

Flowchart for Study Leave Process for Paediatrics

Trainee completes Study Leave application form and submits application by

email: **STEPP Day Applications (ST1, ST2, ST3)** - vicky.williamson@bthft.nhs.uk

All other courses/training days (including Diploma days and SPRAT days) - pgme@sheffield.ac.uk

Note: Only prospective applications will be accepted 6 weeks before event, please copy in your employing trusts Medical Education Centre for information when submitting the application via email.

Airedale Asma.Hans@anhst.nhs.uk

Bradford studyleave@bthft.nhs.uk

Calderdale Fiona.Coll@cht.nhs.uk

Grimsby melissa.balderson@nhs.net

Harrogate strayside-education@hdfnhs.uk

Hull diane.bray@hey.nhs.uk

Leeds christopher.inman@nhs.net

Pinderfields michelle.gilbert@midyorks.nhs.uk

Scarborough charles.clapham@york.nhs.uk

Scunthorpes sarah.bagley1@nhs.net

York Rachael.Snelgrove@york.nhs.uk

South Yorkshire - Rotherham, Doncaster, Jessops, Royal Hallamshire, Barnsley pgme@sheffield.ac.uk



The TPD, or individual delegated to approve study leave, will consider the application and notify the employing trust Medical Education Centre of the decision by return of the application form by email. The employing trusts Medical Education Centre will inform the trainee of the decision and inform them how to make a claim if their application is successful.



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 application must be submitted again at the first stage for approval. If the claim has not been approved, the employing trusts 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 : name of trainee, date(s) of study leave, specialty and amount.