

Study Leave Guide West of Scotland School of Anaesthesia 2021

All trainees in the West of Scotland are entitled to study leave, subject to the NHS Education for Scotland (NES) "Study Leave Policy and Operational Guide" (from <http://www.scotlanddeanery.nhs.scot/trainee-information/study-leave/>)

The process for study leave application is as follows:

- In the first instance, trainees should request leave (and have it approved) from the Clinical Lead / Rota Runner
- Once leave is approved by the service, an application is submitted on Turas
- PLEASE ENSURE the appropriate Deputy TPD is selected during the Turas application
 - Dr Paul Harrison will have responsibility for all trainees based at **QEUH** (including Core trainees based at QEUH who are rotating to Dumfries or Inverclyde), and any **advanced cardiothoracic / neuro / paediatrics trainees** who are based within these subspecialties for 6 / 12 months
 - Dr Drew Smith will have responsibility for all trainees based at **GRI, RAH, Dumfries and Inverclyde** (excluding those trainees on rotation from QEUH)
 - Dr Kevin Walker will have responsibility for all trainees based at **FVRH**, and all trainees in **A&A and Lanarkshire**
 - Dr Catriona MacNeil will have responsibility for all **dual/single ICM CCT** trainees.
- If you are uncertain of the appropriate Deputy TPD, please ask your College Tutor
- If you are unable to select the correct Deputy TPD on Turas, please contact Joanna.Cuthbert@nes.scot.nhs.uk
- No requests made to the TPD, Dr Malcolm Smith, on Turas will be approved; the application will need to be resubmitted to the appropriate Deputy TPD
- Trainees MUST submit an application on Turas prior to taking study leave (this should be at least 6 weeks prior to the study leave)
- Trainees will receive notification when the appropriate Deputy TPD gives/declines support for study leave; if expenses have been requested (and approved) an expense form will also be included

Please note the following:

- Trainees have a Notional Annual Allocation (NAA), and study leave will only be funded to this level
- Expenses initially "approved" by the Deputy TPD (travel, accommodation and subsistence) will not be reimbursed if they are subsequently found to be out with the annual notional allocation, which is currently £900.
- Expenses forms MUST be submitted within three months of the study leave being taken; however, any forms submitted after 31st March will automatically be reckoned against the following year's NAA
- The School does not support exam courses (aimed at written, OSCE or SOE) outside Scotland, unless a trainee is in extended time for failure to pass an exam
- Applications for up to five days of private study leave for the Primary and the Final FRCA are acceptable (at the discretion of the service); however, please note this is "per exam as a whole" and not "per sitting" (e.g. if one week of private study leave is taken for the written Primary, no further private study leave will be approved for the OSCE/SOE and/or any further sittings)
- When applying for a "multi-day" course (e.g. WOSSA Primary & Final FRCA Courses) please only submit one Turas application (with associated expenses) for the first day of the course (i.e. separate Turas requests are not required for every individual day, although approval for leave from the service will still be required for all days)