave budget (money)**

### Study Leave Allowance

GP trainees have an annual study leave allowance of **30 days** in total.

These 30 days are broken down into internal and external leave:

- 18 days for the 'internal' programme provided teaching in half or whole day release.
- 2 days for the internal Leadership and Management programme
- 10 days for external leave.

The external leave can include additional approved courses – see below:

- **Exam Leave** for AKT and RCA/CSA only. The examination fees are not reimbursable. Study leave (days or funding) will not be approved for ALS or for other speciality exams for example: DGM; FRCA; DRCOG; DFFP; DCH etc
- **Private Study Leave** (2 days are allowed for the AKT and 1 day for RCA/CSA). This amount of private study leave for exams is a national agreement for GP trainees.
- **Taster Days** Up to 5 taster days are encouraged annually in a speciality where an identified learning need has been identified or in GP in ST1 if you do not start in a GP post.

Study leave for GP trainees is primarily focused on gaining the core competencies required for GP training and CCT. (Certificate of Completion of Training)

There is therefore a list of pre-approved courses which can be approved for study leave by your Programme Manager.

### The list of 'pre-approved' (curriculum-related) activities is below:

General Practice: 14 Fish – 3-year package  
General Practice: 14 Fish – AKT individual package  
General Practice: 14 Fish – RCA individual package  
General Practice: Cancer prevention and early detection  
General Practice: Child Health Surveillance  
General Practice: AKT Saturday  
General Practice: RCA Saturday  
General Practice: Dementia Training  
General Practice: Diabetes training for GPs  
General Practice: End of Life Care  
General Practice: GP Internal Training (full day release) – all day  
General Practice: GP Internal Training (half day release) – AM  
General Practice: GP Internal Training (half day release) – PM  
General Practice: GP Update Course

General Practice: Veterans' Health  
General: Basic Life Support (BLS)  
General: HEE Leadership and Management programme Day 1  
General: HEE Leadership and Management programme Day 2  
General: HEE Leadership and Management programme Day 3  
General: Teaching course (Train the Trainer type course)  
General Practice: Taster session  
General Practice: RCA Examination (travel, accommodation & subsistence only – no exam fees)  
General Practice: AKT Examination (travel only – no exam fees)

Other courses may be considered providing that they are cost-effective, AND not available locally or in a cheaper format (for example online) AND meets the requirements for the GP curriculum. **These will need to be approved by the local Programme Directors.** This educational need should have been discussed with your educational supervisor and documented as a PDP (personal development plan) item in your Eportfolio.

We will approve a maximum of one attendance at the **RCGP annual conference** for each GP trainee in their GP training programme. (See below information about study leave budget also)

External AKT or RCA/CSA courses will only be approved for a trainee who has previously failed the relevant exam and where that course is RCGP approved and felt to be value for money.

## **Aspirational Activity**

We will also consider applications for 'aspirational' activities usually for GP trainees in ST3 who have **already passed** their AKT and RCA/CSA. These would also need to be discussed with your educational supervisor, documented in the Eportfolio as a PDP entry, and approved by a TPD.

## **Study Leave Budget for GP trainees**

The standard national annual study leave budget for a GP trainee is £400 a year and this budget is set in academic years from the first Weds in August to the Tuesday before the first Weds in August the following year. It is not possible to carry study leave budget over from one year to the next.

For less Than Full Time trainee they receive the appropriate % of the budget for example for a 50% trainee they would have 50% of the allocated budget for the academic year.

For a GP trainee in a secondary care post at the time of the study leave expense, it is possible to apply for an uplift in the budget as there is a separate HEE fund for this uplift which only applies to trainees who are working in a trust and are therefore in a secondary care post. These will only be approved where the course or event meets a defined need, is considered value for money and has been discussed with your educational supervisor and TPD and documented in the Eportfolio as a PDP entry.

The study leave expense is paid **AFTER** the event which incurred the charge.

National study leave guidance does not support extensions to study leave budgets for trainees working in primary care settings. It is therefore **NOT possible to uplift the budget at all for a GP trainee when they are in a GP post** (this includes all time after moving into ST3).

As a result of these limitations, we would strongly encourage GP trainees to apply for the 14 Fish combined AKT and RCA/CSA 3-year package when they are in ST1 and in a secondary care post.

In addition, if you wish to attend the RCGP conference it may make sense to plan to do this, if possible, in ST1 or ST2 when you are in a secondary care post due to the ability to uplift the budget at these times.

## **14 Fish recording minutes**

14 Fish recording minutes are a facility integrated into 14 Fish which allows for recording of cases for the RCA (Recorded Consultation Assessment)

We do not routinely fund Fourteen Fish recording minutes in ST1 or ST2 GP placements. At these times trainees should use the recording facility provided by their GP training practice. In ST3, in addition to the free minutes that are offered for familiarisation and included as part of exam booking at trainees' expense, we will refund up to an additional 800 minutes (£100) from study leave budgets.

There is local discretion for individual trainees, identified as being in need of enhanced support, to have further additional minutes reimbursed where their study leave budget allows.

[www.hee.nhs.uk/our-work/doctors-training/study-budget-reforms](http://www.hee.nhs.uk/our-work/doctors-training/study-budget-reforms)).

[Health Education England, East Midlands Study Leave | Health Education England East Midlands \(eastmidlandsdeanery.nhs.uk\)](http://www.hee.nhs.uk/our-work/doctors-training/study-budget-reforms)