

# Study Leave Guide – Wessex Trainees working in Psychiatry

## Study Leave Allowance

- Trainees are entitled to 30 days a year. This commences on the day of appointment to a post and is allocated pro rata to the duration of the post. The 30 days normally includes 15 days each year for in-house educational activities.
- Higher trainees may additionally use 1 day a week (pro rata for LTFT trainees) for their Special Interest session
- Wessex Core Psychiatry Trainees are required to attend the Core Psychiatry Course which takes up 15 of their 30 days allowance. These days are top-sliced from their allowance.
- The remaining 15 days for full time trainees can be used for a variety of educational purposes, for Wessex core trainees some are allocated for Psychotherapy training i.e.
  - **CT1 trainees:** 15 days for Core Psychiatry Course + 15 additional days split equitably between each post, of which approximately ½ day per fortnight is allocated for the Psychotherapy programme.
  - **CT2 trainees:** 15 days for Core Psychiatry Course + 15 additional days split equitably between each post of which approximately ½ day per fortnight is allocated for the Psychotherapy programme.
  - **CT3 trainees:** 15 days for Core Psychiatry Course + 15 additional days split equitably between each post of which approximately ½ day per fortnight is allocated for the Psychotherapy programme.
- Less than full time trainees receive study days in proportion to the hours worked - for Core Trainees working at 50% there is no additional study leave in years when attending the Core Psychiatry Course: the table at Appendix 1 shows how this works. Those working more than 50% will receive pro rata days.
- FY2 and GP trainees are entitled to study leave pro rata to the duration of their post. GP day release course days and generic foundation education programme days are top sliced from the entitlement.
- The time allocation for study leave relates to the number of working days missed over the leave period. Weekends should only be counted when they coincide with a duty period.
- Days cannot 'roll over' from one 4 or 6 month period to another.
- Trainees should not be on-call whilst on study leave, even if the period of study leave is short. This includes being on call the night before study leave.
- Private study leave will only be granted for a defined purpose such as examination preparation, writing up research, review papers etc. Such requests must be supported by a plan with written objectives agreed between the trainee and Educational Supervisor.
- Statutory and mandatory training is in addition to educational study leave.
- Study leave funding is currently £600 per trainee per year for both full and less than full time trainees
  - For Core trainees this is divided between the two 6-month posts and £300 is accessible from SHFT during each post.
  - For GP Trainees, £300 per year is top sliced by Health Education Wessex for the GP day release programme. The remainder is divided between the two 6-month posts, so £150 is accessible from SHFT during each post.
  - For FY2 trainees the £600 is divided between their three 4-month posts and £200 is accessible from SHFT during each post.
- Any residual funds during a six or four month post will not be carried over.

## Process of Study Leave

- All study leave applications must be submitted on-line, through the Intrepid Study Leave Manager <https://www.intrepidv10.co.uk/wox>. Account credentials to access Intrepid will be issued by email by the Deanery.
- Once submitted, the application will be forwarded automatically to the next authoriser in the chain. Once the application has been assessed by the Director of Education, you will receive an email informing you of the outcome of the application.
- If the application includes approval of funding, a letter will be sent to you by the Study Leave Administrator, confirming what has been approved and how to claim. Study leave claims are submitted through e-pay by selecting 'Training'.
- All relevant receipts must be provided.
- In some cases you will be asked to provide further details of the course, or explain how it fits in with your Study Plan / Training Agreement.

## Learning Agreement/Educational Objectives

- A learning agreement (educational objectives) must be discussed and agreed with your Educational Supervisor at the start of each post.
- A copy must be submitted to the Postgraduate Centre before any Study Leave application can be considered. This can be a print out of the agreement in your e-portfolio.
- Your educational objectives may be referred to when you are applying for Courses.
- Advice on suitable events to attend at different stages of training is available at Specialty induction and from the postgraduate centre.

