

NORTH WEST SCHOOL OF RADIOLOGY (NWSOR) STUDY LEAVE POLICY



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This document should be read in conjunction with the information regarding study leave on the NHSE WT&E North West website: <https://www.nwpgmd.nhs.uk/study-leave>

Study Budget & Leave Allowance

Training Year	Study Leave Budget	Study Leave Days
ST1	0	0
ST2	£350	5
ST3	£350	22*
ST4	£500	30
ST5/6	£500	30

* See ST year specific

In addition, the following will be provided to the above budget limits:

- School run Leadership & Management Courses for ST2 & ST5+ Resident Doctors.
- ST1 & ST2 Academy Programme/Teaching days arranged by the school.
- Radiopaedia and IMAIOS anatomy subscriptions.
- ST3 FRCR 2A teaching programme
- Radiology masters FRCR 2B course when eligible for the exam (first attempt only).

Less Than Full Time (LTFT) Resident Doctors

Resident Doctors are allocated study leave days and budget **pro-rata** in proportion to their less than full time status. It is the Resident Doctor's responsibility to ensure they are requesting study leave within the limits allocated to them.

General Study Leave Principles

1. Study leave is calculated per annum (Academic year August to the end of July). Unused study leave funds or days **will not** roll over to the next academic year, if they are not fully used.
2. Study leave is granted as the discretion of the school, with the agreement and knowledge of the hospital department which the Resident Doctor is taking leave from.
3. Resident Doctors should seek advice from their Educational Supervisor (ES) at the start of each year to decide which courses/conferences to attend. This should align with the educational goals listed in the Personal Development Plan.
4. Study leave time and budget should be applied for **before** making travel arrangements or paying course registration fees.

5. Where there is insufficient study leave allowance remaining the Resident Doctor can apply for annual leave. However, no study budget can be utilised for this leave type.
6. If applying for study budget, all the days of the course/conference (including the weekend if travel is due to occur on these days) should be applied as study leave. This includes zero days, Self-Directed Educational Activity (SDEA) etc. If days of travel are excluded, this cannot be claimed from the study budget.

For example, if job planned for SDEA Monday AM, the whole day should be applied for study leave rather than just the afternoon if conference/course is all day. The number of days is limited to the working days of the week. Resident Doctors do not get penalised for including weekend time in the number of days of study but shows the total time period.

7. To receive full entitlement of the study budget/leave, it is mandatory for Resident Doctors to demonstrate at least 80% attendance and complete feedback at local teaching, Academy placements and/or teaching programmes organised by the school. The Resident Doctor Conference attendance is also mandatory.
8. All Resident Doctors are required to demonstrate evidence of attendance by maintaining a teaching logbook or evidenced in silhouette app for the academic year with feedback and reflections were applicable. This must be evaluated and documented as part of ARCP and documented in the Educational Supervisors Structured Report.
9. All study leave requests must be submitted with at least 4 weeks' notice. If this is not complied with, it may result in the request not being approved or rejected altogether.

Short notice applications will not be considered. Any queries must be directed to the Training Programme Director (TPD) overseeing Study Leave.

10. There are some excellent free study resources such as the Radiological Society of North America (RSNA) membership which can be obtained by sending a completed RSNA form. Please request a pre-signed form from Programme Support england.radiology.nw@nhs.net
11. A suggested list of courses/conferences considered appropriate to training needs which can be applied is listed on www.nwsor.co.uk. If the course is not listed, a flyer with details of the course and an email from your ES will be necessary in order to be considered for study leave and should be attached to the Accent request. If approved these can be added to the suggested list.
12. If approved study leave takes place on a weekend, bank holiday, zero day or other non-working day (LTFT), Resident Doctors will not have that day(s) deduced from their study leave allowance. This needs to be made clear on the Accent application form.
13. Expenses for courses/resources whilst Out of Programme (Except OOPT) will not be funded.
14. Please note before applying for study leave you must seek approval **from both** current and (where applicable) subsequent placement TSTL before applying.

