

Study Leave Process for GP Trainees in Hospital Posts

Do not enter exam fees AKT/CSA onto Intrepid. Only request time off. Reimbursement for the **first** sitting of the RCA and AKT should be claimed via SEL e-expenses

Any queries please contact your PG Centre in the first instance

Suitability of course should be discussed with ES/CS

Once ES/CS has approved suitability

In a hospital post GP Trainees should enter both course fees **and** any travel and subsistence. (If you are not taking time off but wish to claim from your SL budget apply in the normal way but enter '0' days.

The Study Leave Entitlement for a 6 month hospital post is 30 sessions. 12 sessions of which are reserved for Half Day Release. LTFT trainees do not receive any additional entitlement

At least 6 weeks prior to the date of the course an application should be submitted on Intrepid <https://secure.intrepidonline.co.uk/LeaveManager/WAL/>

Your PG Centre Manager/ Rota Coordinator will approve the time off and the budget.

ALS is no longer required for recruitment to GP Training nor is it a mandatory requirement in order to achieve a Certificate of Completion of Training. It may be the case that ALS is required for some hospital posts and you should check with the relevant Directorate prior to commencing your post. ALS is an invaluable qualification and requests to undertake an ALS course using study leave entitlement will be supported where possible.

To claim reimbursement once approval has been granted, enter your claim on SEL expenses uploading receipts within 3 months of the date of the course

The GP Programme Directors will run GP specific education sessions on a regular basis. Attendance at these sessions will come from study leave allowance. These sessions cannot be replaced with SDL and TOIL will not be granted if you attend whilst on annual leave.

The Study Leave Budget per training year is £600. As LTFT training time is longer, the trainee will receive equitable funding to their full time colleagues over the total duration of training.

For full information please refer to the All Wales Study Leave Policy http://www.wales.nhs.uk/sitesplus/documents/1002/All_Wales_Study_Leave_Policy_-_January_2015.pdf

If it is necessary to complete/attend a mandatory course/event on a non-working day (e.g. weekend or rostered day off) then you are entitled to time off in lieu. This must be included within the study leave application and you **must** agree this lieu time with your ES and a service manager i.e. rota-coordinator, Medical Personnel etc. at the time of agreeing the study leave. The lieu time should be taken within an agreed reasonable time frame of the event. You must ensure that this does not breach your contract requirements on hours worked or the