

<b>POLICY NAME:</b>	<b>STUDY LEAVE &amp; ASSOCIATED EXPENSES FOR MEDICAL STAFF</b>	
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**AT ALL TIMES, STAFF MUST TREAT PATIENTS WITH RESPECT  
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY.**

## **1 INTRODUCTION**

Wrightington, Wigan & Leigh NHS Foundation Trust encourages senior medical staff to comply with Continuing Medical Education/Continued Professional Development as directed by the Royal College guidance to ensure quality patient care and to continually improve the service they provide. Personal development plans should also reflect and be aligned to service priorities and personal development needs.

## **2 POLICY STATEMENT**

- 2.1 Wrightington, Wigan & Leigh NHS Foundation Trust is committed to ensuring that patients receive an excellent service when they chose our hospitals for their consultation and treatment. The trust attaches great importance to the continuing professional development of its medical staff and values education as an integral part of delivering excellent care.
- 2.2 The purpose of this policy is to ensure that a consistent approach is being applied to all applications for study leave to ensure that Divisions/Directorates can minimise disruption to clinical activity and any locum requirements can be kept to a minimum.
- 2.3 The objectives of this policy are:
  - For all Consultants, SAS Doctors and Staff/Trust Grade Doctors to follow a consistent process for managing study leave fairly and equitably.
  - To provide a mechanism for authorising and maintaining records for all study leave taken.
  - To ensure service needs are unaffected by medical staff absences due to study leave.

## **3 KEY PRINCIPLES**

- 3.1 This policy will optimise the opportunity for Consultants, Associate Specialists, Speciality Doctors and Staff Grade Medical Staff to take study leave entitlement without compromising service needs. This policy will address the following areas:
  - Entitlement to study leave for Consultants, SAS doctors and Staff/Trust Grade Doctors
  - The process to be followed when requesting study leave
  - The process of authorisation
  - Record Keeping
  - Breaches of policy

## 4 RESPONSIBILITIES

4.1 The **Medical Director / Director of Medical Education** have responsibility for:

- Ensuring that medical staff are enabled to access appropriate CPD activities, including all statutory and mandatory updates required by professional bodies and by WWL.

4.2 **Clinical Directors** have responsibility for:

- Ensuring that courses applied for are relevant and appropriate to CPD.
- Electronically approving (or refusing) applications for medical staff that fall under their remit thus confirming that the course/conference applied for is commensurate to the role and responsibilities of the applicant.
- Ensuring that all applications, including those for overseas travel, are carefully overseen to ensure appropriate use of public monies.

4.3 **Rota co-ordinators** have responsibility for:

- Ensuring the leave dates applied for are adequately staffed and do not have a detrimental effect on ward cover or service delivery.
- Ensuring locum cover is arranged where internal cover is not available.
- Electronically approving (or refusing) applications for medical staff that fall under their speciality/division thus confirming that there are adequate staffing levels and/or appropriate locum cover is in place to cover the period of absence.

4.4 **The Medical Education Department/Study Leave Administrator** will ensure that:

- Ensuring that applications are within the individual's budget allowance
- Electronically approving (or refusing) requests for study leave in line with this policy.
- Electronically approving subsequent training expenses claims, against budgetary allowance, that have a corresponding prospective application.
- Referring requests over the agreed financial limit to the Director of Medical Education and/or Medical Director for approval.
- Monitoring the annual uptake of study leave by staff group
- Discussing concerns with individual consultants/doctors if applications are not received within a timely manner (with 6 weeks' notice)
- Medical staff are aware of this policy upon commencing employment with the Trust; their entitlement to study leave, their requirements for requesting this leave/funding and the outcome of non-compliance.
- The department will also retain electronic historical records of study leave.

4.5 **Consultants/Medical Staff** have responsibility for:

- Ensuring their requirements for CPD activities are fulfilled, including all statutory and mandatory updates required by professional bodies and WWL.

- Being aware of this policy and the procedure for application and the potential consequences of non-compliance
- Arranging appropriate internal cover with colleagues or highlighting the need for locum cover to rota masters.
- Ensuring their application is submitted 6 weeks in advance, making sure all receipts are obtained and retained for the purpose of reimbursement.
- Ensuring that all approvers have actioned their study leave/funding application on the Tracker2 study leave system before making any bookings/travel arrangements
- Ensuring that claims for appropriate expenses are made within 3 months (from the date of the course/conference) on Easy Expenses
- Informing the Medical Education Department of any changes to contracted PA's which may affect their entitlement

## 5 ENTITLEMENT

- 5.1 Subject to the Medical and Dental Terms and Conditions of Service, study leave will normally be granted, providing it is consistent with maintaining essential services.
- 5.2 Leave and funding entitlements for Consultants, SAS Doctors and substantive Staff/Trust Grade Doctors are calculated on a three-year rolling period that are aligned to financial periods.  
The three-year rolling period includes the current financial year and the previous two financial years.
- 5.3 Time spent travelling to and from events, if during normal working hours, should also be accounted for in the application form.
- 5.4 Funding and Days
- 5.4.1 Medical Staff will be allocated an individual budget, outlined below, to be used within the current three year rolling period.

