

Flowchart for Study Leave Process for Paediatrics

Trainee completes Study Leave application form and submits it to the TPD for curriculum delivery**

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** **Except STEPP applications** These need to be submitted to **Dr.Simon Frazer**, Bradford Royal Infirmary, Paediatrics Department, Duckworth Lane, Bradford, BD9 6RJ

An e-copy of the application form can be sent for APPROVED courses only once rota co-ordinator and Educational Supervisor signature or email of approval is obtained. These applications will be fast tracked if sent via email to: pgme@sheffield.ac.uk

Note: Only prospective applications will be accepted (6 weeks before) and a copy of the application needs to be sent to the employing medical education centre for info



The TPD, or individual delegated to approve study leave, will consider the application and notify the trainee of the decision by return of the application form (and also send a copy to the employing Medical Education Centre for info).



Trainee downloads a claim form and submits the claim to the Medical Education Centre within their **employing** Trust, along with a copy of their approved Application Form.



The Medical Education Centre within the trainee's employing Trust considers the claim. If the claimed expenses differ significantly from the estimated expenses listed on the original application form, the TPD/Approver will be consulted, and expenses may not be paid. If approved, it is sent directly to the payroll department for payment. If the claim has not been approved, the lead Medical Education Centre will notify the trainee and provide a brief explanation.



Employing Trust will invoice HEE 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.