How can I access study leave and funding?



Discuss study leave plans with your Educational Supervisor/Training Programme Director





Commissioning excellent education

Make sure you confirm the time off required for study leave with the rota co-ordinator in accordance with local timescale processes



Submit study leave application to your Educational Supervisor with confirmation that the time off has departmental approval and will not affect your agreed work schedule





Your Educational Supervisor will review the application against curriculum requirements and your personal development plan

Lifelong investment in people:



Your application should be signed off and confirmed by the Educational Supervisor within accordance to local timescale processes









No

If your application is not approved, the Educational Supervisor will confirm this in

writing and provide reasons for this

decision

Once approved you can undertake your educational course - make sure you keep hold of receipts





Submit an expense claim to your employing NHS Trust, in accordance to local timescale processes and provide proof of attendance and receipts



The NHS Trust will approve expenses and reimburse you via payroll in your monthly pay