<b>Consultants</b>	<b>SAS &amp; Substantive Staff / Trust Grade Doctors</b>	<b>Clinical Research Fellows / Training Fellows / Non-Training Posts (LAS)/ FY2's</b>
£3,300 & 30 days	£3,000 & 30 days	£790 per annum & 10 days
Rolling 3 year period	Rolling 3 year period	Calculated from contract start date

- 5.4.2 Funding entitlements may be reviewed annually dependant on the Trust's financial position.
- 5.4.3 Applications for funding that exceed the individual's entitlement will be rejected.
- 5.4.4 Applicants can view their own remaining entitlement on the Tracker2 system.

- 5.4.5 Part time medical staff, serving a minimum 3-month contract, will be entitled to full study leave funding and study leave days on a pro-rata basis.
- 5.4.6 Where employees change their number of contracted PA's during the three year period, study leave will be re-allocated based on entitlement after the contract change at the same time as agreeing their new job plan.
- 5.4.7 Applications received for funding only when the course occurs on a non-working day will be subject to the deduction of one day from the individual's entitlement.
- 5.5 Expenses
  - 5.5.1 Staff are expected to purchase the cheapest tickets available and to avail themselves of any discounts.
  - 5.5.2 Taxis may be used if suitable public transport is not easily or safely available and an explanation is provided. Taxi claims received without an explanation will be rejected.
  - 5.5.3 Subsistence fees are determined by the Trust and are currently limited to £40 per night. (See also section 5.8).
  - 5.5.4 Accommodation costs should not exceed £90 per night (£170 per night in London). (See also section 5.8).
  - 5.5.5 Examination fees cannot be claimed from study leave budgets.
  - 5.5.6 Fuel costs will be reimbursed at 0.24p per mile. Both the home and destination postcodes should be entered into Easy Expenses and the system will calculate the shortest distance for which mileage will be reimbursed.
  - 5.5.7 Staff are required to pay all costs upfront associated with the study leave. All relevant expenses can be claimed once the event has been attended using the Trust's electronic Easy Expenses system. All receipts and relevant explanations must be uploaded electronically to easy expenses and attached to the claim. Copies of receipts submitted in hard copy format or emailed to the Medical Education team cannot be accepted. Certificates will not be accepted as proof of payment.
- 5.6 Overseas Allowance
  - 5.6.1 Applications for overseas leave are subject to a cap, equivalent to 2 years of entitlement. For Consultants, SAS & Substantive Staff / Trust Grade Doctors this will be £2,000 per trip inclusive of travel, accommodation, subsistence, and course fees. Overseas funding will be taken from the overall 3 year study budget for the doctor (not additional / discretionary) Staff should mitigate their expenses by traveling economy class and sourcing reasonable accommodation.

## 5.7 Part Time Workers

- 5.7.1 Flexibility in working must be provided to support part time senior medical staff in undertaking their training and development. Part time staff are entitled to a pro-rata days allowance dependant on the number of contracted PA's. Such staff should make contact with the study leave administrator to enable their Tracker2 account to be adjusted accordingly.

## 5.8 Trust Travel and Subsistence Policy

- 5.8.1 Funding amounts identified within this Policy are subject to change in accordance with the Trusts' Travel and Subsistence Policy. Where there is a difference in amounts, those specified within the Travel and Subsistence Policy will take precedence and apply to all relevant staff.

# 6 PROCESS FOR REQUESTING AND AUTHORISATION OF STUDY LEAVE AND EXPENSES

- 6.1 Study Leave/Funding applications should be always made prospectively. Barring exceptional circumstances (decided by the DME), the period of notice for study leave should be **six weeks**.
- 6.2 A study leave application form should be completed on the Tracker2 study leave system. Access to the system will be by individual username and password. Individuals who don't have a Tracker2 account should contact the Study Leave Administrator on Ext. 2097. The approval pathway will consist of the applicants Clinical Director, their Rota Master and the Medical Education Manager unless outlined in 6.3.
- 6.3 Consultants do not require the approval of the Rota Co-ordinator or Clinical Director on the Tracker2 system. They only required approval is from the Medical Education Manager to ensure that they have sufficient money and days.
- 6.4 Applications can only be considered if all sections of the form are completed with estimated costs provided.
- 6.5 Retrospective applications will **not** be considered.
- 6.6 Staff are advised to wait until all the approvers have actioned their application before booking courses and associated travel and accommodation. The Trust cannot guarantee to reimburse any costs that have been paid without prior approval.
- 6.7 Individuals can view the progress of their applications by logging into their Tracker2 account. It is the individuals responsibility to chase approvers that have not yet actioned their request, particularly if the course date is impending.

