

## Study Leave in Obstetrics & Gynaecology 2025 – 2026

- The SL allowance year runs from August to July
- All SL forms should be submitted on Accent at least 6 weeks prior to the course (see Appendix A)
- Retrospective claims cannot be made on Accent – there is a separate form that has to be completed which is provided by the study leave team (england.studyleave.nw@nhs.net). Funding will only be provided for retrospective claims in exceptional circumstances
- Trainees have to go back onto Accent after they have attended the course to submit their expenses claim (see Appendix B)

### Funding

- NHSE allocates **£812** per trainee
- This total budget is top sliced for:
  - Additional courses eg Birth Rights, Imposter syndrome
  - Lap sim licences
  - Panopto
- With the exception of OOPT, trainees on OOP are not eligible for SL funding
- Trainees on parental leave are not eligible for SL funding but can get funding via SuppoRTT
- Within O&G we do not do funding per trainee. Additional funding above £812 per trainee per year can be approved but this is at the discretion of the Training Program Director and is not guaranteed. The course/conference must be deemed to be educationally appropriate for the training year
- We also don't pay travel, accommodation or subsistence
  - The exception to this is for the MRCOG part 3 examination which is only conducted in London. For trainees sitting the exam, 2<sup>nd</sup> class return rail fare and one night hotel stay will be funded
- The reasons for these policies are that there are some years where there are several required courses (eg ST7 management & leadership course and SITM related courses) and other years where there are no required courses (eg ST4). This also enables us to fund more individual courses
- Sometimes we may only fund part of a course if very expensive
  - eg some Cadaveric courses are £1600 -we would not fund this full amount
  - the maximum amount that will be funded for any individual course is £900
  - this is also dependent on what other funding has been granted that year

## Time

- 30 days per year – but pro rata if LTFT
- Regional teaching days are also included in this number
- Trainees should still submit a SL form if the SL is scheduled to occur at a weekend as days back in lieu can be claimed
- 7 days per year of Private SL (pro rata if LTFT)
  - Usually for exam revision. Usually a maximum of 7 days per year will be granted for this purpose but there will be rare occasions that individual trainees will undertake a resit in the same year. Under these circumstances they may be granted additional private study leave days, but this is at the discretion of their TPD and dependent on not exceeding the total number of 30 days per year (pro rate if LTFT)
  - Occasionally this will be granted to write dissertation etc.

## Types of SL funded

### Exams

- One exam revision course per sitting of each part of the MRCOG exam
  - The exception to this is that 2 courses will be funded for those on outcome 3 due to exam failure or those with multiple failures (2 or more)
- Exam revision courses range hugely in price from about £300-£1000
- Forest course is now £900-1000. We have made the decision to cap funding for this at £750
- Trainees should apply for 'time only' SL for day of exam on Accent
- Exam fees are not funded

### Matrix related courses

- ST1
  - Basic Practical Skills in O&G
  - PROMPT or other similar simulation type (can be local)
- ST2
  - Basic Ultrasound
  - 3<sup>rd</sup> degree tear course (advise not to do in ST1)
  - Resilience course e.g. STEP-UP
- ST3
  - ROBUST (ST3 new starters do not need to do ST1/2 ones unless they want to, can be done in ST2)
- ST6/7
  - Leadership & Management course (currently only funded in ST7)
  - Trainees can self-select their own course
  - Common choices are ISC or RCP

### ATSM / SITM courses

- These are funded if deemed relevant to ATSM / SITM and correct level
  - eg would not fund an ST3 to do the Gynaecological Abdominal surgery RCOG course but would fund now at ST5+ level
  -

Most common ones that are funded:

- Advanced LW course (theoretical) 2-3 days
- Advanced LW simulation course (Chorley)
- MOET
- RCOG Subfertility
- RCOG Gynaecological Abdominal Surgery
- RCOG High risk preg & Fetal Medicine
- RCOG Diagnostic & Operative Hysteroscopy
- Medical Problems in pregnancy
- Laparoscopic simulation courses
- Cadaveric courses
  - some of these can be very expensive so may not be funded completely depending on other SL funding the trainee has had, and will be capped at a maximum of £900
- US courses
- GIC course