## Study leave conditions

- Study leave approval is conditional on:
  - completion of 'Record of Local Induction for Non Permanent Staff' and copy provided to Postgraduate Centre
  - the provision of learning objectives for the current post to the Postgraduate Centre
  - completion of Statutory and mandatory training (
- Applications should be submitted 6 weeks before the date of the course.
- Claims for Travel / Expenses must be returned within **3 months** of the date of the course.
- Fees cannot be paid directly by the Postgraduate Centre – trainees need to pay and apply for reimbursement.

Full guidance on study leave can be found in the relevant Deanery Study Leave Policy [Wessex Appendix 2 - Study leave guidelines for Psychiatry trainees in Wessex](#)

## Contacts

- Study Leave Administrator: Ann Smith - 023 8047 5588 / [ann.smith@southernhealth.nhs.uk](mailto:ann.smith@southernhealth.nhs.uk)
- Study Leave Administrator / Intrepid support: Sabina Gillman - 023 8047 5588 / [Sabina.gillman@southernhealth.nhs.uk](mailto:Sabina.gillman@southernhealth.nhs.uk)
- Director of Education: Dr Jane Hazelgrove - [jane.hazelgrove@southernhealth.nhs.uk](mailto:jane.hazelgrove@southernhealth.nhs.uk)

Website: <http://www.southernhealth.nhs.uk/career/postgraduate-centre/study-leave/>

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## Appendix 1

### Less than full time Core Psychiatry Trainees:

Academic year	Courses running	Trainee A	Course to be attended	Trainee B	Course to be attended	Trainee C	Course to be attended	Trainee D	Course to be attended	Trainee E	Course to be attended
2011-12	Part A / B1	CT1 year 1	Core Psych Part A								
2012-13	Part A / B2	CT1 year 2	CBT	CT1 year 1	Core Psych Part A						
2013-14	Part A / B1	CT2 year 1	Core Psych Part B1	CT1 year 2	CBT	CT1 year 1	Core Psych Part A				
2014-15	Part A / B2	CT2 year 2	Core Psych Part B2	CT2 year 1	Core Psych Part B2* or DBT/CAT*	CT1 year 2	CBT	CT1 year 1	Core Psych Part A		
2015-16	Part A / B1	CT3 year 1	Psychotherapy programme	CT2 year 2	Core Psych Part B1	CT2 year 1	Core Psych Part B1	CT1 year 2	CBT	CT1 year 1	Core Psych Part A
2016-17	Part A / B2	CT3 year 2	Psychotherapy programme	CT3 year 1	Psychotherapy programme * or Part B2*	CT2 year 2	Core Psych Part B2	CT2 year 1	Core Psych Part B2* or Psychotherapy programme *	CT1 year 2	Psychotherapy programme
2017-18	Part A / B1			CT3 year 2	Psychotherapy programme	CT3 year 1	Psychotherapy programme	CT2 year 2	Core Psych Part B1	CT2 year 1	Core Psych Part B1
2018-19	Part A / B2					CT3 year 2	Psychotherapy programme	CT3 year 1	Psychotherapy programme * or Part B2*	CT2 year 2	Core Psych Part B2
2019-20	Part A / B1							CT3 year 2	Psychotherapy programme	CT3 year 1	Psychotherapy programme
2020-21	Part A / B2									CT3 year 2	Psychotherapy programme

\* course to be attended to be agreed on an individual basis

### Allowances

- Core Psychiatry course years no additional study leave time (15 days for Core Psychiatry course)
- Other years 15 days of which approximately ½ day per fortnight to be used for psychotherapy programme

More than 0.5wte - additional days pro-rata to time worked.

## **School of Psychiatry Study leave guidelines for Psychiatry trainees in Wessex**

These guidelines are for trainees and supervisors to support the trainees achieving their learning objectives. Trainees are expected to attend some of these events. For example core trainees are expected to attend at least 70% of the Core Psychiatry course and the psychotherapy courses in CT1, 2 and 3. Others are highly desirable, for example the specialty induction day and core teaching skills.