- 6.8 Once all the approvers in the pathway have actioned the request, the applicant will receive an automatic email from Tracker2 notifying them of the outcome of their request.
- 6.9 Only when in receipt of formal approval, via automated email from Tracker2, should the individual attend the course/conference and retain all receipts/proof of payments for subsequent reimbursement.
- 6.10 Claims for reimbursement should only be made on Easy Expenses after the episode of leave and no later than 3 months after the course date. Actual costs will be entered onto the Tracker2 system by the Medical Education Department upon receipt of a valid claim.
- 6.11 The Study Leave Administrator will send a generic email after the course date to remind individuals to claim for reimbursement of expenses. This reminder process will be repeated three times, at regular intervals, during the 90-day window on Easy Expenses to prompt individuals to apply for reimbursement, in line with Trust policy.

## **7 APPEALS**

- 7.1 Medical staff who are not satisfied with the outcome of their application should write to the Medical Education Manager advising of the reason for their appeal. This will then be escalated to the Director of Medical Education for consideration.

## **8 BREACHES OF THE POLICY**

- 8.1 Where steps in the policy have not been followed for requesting study leave, applications may be rejected and/or leave may be cancelled. This is at the discretion of the Director of Medical Education.
- 8.2 Staff who are found to be in breach of policy may be subject to disciplinary procedures. Staff who are found to be abusing public funds will be subject to disciplinary procedures in line with Trust policy.

## **9 HUMAN RIGHTS ACT**

Implications of the Human Rights Act have been taken into account in the formulation of this document and they have, where appropriate, been fully reflected in its wording.

## **9 INCLUSION & DIVERSITY**

The document has been assessed against the Equality Impact Assessment Form from the Trust's Equality Impact Assessment Guidance and, as far as we are aware, there is no impact on any protected characteristics.

## **10 MONITORING AND REVIEW**

## **11 ACCESSIBILITY STATEMENT**

This document can be made available in a range of alternative formats e.g. large print, Braille and audio cd.

For more details, please contact the HR Department on 01942 77 3766 or email [equalityanddiversity@wwl.nhs.uk](mailto:equalityanddiversity@wwl.nhs.uk)



Policy Title & ID Number  
Version No:  
Author(s) job title  
Ratified PARC:  
Next Review Date:(3 years from ratification date)

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## **Appendix 1**

## **REFERENCES**

## **GLOSSARY OF TERMS**

# Equality Impact Assessment Form

## STAGE 1 - INITIAL ASSESSMENT

For each of the protected characteristics listed answer the questions below using  Y to indicate Yes and  N to indicate No	Protected Characteristics														Reasons for negative / positive impact
	Male / Female	Age	Ethnicity	Learning Disability	Hearing Impairment	Visual Impairment	Physical Disability	Mental Health	Gay / Lesbian / Bisexual	Transgender	Religion / Belief	Marriage / Civil Partnership	Pregnancy & Maternity	Carers	
Does the policy have the potential to affect individuals or communities differently in a negative way?	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Is there potential for the policy to promote equality of opportunity for all / promote good relations with different groups – Have a positive impact on individuals and communities.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
In relation to each protected characteristic, are there any areas where you are unsure about the impact and more information is needed?	N	N	N	N	N	N	N	N	N	N	N	N	N	N	If Yes, please state how you are going to gather this information.

Job Title		Date	
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**IF 'YES an NEGATIVE IMPACT' IS IDENTIFIED - A Full Equality Impact Assessment STAGE 2 Form must be completed. This can be accessed via [http://intranet/Departments/Equality\\_Diversity/Equality\\_Impact\\_Assessment\\_Guidance.asp](http://intranet/Departments/Equality_Diversity/Equality_Impact_Assessment_Guidance.asp)**

**Please note: As a member of Trust staff carrying out a review of an existing or proposal for a new service, policy or function you are required to complete an EIA. By stating that you have NOT identified a negative impact, you are agreeing that the organisation has NOT discriminated against any of the protected characteristics. Please ensure that you have the evidence to support this decision as the Trust will be liable for any breaches in Equality Legislation.**

[illegible]