

INFORMATION FOR BANBURY GP TRAINEES (ST 1 ,2 AND 3) ABOUT STUDY LEAVE AND EDUCATIONAL ALLOWANCE

Each year you are entitled to a study leave budget for you to put towards courses contributing to your GP training. Further information about this is available on the deanery website, where you will find a link to “GP Specialty Registrar Study Leave and Educational Allowance Policy” –

http://www.nesc.nhs.uk/docs/OX_Study_Leave_and_Educational_Allow_policy_20080916.doc

Currently the budget is £600 (August to July each year) in hospital posts and £600 per year in GP posts. But this is subject to change so please check with Lucy in the Postgraduate Centre from time to time to make sure these figures are still accurate.

It is important that you realise that it is a **contribution** to your study leave budget, and may not cover all the courses that you wish to attend.

All study leave needs to be applied for on the correct form.

While in GP posts, please use this form:

http://www.oxforddeanery.nhs.uk/specialty_schools/school_general_practice/courses.aspx

While in hospital posts, please use this form:

<http://www.oxfordradcliffe.nhs.uk/forclinicians/postgrad/studyleave.aspx>

Your application form needs to be **signed by both your clinical supervisor and a Programme Director and submitted before you apply for the course.**

Please bear in mind that we will only approve courses that are essential to your GP training, which cover areas in the new GP curriculum and which are backed up by educational needs in your PDP.

You may choose from courses run in Oxford and Banbury or courses run elsewhere, but **please note** we have arranged special rates for our learners for some of the Oxford and Banbury courses and you are unlikely to find an equivalent elsewhere that represents such good value for money. We will not normally approve courses that duplicate or overlap areas already covered on the VTS day release.

As a guideline, you are entitled to at least 5 days study leave to allow you to go on these courses. It is possible, as an exception, for you to have more if you can make a good educational case for it. However you should **negotiate with your trainer/consultant about study leave** in good time in order to minimise the impact on your clinical commitments.

You are also entitled during you ST1 and ST2 hospital posts, to 5 days per year pro rata to spend in the practice where you will be an ST3. This time could be spent observing, consulting, or doing assessments/meeting with your trainer. You need to be both proactive and sensitive if you wish to take up this opportunity, and negotiate well ahead of time with your trainer, your consultant and your colleagues. Some jobs (eg: those with a smaller level of service commitment) lend themselves better to it than others.

If you have any queries about study leave/courses, you are welcome to discuss them with the Programme Directors, Stella or Liz.