

Reference Number: UHB 415 Version Number: 1	Date of Next Review: 28 th Jun 2021 Previous Trust/LHB Reference Number: T219
STUDY LEAVE PROCEDURE FOR MEDICAL & DENTAL STAFF (not in training)	
Introduction and Aim	
<p>Study leave for medical and dental staff is determined in the Terms and Conditions of Service as leave granted for “postgraduate purposes and approved by the UHB and includes study (usually but not exclusively or necessarily on a course), research, teaching or taking examinations, visiting clinics and attending professional conferences”.</p> <p>The UHB is committed to supporting activities that are aligned to the needs of the individual and the organisation in delivering the health outcomes and healthcare priorities of NHS Wales in line with the principles of Continuing Professional Development (CPD).</p> <p>This procedure provides clarity on all aspects of the study leave process for medical and dental staff other than those in training programmes.</p>	
Objectives	
<ul style="list-style-type: none"> • Clarify the criteria for approval of study leave • Identify the categories of study leave available • Illustrate the recommended standards for study leave • Detail the process for approval and recording of study leave within the UHB 	
Scope	
<p>This procedure applies to all medical and dental staff employed within Cardiff and Vale University Health Board (including honorary contract holders where applicable) except for those doctors and dentists in training programmes with the Wales Deanery.</p>	
Equality and Health Impact Assessment	An Equality and Health Impact Assessment has been completed and found there to be a positive impact.
Documents to read alongside this Procedure	Continuing Professional Development (CPD) Policy Standards of Behaviour Framework Policy incorporating Declarations of Interest, Gifts, Hospitality and Sponsorship
Groups Consulted	British Medical Association (BMA)
Outcome of Consultation	Agreed procedure
Accountable Executive or Clinical Board Director	Dr Graham Shortland, Medical Director
Author(s)	Mr Peter Durning, Assistant Medical Director

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	Mrs Hilary Sharp, Senior Medical Workforce Manager Mr Saty Bhatia, LNC Chair
<u>Disclaimer</u>	
If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	28/06/18	04/07/18	New Procedure
1a			'BMA representative' changed to LNC Chair

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1. INTRODUCTION

The Cardiff and Vale University Health Board subscribes to the aims and values that underpin the National Health Service across the United Kingdom. Fundamental to these are the provision of patient / client services of the highest standard and support for healthcare education, research and development.

Our mission is “Caring for People, Keeping People Well”, with our vision being that a person’s chance of leading a healthy life should be the same wherever they live and whoever they are, and our values are

- kind and caring
- respectful
- trust and integrity
- personal responsibility

These are aligned to the NHS Wales Core Values:

- We put patients and users of our services first:
- We seek to improve our care
- We focus on wellbeing and prevention
- We reflect on our experiences and learn
- We work in partnership and as a team
- We value all who work for the NHS

Achievement of the above requires a highly skilled and motivated medical workforce and consideration will be given to a person’s individual development / learning needs within the context of the service and organisation’s objectives.

Study leave for medical and dental staff is determined in the Terms and Conditions of Service as leave granted for “postgraduate purposes and approved by the UHB and includes study (usually but not exclusively or necessarily on a course) research, teaching or taking examinations, visiting clinics and attending professional conferences”.

The UHB is committed to supporting activities that are aligned to the needs of the individual and the organisation in delivering the health outcomes and healthcare priorities of NHS Wales in line with the principles of Continuing Professional Development (CPD).

