

# Study Leave Guide – Oxford & Bucks Trainees working in Learning Disability 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
- Core Psychiatry Trainees should attend the Oxford MRCPsych course as required by the Oxford School of Psychiatry. Trainees should apply on-line for study leave and funding for this.
- Less than full time trainees receive study days in proportion to the hours worked.
- 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.
- Any residual funds during a six or twelve 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
  - completion of all 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 Deanery Study Leave Policy [Oxford](#)

### 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/>

Postgraduate Medical Education, Room M02, Tom Rudd Unit, Moorgreen Hospital,  
Botley Road, Southampton SO30 3JB