

Dental Study Leave

Health Education England

Process Flowchart

Key to show which steps are to be done by which person:

Trainee - steps 1, 3, & 10

Educational Supervisor and Rota Coordinator - step 2

TPD (Training Programme Director) - step 6



TPD's Study leave Administrator - steps 5 & 7 HEE NW Study Leave Administrator - steps 4, 9 & 11

Postgraduate Dean (where appropriate) - step 8

Trainee discusses leave with Educational Supervisor and Rota Coordinator.



The Educational Supervisor and Rota Coordinator confirmation their approval verbally to the trainee.



The trainee completes the application form, including inputting their Educational Supervisor and Rota Coordinators email addresses and submits the form. Submitting the form sends a copy of the application form to the trainee, HEE NW, and the trainees Educational Supervisor and Rota Coordinator using the emails supplied on the application (StRs complete all information via formdesk).



The copy of the application recived by HEE NW is logged and the application is entered on the system. A Confirmation email is sent to the trainee informing them that the application has been recived and is being processed, and a copy is sent to the TPD's Study Leave Administrator.



The TPD's Study Leave Administrator forwards the application to the TPD.



The TPD/Associate Director considers the application and emails back the TPD's Study Leave 6 Administrator to confirm if it is or is not approved.



The TPD/Associate Director Study Leave Administrator forwards this email to HEE NWs Dental Study Leave Administrator.



If the application is for an overseas trip, the application is then referred to the Postgraduate Dean at HEE NW for approval, who will then confirm if it is approved or not to their Dental Study Leave Administrator.



The Dental Study Leave Administrator at HEE NW will then enter the details of what has or has not been approved on the system and email the trainee confirmation, along with an Expenses Claim Form (FS2) if appropriate.



The Expenses Claim Form (FS2) should then be completed by the trainee and returned to the Dental Study Leave Administrator at HEE NW along with receipts for all expenses. If there are no receipts, expenses will not be refunded (with the exception of travel where the cost of a standard 2nd class rail fare will be refunded if no receipts are provided).



The Expenses will then be refunded with the trainees usual pay at the next possible pay day (this may be a month after the claim is submitted due to the cut off date for claims to reach the payroll office).