



## Curriculum Study Leave (CSL)

### Hospital and Practice Based Components of Derby GP Specialty Training Programme



#### Study Leave Overview

The East Midlands Education and Training Board (LETB) is introducing an electronic online system for doctors in training to request training courses required to meet each of the individual training programmes. The system will manage all applications for study, exam and professional leave.

The system will replace any paper based system which has previously been used.

The online study leave manager is being rolled out across all the GP Training Programmes in the East Midlands in the next few months and will go live for all on 07 August 2013.

#### Getting Started

Once the system has been implemented you will receive an email with your login details. Your account will be activated the first time you make a request for study leave. The online system will allow you to track the progress of your request and will allow you to see any comments the approvers have made.

#### What Else Will The System Do?

The online study leave manager offers more than just a new way to apply for your study leave you can:

- Check how many study leave days you have remaining
- Check your entire study leave history

The system is linked to Intrepid which the LETB uses as its main database for trainees. It is secure and your information will remain confidential.

#### Requests

Each Programme has a nominated a Request Approver, this is the Programme Manager or Deputy who will review the request prior to approval. We would recommend that you discuss these requests with your Educational Supervisor/Programme Director prior to submitting your request to your Programme Manager.

## Individual Budgets & Study Leave Days Allowance

Each doctor in training will have a nominal allowance per annum, managed by your local training programme and a specific number of days attached to the programme. (Budgets must be used within the financial year).

The online system will help the LETB to collect the information on what courses are required for trainees in the future.

## Eligible Costs

In addition to course fees the following expenses can be applied for:

- Maximum of £55 per night B&B
- Staying with friends or relatives £25 per night including subsistence
- Mileage 24p per mile or public transport costs. (Standard travel only)
- Meal Allowance of £20 per day. (Receipts required for each 24 hour period)

**All Eligible Costs must be applied for in advance through your GP Programme office.**

Any excess expense will not be refunded.

## Non Eligible Costs

These may include:

Examination fees

Credit card charges

Conventions

Ceremonies

Retrospective applications

## Steps for Approval

When you log on the system you will be able to see the approval chains for each of the posts you will be completing.

They may include:



Hospital Posts	GP Posts
<b>Application submitted online to the Study Leave Champion</b>	
<b>This is your Programme Manager</b>	<b>This is your Programme Manager</b>
<p>These people are appointed to assist you with the process. They will be the first people on the approval chain in your application. They will initially approve the application, checking you have enough days/funding and that the course you wish to attend is on the approved course list (<i>if this is not the case they will seek additional approval from a Programme Director</i>). They will be able to track your application through the process and ensure that it is not unnecessarily delayed. They will also be the people you can go to if you experience difficulties with the online system.</p>	
<b>The Rota Coordinator/Leave Approver to approve Study Leave</b>	
<b>Someone will be appointed in the Trust and you will be notified</b>	<b>This is your Practice Manager</b>
<p>These people will provide the approval for you to take the time out of service/training to attend the course.</p>	
<b>Study Leave to Receive Educational Approval</b>	
<b>This is your Educational Supervisor</b>	<b>This is your Educational Supervisor</b>
<p>These people will provide the approval for you to take the time out of service/training to attend the course and obtain exception approval if not listed on the programme list.</p>	
<b>Study Leave Application to Receive Final Approval</b>	
<b>This is your Programme Manager</b>	<b>This is your Programme Manager</b>
<p>Once your application has received Leave &amp; Educational approval, it will then need finalising by the Programme Manager.</p>	
<b>Appeals</b>	
<b>Associate Postgraduate Dean</b>	<b>Associate Postgraduate Dean</b>
<p>If your application has not been successful and you wish to appeal you may do so by contacting your Associate Postgraduate Dean</p>	

Course lists for all training programmes will eventually be stored on the LETB Website. These are currently specific to individual programmes and you will receive further information from your Programme Administrative Team.

## System Benefits

### Accessibility

As a doctor in training you will be able to apply for study leave in posts which you have been assigned to you even if it is not your current post. Each post will be pre-populated with the approvers so you will no longer need to know who manages the rota as the system will already know.

There will be no need to chase down individuals to sign off your paper request as the online system will do that for you.

### Accountability

The online system will ensure there is equitability with your request and a full audit trail of your request will be created. If your request is turned down for any reason you will be able to see the comments generated by the Approver. This creates a transparent application process.

The system will also provide you with a list of external courses you have attended to support you with your ARCP.

### Quality

There is a built in evaluation element to the online system and once you have attended the course you will be required to complete this.


This will help the LETB to evaluate the courses listed for your programme and establish the best providers if delivered by multiple centres.

They will also be able to use the information provided to organise local courses in the future.

### Experience

The process is almost paperless (You will still need to complete a local claim form in the usual way for reimbursements).

For further information, please contact:

<b>Programme Manager</b>	<b>Viv Longdon</b>	<b>Tel: 01332 785225</b>	Derby Hospitals  NHS Foundation Trust
<b>CSL Administrator</b>	<b>Valerie Line</b>	<b>Tel: 01332 785202</b>	

<b>Tel: 0115 847 4800</b>	
<b>Fax: 0115 846 7111</b>	Health Education East Midlands
<b>East Midlands Local Education and Training Board</b>	
<b>Number One, Mere Way, Ruddington Fields Business Park, Nottingham NG11 6JS</b>	