**SCHOOL OF SURGERY STUDY LEAVE/CURRICULUM DELIVERY POLICY GUIDELINES**

A large number of telephone and e-mail queries are regularly received about how to claim funding for courses/conferences etc, which we endeavour to direct to our website. We are aware that the process explained there is a generic one, applying to all specialty training and is a little confusing.

The idea of this document is to fulfil the purpose of a ‘Fool-proof Guide’ to claiming funding. The full HEYH process can be found here: <http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/curriculum_delivery/study_leavecurriculum_delivery/>

This should still be read and adhered to but hopefully the following information should help to clarify.

There are two parts of your claim which require approval, both of which are included on the application form:

* Seeking approval for Study Leave, in terms of being released from commitments in your workplace to attend an event
* Claiming Curriculum Delivery funding for course/conference fees.

There are also two parts to the claim process:

1. **PROSPECTIVE approval of the leave and expenses**

Applications for prospective approval MUST be made using this form:

<http://www.yorksandhumberdeanery.nhs.uk/media/660449/RevisedCurriculumDeliveryApplicationFormAugust2015.pdf>

Please check your local policy with the Medical Education Centre (MEC) as they may vary slightly, but generally the form should:

* be completed 6 weeks in advance
* include estimates of any travel/accommodation expenses and/or course/conference fees
* be signed by your Rota Co-ordinator and Educational Supervisor. If this is a problem, an accompanying e-mail from these people will sometimes suffice.
* once completed, be submitted to your MEC

The MEC will then seek approval from your Study Leave Advisor or Training Programme Director. Again, check with your MEC because some will require you to get this signature on your form before submitting it.

1. **RETROSPECTIVE claim for expenses**

The method by which you claim your expenses may vary depending on where you work. Some of the larger Trusts now have an E-expenses process and some will still use a Study Leave Claim form. The latter will be a local form and cannot be found on our website. Your MEC will be able to advise you about the claim part of the process.

There are a couple of exceptions to the above rules:

1. **Presenting at overseas conferences**

Requests for funding of overseas conferences will not be supported. However, it is possible to claim a bursary of £250 towards your expenses, if it is a recognised conference and you are presenting. To do this, you will need to obtain ALL THREE signatures on your application form and then send to either Anita Relins or Anna Tigg for them to pass to the Head of School for approval.

1. **Expenses which exceed £1000**

As above, you must send your form with all three signatures to Anita or Anna for HoS approval.

Anita Relins: [anita.relins@yh.hee.nhs.uk](mailto:anita.relins@yh.hee.nhs.uk)

Anna Tigg: [anna.tigg@yh.hee.nhs.uk](mailto:anna.tigg@yh.hee.nhs.uk) (Wednesday – Friday only)