

## Study Leave Guidance for GP Postgraduate Doctors in Training (PGDiT) Valid between October 2023 and March 2024

**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 PGDiT 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 local GP Programme provided teaching in half or whole day release.
- 2 days for the internal Leadership and Management programme.
- 10 days for external leave.

This additional study leave can include leave as below:

- **Exam Leave** for AKT and SCA 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 SCA pr exam sitting). This amount of private study leave for exams is a national agreement for GP PGDiT
- **Taster Days** Up to 5 taster days are encouraged annually in a specialty where an identified learning need has been identified or in GP in ST1 if you do not start in a GP post.

Other study leave for GP PGDiT 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 – AKT annual subscription

General Practice: 14 Fish – SCA annual subscription

General Practice: 14 Fish – Recording minutes. A maximum of 200 minutes per year in ST1, ST2 and ST3

General Practice: Cancer prevention and early detection

General Practice: Child Health Surveillance

General Practice: Safeguarding Level 3

General Practice: AKT Saturday

General Practice: NHS England SCA support courses

General Practice: In ST3 only external SCA preparation course which is provided by the RCGP or RCGP accredited

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: NHS England Leadership and Management programme Day 1  
General: NHS England Leadership and Management programme Day 2  
General: NHS England Leadership and Management programme Day 3  
General: Teaching course (Train the Trainer type course)  
General Practice: Taster session  
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 PGDiT in their GP training programme. (See below information about study leave budget also).

## Aspirational Activity

We will also consider applications for 'aspirational' activities usually for GP PGDiT in ST3 who have **already passed** their AKT and SCA exams. 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 PGDiT

The standard national annual study leave budget for a GP PGDiT 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 PGDiT they receive the appropriate % of the budget for example for a 50% PGDiT they would have 50% of the allocated budget for the academic year.

For a GP PGDiT 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 NHS England fund for this uplift which only applies to PGDiT 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 PGDiT working in primary care settings. It is therefore **NOT possible to uplift the budget at all for a GP PGDiT when they are in a GP post** (this includes all time after moving into ST3).

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**

There is local discretion for individual PGDiT identified as being in need of enhanced support, for instance having failed the SCA, to have additional 14 Fish recording 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)).

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