2. CRITERIA FOR APPROVAL OF STUDY LEAVE

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Study leave will normally be granted subject to the necessity of maintaining essential services. Consideration will be given to the following in deciding whether to give approval:-

- 2.1** that it is of benefit to the person concerned;
- 2.2** that it is of benefit to the Clinical Board and the UHB;
- 2.3** that it gives value for money;
- 2.4** that resources are available (money and number of staff that can be released at any one time). Study leave and associated expenses are entitlements as allowed under the terms and conditions of service (Para 251-254). Leave may be applied and approved without associated expenses if the individual wishes to do so.
- 2.5** amount and cost of study leave already granted or not used to the individual concerned;
- 2.6** in the case of Consultant (and other senior) medical and dental staff, consideration will be given to fulfilment of job plans, as well as compliance with GMC / GDC revalidation requirements. Expenses will be paid for study leave taken in line with the doctor / dentist's Personal Development Plan / annual appraisal
- 2.7** Requests for study leave must be made in accordance with the UHB's procedures for recording absence.

Study leave must be approved within the Clinical Board in which the doctor / dentist will be working six weeks prior to the time the leave is to be taken. Applicants must be in possession of authorisation prior to embarking on study leave. On approval the decision to support the leave with expenses will be clearly stated.

The preferred system for applying for study leave (as well as other absences) is any current electronic leave system implemented by the UHB. In general, a minimum of 6 weeks' notice should be provided but in agreed circumstances late applications will be considered by the Clinical Director / Clinical Board Director. Expenses for retrospective study leave applications will not be approved however time will be deducted from study leave allocation.

Medical and dental staff are reminded of the need to maintain strict ethical standards in the conduct of NHS business in line with the UHB's Declarations of Interest Policy and as laid down in DGM(93)84, paragraph 26 – *“Acceptance by staff of commercial sponsorship for attendance at relevant conferences and courses is acceptable, but only where the employee seeks permission in advance and the UHB is satisfied that acceptance will not compromise purchasing decisions in any way.”*

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3. CATEGORIES OF STUDY LEAVE

The following types of study leave may be granted to medical and dental staff:-

3.1 Courses

Leave may be granted for attendance at relevant postgraduate courses and, where available, may be restricted to locally held courses. Where medical and dental staff are unable to avail themselves of these courses or where training requirements for particular specialties are such that no suitable courses are available in the locality, approval may be given for attendance at the nearest available and appropriate centre. In certain circumstances, the leave approval may be restricted to the cost and duration of the local course unless a satisfactory explanation is given as to why the local course is not appropriate.

3.2 Leave for Private Study

This may be granted for specific purposes for not more than five days within one year of study leave allocation, and usually before sitting a higher professional examination in line with continuous professional development requirements.

3.3 Study of a particular subject or technique

Leave may be granted to allow a doctor or dentist to increase knowledge of a particular subject or to study a special problem or technique. Such applications will be subject to specific review by the Clinical Director / Clinical Board Director.

3.4 Examinations

For attendance at examinations at Centres in the United Kingdom and Ireland for specialist / higher medical and dental diplomas. Travelling expenses and subsistence allowances will normally be payable for two attempts for the same exam during the period of the doctor's appointment with the UHB. Study leave exam day will not be deducted from entitlement.

Applications to sit an examination which has already been passed at another centre will not attract financial support. Such additional leave will be deducted from the doctor's / dentist's study leave entitlement or may be taken as annual leave.

Examination fees are not payable.

3.5 Meetings and Conferences

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For attendance at scientific and educationally approved meetings of national or international societies or conferences in the UK or abroad (see also 3.8).

Consultants and SAS doctors are entitled to an additional two days per annum to attend Welsh Professional Society Meetings.

3.6 Leave of Absence for Extended Periods

Attachments to other hospitals (whether paid or unpaid) within the UK or abroad will continue to be encouraged but will be at the discretion of the appropriate Clinical Director and Clinical Board Director.

3.7 Special Study Leave

In certain circumstances where a Consultant or SAS doctor is expected to develop a new service, it may be necessary to grant him / her special study leave to attend a centre away from base for the purpose of special training. This is a matter for negotiation between the Consultant concerned, his / her Clinical Director and/ or the Clinical Board Director.

Any granting of special study leave in this way should not affect the Consultant or SAS doctor's allowance for ordinary study leave.

