NHS England East of England

Study Leave Funding Application Process Flowchart

This flowchart is applicable to Specialty trainees and covers Curriculum requirements over and under £600, aspirational study leave and overseas study leave. If you are a Foundation or GP trainee please find information on our website.

LOCAL / TRUST

Discuss study leave plans with your Educational Supervisor/Training Programme Director at the start of your placement

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Ensure you confirm the time off required for study leave with the rota coordinator in accordance with local timescale processes

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Submit study leave application in line with the local process to ensure the time off has departmental approval and will not affect your agreed work schedule

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Your Educational Supervisor will review the application against curriculum requirements and your personal development plan

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Your application should be signed off and confirmed by the Educational Supervisor and/or DME* in accordance with timescale processes

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If your application is not approved, the ES will confirm this in writing and provide reasons for this decision.

*Important info: Some Trusts may require additional local sign off stages e.g. Medical Education Manager. If this is the case all stages of local sign off must be completed. The local and NHSE (when applicable) application processes must be completed in full before any study leave can be attended/reimbursed.

NHSE

Approved by ES

Curriculum requirements **over** £600 & Aspirational (incurring cost)

Complete the NHSE study leave form available on the NHSE EoE website

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Submit the application with a copy of your PDP to your TPD.
This must be approved **prior to attendance.**

Overseas activity

Complete the NHSE study leave form available on the NHSE EoE website

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Send application to england.studyleave.eoe@nhs.net for approval by PGD.
This must be approved **prior to attendance.**

Approved by ES

Curriculum requirements **under** £600

The NHSE study leave form does **not** need to be completed and this does **not** need to come to NHSE

Approved

Once approved you can undertake your educational course; make sure you keep all receipts

All study leave activities are now in scope for early reimbursement, providing the necessary approvals have been obtained in advance and receipts can be provided at the point of claiming.

Submit an expense claim to your employing NHS Trust in accordance with timescale processes (within 8 weeks of attending the course) and provide proof of purchase with receipts.

Payment will be made to the trainee at the earliest opportunity and in line with Trust's reimbursement processes.

Not approved

If your application is not approved, the TPD/PGD will confirm this in writing and provide reasons for this decision.