Study leave and its relevance to each trainee should be discussed with their educational supervisor and form part of their learning plan (objectives).

Trainees should aim to attend external events at some point during their core training.

The post graduate education centre in Southampton should be able to act as a resource for events both internal and external for all trainees in Wessex.

Scrutiny of event fliers does need to lie with supervisors and tutors.

Crammer courses and exam preparation courses are always a concern and popular with a number of trainees. Study leave budgets should not be used exclusively to fund these courses. The School has supported the development of a Core Psychiatry course alongside exam preparation sessions. This should enable trainees to pass exams.

No funding would be provided for crammer courses on trainees first attempt at the MRCPsych exams, however, they could be given the time and pay for the courses themselves. If trainees do fail the exam then up to 10% could be funded towards a crammer course. This would have to be discussed with the DME or Clinical Tutor.

### **CT1**

- Attendance at Core Psychiatry course.
- Psychotherapy programme
- Local events
- Speciality induction
- Introduction to research day
- Trainees day
- Core teaching skills
- Pre exam private study leave
- College events specific to level of training
- Psychotherapy courses suitable for CT1
- Specific development days for level of training/service/special interest.
- Determining level of suitability for level of training needs to be discussed with ed. Supervisor or college tutor and matched against curriculum and educational objectives. Some regularly held events will be clear who the target audience is.

## Appendix 2

### CT2

- Attendance at Core Psychiatry course
- Psychotherapy programme
- Local events
- Speciality induction (for those new to Wessex)
- Introduction to research day
- Trainees day
- Private study leave for exams
- Research development (if making progress with exams and post)
- Teaching skills
- College events specific to level of training
- Poster presentations at events.
- Presentation of research
- Psychotherapy courses suitable for CT2.
- Specific development days for level of training/service/special interest. May include training events in drugs and alcohol, liaison and neuropsychiatry for example.
- Determining level of suitability for level of training needs to be discussed with ed. Supervisor or college tutor and matched against curriculum and educational objectives. Some regularly held events will be clear who the target audience is.

### CT3

- Attendance at Core Psychiatry course
- Psychotherapy programme
- Private study
- Speciality induction (for those new to Wessex)
- Introduction to research day
- Trainees day
- Research development (if making progress with exams and post)
- Teaching skills greater level of development
- College events specific to level of training
- Presentations at events ie posters /research etc
- Psychotherapy courses/training suitable for CT3
- Specific development days for level of training/service/special interest may include visiting other services/ management courses
- Determining level of suitability for level of training needs to be discussed with ed. Supervisor or college tutor and matched against curriculum and educational objectives. Some regularly held events will be clear who the target audience is.
- Sec 12(2) approval course

### Post MRCPsych pass.

Study leave use needs to be discussed with educational supervisor and be part of learning agreement / educational objectives.

- Developing skills and achievements which will make you a better doctor/consultant
- Research project
- Management project/ service development
- Time in a different specialist area
- Wessex courses professional programme.
- Setting up / organising events
- Write a paper/article

## Appendix 2

### **ST4/5/6**

Trainees at these levels have different needs. These should be discussed with their educational supervisor and possibly their programme director or speciality lead and be part of their learning plan (objectives)

- Attendance at Psychiatry Advanced Training Professional Development Programme (10 days per year for ST4; 5 days per year for ST5 & ST6)
- Professional development
- Management skills, Wessex courses centre and professional development programme, master classes.
- Pre consultant preparation
- Spending time with senior managers/chief execs.
- Specific areas of clinical development both for their speciality and special interest areas
- Research with mentoring and development of ideas
- Gaining a further degree (being wary of time constraints and missing out on opportunities to gain expertise in other specialities /fields) some of these are supported by the deanery with bursaries if in the field of education.
- Applying to be a medical education fellow (a deanery appointment)
- Gaining experience in service development and visiting other services.
- Working with the College (could be as a special; interest session if on going or as study leave for a short piece of work/experience)
- External and internal events
- Poster/paper presentations at external events
- Organisation of events