3.8 Study Leave overseas

Where it is identified in the annual appraisal and where approval by the appropriate Clinical Director/ Clinical Board Director is given, Consultants and SAS doctors / dentists will be granted study leave with pay, expenses to port / airport of embarkation, maximum subsistence allowance for days of the course and course fees. The Clinical Director / Clinical Board Director will have discretion to grant overseas travel (outside the British Isles and Republic of Ireland) expenses if appropriate.

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4. RECOMMENDED STANDARDS FOR STUDY LEAVE IN THE UNITED KINGDOM

4.1 The recommended standards for study leave for medical / dental staff are as follows:-

Consultants Associate Specialists SAS Hospital Practitioners	Leave, pay and expenses for a maximum of 30 days in three years counted from day of appointment 6 days for Welsh Meetings
Clinical Fellows	A maximum of 30 days per annum counted from day of appointment
Senior / Clinical Medical Officers	Maximum of 30 days in three years
Senior Dental Officers and Community Dental Officers	Maximum of 21 days in three years
Clinical Assistants	Study leave equivalent to at least 30 days per 3 years with full expenses, granted in line with agreed outcomes of the annual appraisal. Additional leave at the discretion of Clinical Director / Clinical Board Director.
'Honorary' staff	Full study leave entitlement; expenses proportionate to the sessions identified in the honorary contract. These arrangements may not apply to all honorary staff; entitlement to expenses will be in accordance with their contract. For example, contracts for employees on soft monies may specifically exclude entitlement to reimbursements. Study leave in respect of NHS commitments identified at annual appraisal will be met in full.
Locums	Entitlement would be in proportion to the length of the contract issued and only at the discretion of the Clinical Director / Postgraduate Organiser. Study leave will not be granted during the first month of a locum contract.

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- It should be noted that these are recommended standards and are **not individual entitlements**.
- Study leave 'entitlement' not taken cannot be transferred from one leave period to the next.
- Study leave will be given in proportion to the duration of the contract. This will also apply to short-term contract holders.
- Study leave expense forms plus receipts **must** be submitted within three months of attending courses.

5. PROCEDURE FOR APPROVAL AND RECORDING OF STUDY LEAVE

The attached flowchart indicates the process to apply for study leave (Appendix A).

- 5.1** Retrospective approval of study leave will not be granted. Exceptions will only be made where the applicant has not been the cause of the delay.
- 5.2** Where study leave with pay and expenses is approved, Medical and Dental staff are asked to travel by a cost-effective mode of travel. Reimbursement of travel expenses incurred at a higher rate could be approved at the discretion of Clinical Director / Clinical Board Director. For example – if the travel by air attracts a higher travel fare than other means of travel but it reduces the overall cost of the stay and the duration of the leave then it could be considered acceptable - but this would be at the discretion of the Clinical Director / Clinical Board Director.
- 5.3** The decision for approval should be made within 2 weeks of application. In case of no action in 2 weeks with no agreed reason then the application should be forwarded to the Assistant Medical Director for Workforce and Revalidation for approval.
- 5.4** In instances of disagreement with the Clinical Director regarding the study leave application, the leave application can be appealed via the Clinical Board Director. Response to the application should be within a week. If there is a delay then it can be forwarded to the Assistant Medical Director for Workforce and Revalidation for consideration and approval as mentioned above.
- 5.5** If there is still disagreement with the decision made by the Clinical Board Director then an appeal can be made via the Medical Director. All efforts would be made to address the appeal within 1 week of bringing it to the attention of the Medical Director.
- 5.6** The Finance department will maintain appropriate budgetary information for the purpose of budgetary control.

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- 5.7** It is the responsibility of Clinical Boards (Clinical Board Director) to ensure that robust mechanisms for granting and approving leave exist.
- 5.8** Once the study leave is granted, it is to be honoured by the UHB.

APPENDIX A

Cardiff and Vale UHB - Study leave application process

