

Health Education England

Study Leave Application (FS1) Form Process Flow Chart

It is essential that this process is followed and the Study Leave Application (FS1) form is received in the studyleave.nw@hee.nhs.uk email before the start date of the course applied for.

Failure to comply with this will result in your application form and subsequently any expenses requests being rejected.

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

Trainee - steps 1, 2, 3 & 9

TPD (Training Programme Director) - step 5

Specialty Study leave Administrator - step 4&6

HEE NW Study Leave Administrator - steps 8
Postgraduate Deputy Dean (where appropriate) - step 7

- Trainee downloads application form and completes in full sections A, B and C.
 Incomplete forms will result in the FS1 form being returned.
- 2. Trainees need to complete the disclaimer in Section D confirming Educational Supervisor and Rota Coordinator have provided their approval for the course/conference and the time respectively. **Incomplete forms will result in the FS1 form being returned**.
- 3. Once sections A, B, C and D are fully completed the trainee must email the FS1 form to the relevant Specialty Study Leave Administrator.

Do not email this to your TPD unless specifically advised to do so.

- 4. The Specialty Study Leave Administrator checks that the FS1 form has been fully completed and forwards the application to the TPD. **Incomplete forms will result in the FS1 form being returned.**
- 5. The TPD considers the FS1 application form and completes Section E, if approved or not, and sends back to the Specialty Study Leave Administrator.
- 6. If approved The Specialty Study Leave Administrator forwards this email to the HEE Study Leave Administrator at studyleave.nw@hee.nhs.uk. If rejected by TPD the form still needs to be processed by HEE NW Study Leave Administrators.
- 7. If the application is for an overseas trip, the application is then referred to the Postgraduate Deputy Dean for approval, who will then confirm the decision to the HEE NW Study Leave Administrator.
- 8. The HEE NW Study Leave Administrator will then enter all details of the application on the database system and email the trainee confirmation that it is approved, along with an Expenses Claim Form (FS2).
- 9. Any Appeals against a rejected application should be addressed to the Deputy Dean for Hospital and Community Care and sent via studyleave.nw@hee.nhs.uk.