ST Year Specific

ST1s

ST1s have a 4-month Academy block. In addition, ST1s have weekly Physics & Anatomy teaching programmes. ST1s are therefore not entitled to any additional study leave or budget. Leave will be approved for RCR welcome days and FRCR Part 1 exam sittings.

ST2s

ST2s have a 3-month Academy placement block and ultrasound simulation/workshops, therefore study leave allowance is reduced. ST2 Resident Doctors can apply for up to 5 days of study leave if wishing to attend conferences or courses. Discussion with ES on the study leave should be pre-agreed with the local placement and then applied for on Accent.

ST3

ST3s are entitled to 30 days of study leave but 8 days have been removed for the dedicated FRCR2A Programme. Most of these sessions are half days, and it is mandatory to attend your clinical placement for the other half of the day.

Resits - Additional days for resits should be discussed with written agreement with your Clinical supervisor and TSTL/s with clear documentation on your portfolio.

You must inform the study leave TPD (please mention date and named confirmation of agreement in study leave form), as a further 8 more days will be deducted from the allowance, to attend dedicated teaching again.

Post FRCR2A

If additional local FRCR2B teaching is conducted in working hours, Resident Doctors may wish to compensate their service commitments to the local department. This arrangement is at the discretion of the base hospital Trust Specialty Training Lead (TSTL) and rota co-ordinator and does not need an application for study leave.

ST4+ Post FRCR

Resident Doctors post FRCR can take up to 30 days allowance. Requests for leave, in excess of, the 30 days are likely to be declined, any discretion needs to be made in advance to the Study Leave TPD. Resident Doctors should therefore consider their use of the study time allowances in this context.

The 30-day allowance cannot be accumulated or used as a single block.

Post CCT

Resident Doctors in a period of grace (POG) after being awarded an Outcome 6 are not entitled to study leave funds as the individual is no longer a Specialty Resident Doctor. Study leave time will need to be granted and discussed with the local training site.

SDEA is not applicable to post CCT POG.

Time for appraisal preparation and revalidation needs will be applicable as per NWSOR guidance and local trust policy.

College Fellowship ceremony, Interview preparation courses and interview days are not eligible for study leave time or budget.

RCR/SRT/BMA Roles

Leave is taken as professional leave and remains at the discretion of the school. This comes out of the study leave allocation. Study budget cannot be claimed for this leave.

Additional Information

All FRCR examinations

- Study leave to sit exams will be granted for all attempts to all years.
- Exam dates should be applied for as study leave with sufficient notice. Application for exam leave is for school records and does not get deducted from study leave allowance.
- Travel and Accommodation expenses can be supported for the first and second attempts only.
- Under the new offer to resident doctors, exam fees would be reimbursed for the first two attempts but we have not had confirmation as to how this will be applied for/reimbursed. We will update this policy and inform at Trainees when we know more. Please **do not** apply for reimbursement of the exam via Accent until further notice.
- **PLEASE BE AWARE** that the Deanery Study Leave Team have confirmed that only 1 exam prep course can be funded per exam type and not per exam attempt. This includes any questions banks or online learning sources. As the school provides this for both FRCR2a and FRCR2b (see below) via top-slicing, ANY additional exam preparation courses for the same exam will not be covered and you will need to fund these yourself.

National have advised “Additional courses or activities (such as access to digital material) would be considered for funding in exceptional circumstances”.

If you feel you feel meet this criterion, please contact your TPD for further advice. Study Leave funding for additional courses is not guaranteed and your TPD will need to support the request as an exceptional circumstance.

FRCR2A

- All who have successfully passed First FRCR exams will be get access to FRCR 2A question bank from Radiology Masters. Please contact [Dr Ben Brown](#) - FRCR 2A Resident Doctor Lead for further information.
- NWSOR FRCR 2A teaching sessions continue to be administered by FRCR 2A Resident Doctor Lead.
- Resident Doctors can apply for up to 5 days of private study leave for first sitting of FRCR2A exam (applied pro rata for LTFT Resident Doctors). However, if there is a neurodiversity diagnosis an additional 2 days can be considered following discussion and confirmation with Exam Support TPD and TPD overseeing Study Leave, provided RD fully documented engagement with PSW.

