

**Flowchart for Funded Study Leave in School of O&G**

**Applies to ST6-7 for all leave and for ST1-5 where TPD or Head of School has approved funded leave under special circumstances.**

Trainee completes application form, approved by RCOG Tutor and Rota Coordinator. *Supplementary page also required for ST6-7 applications with funding*.

Trainee is applying for expenses

Application needs to be approved by the Director of Education/Head of School therefore please send a scanned copy to YMTP administrator

[Regionalteaching.yh@HEE.nhs.uk](mailto:Regionalteaching.yh@HEE.nhs.uk)

Claim declined

Claim approved

Leave approved but without expenses

Trainee attends course

Trainee submits claim form to employing Trust (on paper or electronically) within 2 weeks. Copy of attendance certificate & confirmation that claim is submitted to be sent to YMTP administrator.

Leave declined in total. Trainee only able to attend during AL and self-funded

Employing Trust will invoice the Deanery for study leave expenses paid to trainees, including the following details with the invoice: name of trainee, date(s) of study leave, specialty and amount

***Please note***: This flowchart applies predominantly to ST 6-7 **ONLY**

In the rare instance that a ST1-5 trainee should require funding for non YMTP courses, they must have discussed and agreed this with the TPD. For YMTP courses there is a separate form to claim expenses only.