### Conferences

- Funded if applicable to ATSM /SITM at ST5+ level
- At ST1-ST4 level, funding will be considered if the trainee is presenting something
- Fund 1 conference per year
  - could be more if presenting research eg those coming back from OOPR
- National Trainees conference at any level even if not presenting

Most common ones:

- BSGE (often has extra days of courses attached)
- BGCS
- BMFMS
- ESHRE
- National Trainees
- RCOG World Congress
- Lakes Consultant & Senior trainees meeting if ST6/7
  - Funded once and level of funding granted is dependent on what other funding had been granted that year

#### International SL – usually conferences

- NHSE will consider funding **either** the full cost of the course/conference fees **or** the full cost of economy travel and accommodation, whichever is the lower amount
- One international SL in each stage of training can be funded
- Usually only funded if presenting significant research at a renowned conference

#### 'Other' courses

- CTG Masterclass
  - funding may be considered at any stage if it is an ARCP recommendation to attend
- RCOG MVA course
- Postpartum contraception
- Scan courses eg Doppler & Fetal assessment
- Vulval disorders
- Basic Colposcopy
- Abortion
- Pelvic anatomy
- Infections in pregnancy
- Training the Trainers
  - Currently only funded in ST7
  - Trainees can self-select their own course
  - Common choices are RCOG and RCP

#### Courses that are not funded

ALS courses

Exams / other qualifications

## Appendix A: Accent Application Flow Chart

It is essential that you complete your application as soon as you have received Educational Supervisor (ES) and Rota Coordinator approval.

Any application completed less than 42 days before the course start date will require a reason to be considered for expenses.

Any retrospective applications will need to be emailed to the study leave team with all extenuating circumstances explained ([studyleave.nw@hee.nhs.uk](mailto:studyleave.nw@hee.nhs.uk)) to be considered and reviewed, if needed, by the Postgraduate Deputy Dean.

**Please note retrospective expenses cannot be claimed for via the Study Leave budget.**

1. Trainee logs into Accent and completes and submits the application. Please note expenses cannot be added after the form has been submitted. Estimated expenses **MUST** be added to the initial Accent application. Only complete the application once you have discussed the course with your Training Programme Director.



2. The Administrator will then be notified of your application awaiting approval. Once they have approved the application, the next person in the approval chain will be notified. (Please note the approval chain order might vary)



3. The TPD will then be notified of your application awaiting approval. Once they have approved the application, the next person in the approval chain will be notified. (Please note the approval chain order might vary)



4. NHSE admin will then complete the final approval. At this stage you will receive an email notification in Accent advising you this has been approved and providing a direct link to the application. Please check the application to see what has been approved if you have requested expenses. (Please note the approval chain order might vary)



5. Any Appeals against a rejected application should be addressed to the Deputy Dean for Hospital and Community Care using the appeal process and sent via [studyleave.nw@hee.nhs.uk](mailto:studyleave.nw@hee.nhs.uk)

## Appendix B: Accent Expenses Flow Chart

**Please be aware that an estimated expense amount MUST be added to the Accent application at the time of submission,**

The confirmed expense amount can then be claimed after the course end date.

The expenses cannot be claimed until the course has ended. Once the course has finished (the end date of your application), you can then complete the expense claim process.

Please be aware that you have **3 months from the course end date** to complete the expenses reimbursement process. If received after this time, expenses will not be reimbursed.

1. You will need to log into Accent and open the application with the expenses that can now be reimbursed. Scroll to the expenses at the bottom and click on each individual expense. Enter the claimed amount and upload the relevant receipt. Please ensure receipts are uploaded and that they confirm payment and do not show the amount due. Ensure that the subsistence receipt is itemised for this to be reimbursed.



2. Once you have entered the claim amounts and receipts, and saved the application, the NHSE admin team will receive a notification.



3. Once we have received the notification, we will look at the expense amount that your TPD approved and your receipts and enter the amount in the authorised section with a date next to payment. If any information is missing, we will need to contact you.



4. Once the NHSE admin has entered the payment this would then be reimbursed in the next available pay (this may be a month after the claim due to payroll office processes). Please note ACL Postgraduate Doctors in Training will be reimbursed directly into their banks after an additional form is completed.



5. Any Appeals against rejected expenses should be addressed to the Deputy Dean for Hospital and Community Care using the appeal and sent via [studyleave.nw@hee.nhs.uk](mailto:studyleave.nw@hee.nhs.uk)