Resident Doctors are encouraged to split the time for private study rather than consolidate this as a block ensuring fairness for all Resident Doctors sitting the exam. This should be applied for following a discussion with the TSTL and rota co-ordinator at the hospital of placement.

FRCR 2B

- Those who have successfully passed the FRCR2A exam will be given access to the Radiology Masters FRCR2B exam resources/question banks.
- For the first attempt ONLY, Resident Doctors will also be given access to the Radiology Masters FRCR Power Course, which typically runs a month prior to the exam dates. **This course is a mandatory component of the training programme.**
- For the first attempt ONLY, Resident Doctors can organise a half day study per week, in preparation of FRCR 2B teaching sessions, 3 months prior to the exam date. This should be self-organised with prior permission from involved educators including TSTL and CS.

It is mandatory to have written documentation of the agreed timeline with TSTL and this should be uploaded on the e-portfolio with self-reflection for ARCP. You do not need to apply for study leave through Accent, for this.

Management Courses

- Management course is compulsory for ST5+ Resident Doctors is fully funded from the study leave budget and provided in addition to the annual allowance.

International Study Leave

- Resident Doctors can only apply for one international course/conference every three years, regardless of if you are receiving enhanced budget allowance or not.
- International study leave will only be granted at the Study Leave TPD and Postgraduate Dean's discretion. Both are required to approve this.
- International study leave is granted with funding limited to the budget for the ST year.
- International study leave should occur when the learning outcomes from the course/conference are not available in the UK. Attendance at courses/conferences should be taken as close to the base of the Resident Doctor as possible.
- Requests to attend overseas study courses/conferences will only be considered in very exceptional circumstances. Examples:
 - 1) for the presentation of significant research findings from within an NIHR recognised academic clinical fellowship or clinical lectureship
 - 2) For the presentation of research undertaken as part of clinical training
 - 3) Where the course or activity is part of the college curriculum but not provided within the UK.
- NHSE will fund **either** the full cost of the course/conference fees **or** the full cost of economy travel and accommodation whichever is the lower amount.
- Subsistence expenses will not usually be re-imbursed by NHSE
- Resident Doctors will need to follow the Study Leave policy for correct claims:
<https://www.nwpgmd.nhs.uk/study-leave>.

Radiopaedia conference

Study leave will not be granted to attend the conference live or to review content, at a later date. This also applied to any virtual conference.

Enhanced Study Budgets

Resident Doctors who have an approved Academy or Lead (Junior/Senior) ST Rep role will receive an enhanced budget as mentioned below.

PLEASE NOTE, the Enhanced study budget is the amount in addition to the yearly allowance.

Role	Enhanced Study Budget Amount (in addition to yearly allowance)
Junior Clinical Lecturer	£500
Senior Clinical Lecturer	£1000
Year ST Rep	£500
Lead ST	£1000

Additionally, some senior Resident Doctors may provide ad-hoc teaching sessions in a specific subspecialty (e.g. IR Simulation) and can claim for their session from the Study Leave.

IMPORTANT for all those who are claiming enhanced funding: This extra budget will be released in 50% proportions. Resident Doctors must get a report of the teaching/activity delivered from their educational line manager (Academy Director / ST5 TPD) in December and in April. If satisfactory contribution to individual role as per job description, for example teaching program has been demonstrated in December, 50% of the extra amount will be released to use in that year. If the report is the same in April, the other 50% will be released to use by the end of July. You MUST attached this to your Accent application if you are accessing this exam amount. The school can retract this additional study budget if the Resident Doctors has not met their contract.

When applying for the enhanced study budget, on the Accent claim you must clearly detail your role and your entitlement, this can be added to your Study Leave budget calculator and labelled as enhanced. This must be done for every application. Missing information regarding this will mean that the budget will automatically get rejected, if you are exceeding your yearly allowance.

Please note, in line with deanery guidance, enhanced amount will not allow for more than 1 international conference, every 3 years.