

## **STUDY LEAVE – GP SPECIALITY TRAINEE (ITP or ST3) IN A GENERAL PRACTICE POST**

1. Study leave allowance is granted under the terms of the GP Speciality Training Registrar (GPSTR) – trainer contract.
2. Study leave allowance should be granted with reference to the following principles:
  - (a) GPSTRs should be encouraged to develop coherent and relevant study leave plans early on in training in collaboration with their educational supervisor and to request leave in accordance with these plans. Personal study leave may not exceed 5 days per annum, must be relevant to learning needs and agreed in advance with the trainee's educational supervisor.
  - (b) Study leave is not an entitlement but an allowance and the needs of patients must always take precedence.
  - (c) The London Deanery believes that the prime educational opportunity for GPSTRs is seeing patients and being given time for personal and facilitated reflection on the casework, supported by structured taught courses.
  - (d) The total of GP Speciality Teaching Sessions which includes day or half-day release and residential events and study leave granted to each GPSTR should be a maximum of 30 days per year.  
Please note, this does not include the one session per week allocated to planned educational activity as defined in the London Deanery GP Training Guide.
  - (e) Attendance at GP Speciality Teaching Sessions and any residential courses included in the programme is considered compulsory. The minimal acceptable attendance rate is 80% which takes into account sessions missed due to annual leave and sickness.
  - (f) During weeks when there is no day or half-day release teaching session arranged, the GPSTR would be expected to be involved in a clinical session or another suitable alternative agreed with the trainer.
  - (g) It is London Deanery policy not to support courses arranged abroad unless it can be shown without doubt that the educational value is relevant to UK General Practice and can only be acquired in a venue outside the UK.
  - (h) Reimbursement for courses may be claimed from the GP Department administrative office up to a specified annual limit. There is also limited funding available to GPSTRs who are presenting a scientific paper or facilitating a workshop in GP orientated conferences in Europe. This is subject to the availability of funds.
  - (i) In the event of a dispute arising over study leave, GPSTRs and trainers are advised to consult their programme director and/or the appropriate patch

associate director. If local resolution cannot be achieved, final arbitration will be the responsibility of the Head of the London School of General Practice who will arrange an appeal panel to consider the facts of the case.

- (j) The above includes GPSTRs who are doing Innovative Training Posts and who are employed by a GP Trainer.

## **STUDY LEAVE FOR GENERAL PRACTICE SPECIALITY TRAINEES (ST1/2) IN HOSPITAL POSTS**

1. Study leave for ST1 and ST2 is normally permitted up to a maximum of 30 days per year (15 days per six months).
2. This will be reflected in the educational contract that the GPST holds with their employer, the Acute Trust.
3. Study leave is not an entitlement but an allowance and the needs of the patients must always take precedence.
4. The GPSTR should plan study leave at the beginning of each post in collaboration with his/her educational supervisor and apply for study leave from the clinical tutor who holds the study leave budget for all trainees employed by the acute trust. The study for which leave is taken should be considered in the context of the entire GP training programme and not necessarily restricted to the speciality in which it is taken. Normally, personal study leave may not exceed 5 days, must be relevant to learning needs and must be agreed in advance with the trainee's educational supervisor. This must be in line with the employing trust's study leave policy.
5. It is London Deanery policy not to support courses held abroad.
6. Leave approved for sitting examinations is normally granted in addition to the appropriate study leave entitlement.
7. In addition to study leave, trainees are normally entitled to 3 hours interruption-free, trust-based, in-service training per week, although this is exceeded in many departments.
8. Speciality trainees in General Practice are expected to attend GP Speciality Training Sessions as part of their working week.
9. Speciality trainees in General Practice are encouraged to attend both the half day release course and departmental training, although this is subject to local negotiation.

10. In situations where GPSTRs are enabled to attend both teaching sessions related to their hospital post and to teaching sessions related to General Practice, then they are expected to apply for and use study leave to attend the latter.
11. Attendance at GP Speciality Teaching Sessions and any residential courses included in the programme is considered compulsory. The minimal acceptable attendance rate should normally be 70% which should take into account sessions missed due to annual leave, sickness and rota requirements.
12. Leave taken for residential courses or courses arranged centrally by the GP Department must be taken out of the study leave budget.
13. For local information regarding forms and permission relating to study leave, please consult the relevant postgraduate medical department administrator or trust HR department.