

Aspirational Study Leave Application Form

IMPORTANT: Please note that:

1. Without all necessary documentation, signatures to support your claim, and complete costs, this application will not be considered and will be returned
2. The form should be completed with reference to the most recently published West Midlands Study Leave guidance on the website
3. Please also refer to the Aspirational Guidance located on pages 3-6 of this application
4. If your Aspirational study leave is International, please complete the International study leave application form

Aspirational study leave is for courses that are not mandated by the curriculum and which have been cited in your PDP.

| Trainee Details | | | |
|---|------|--|------|
| Name: | | Contact No. | |
| GMC Number: | | Email Address: | |
| Trust: | | | |
| School: | | Speciality: | |
| Level: | | Signature: | |
| Course Information | | | |
| Course Name: | | | |
| Course Location: | | | |
| Date Of Course: | | | |
| Mandatory Supporting Evidence (Please attach supporting documents to support your application) | | | |
| Requirements | | Please tick to confirm you have provided these with your application | |
| Official details of the event/programme to be attended from the organiser of the event, including if applicable abstracts/papers to be presented. | | | |
| Documentary evidence that the event/attendance at the course/conference is detailed on PDP (e.g. screenshot of e-portfolio). | | | |
| Written evidence of how the event meets curriculum/educational requirements including justification for this request. | | | |
| Last ARCP Outcome: | | Date: | |
| Signatures in support of this application | | | |
| By signing this form, I support this trainee claim. | | | |
| | Name | Signature | Date |
| Educational Supervisor* | | | |
| Training Programme Director | | | |
| *Please note that this refers to the Educational Supervisor whom the trainee will be under at the time of the period of leave that is requested. | | | |

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| Cost | | | |
|--|--|-------------------------------|---------------------------------------|
| Breakdown of Costs | | £ | Approved Cost (Office Use) |
| <i>(please provide full details and estimates putting 'not applicable' as appropriate. Please mark 'not applicable' if no funding is required)</i> | | | |
| Course Cost | | | |
| Travel Cost | | | |
| Accommodation Cost | | | |
| Total Cost | | | |
| VAT (if applicable) | | | |
| Approval | | | |
| Approval Y/N?: <i>*delete as applicable</i> | | Detail Costs Approved: | |
| Head of School Signature: | | Date: | |
| Reason for decision if declined | | | |
| | | | |

Please return completed form to: StudyLeave.WM@hee.nhs.uk

If you wish to appeal this decision, please visit the HEEWM Website for guidance.

Office Use only

Approved previous application for previous International Study leave funding Y/N

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Aspirational Study Leave Guidance:

Introduction:

The GMC has made clear within its Generic Professional Capabilities (GPCs) framework that fitness to practise data shows that most concerns about doctors' performance fall into one or more of the nine GPC domains.

Traditional funding of study leave was mapped to domains 1 (professional values and behaviours) and 2 (professional skills). Given the GMC now requires all curricula to be revised and re-approved by 2020 in order to meet the standards set out in Promoting Excellence, and contain the GPCs, this training can no longer be considered aspirational but core aspects of training.

HEE Deans have agreed that:

- Educational or professional development activities mapping to the above is no longer called 'aspirational'
- That study leave is granted is dependent on the needs of the trainee to fulfil the curriculum. This is not dependent on the previous ARCP outcome. Given that best practice in many specialties is now shared at European and global meetings, the lack of ability to attend international courses/conferences may hamper advancing of medical knowledge and service development. This may also have the unintended consequence of preventing quality improvement within the NHS. For these special aspirational circumstances, HEE Deans have agreed that:
- One international conference/meeting, providing all other curriculum requirements are met, will be considered for each doctor in training for any one programme, which can be defined as Foundation, Core, Higher or otherwise every three years (so as not to disadvantage doctors on a run-through programme).
- The educational supervisor should be aware of aspirations and performance to assess whether the request is aligned to the trainee's personal development plan, which may contain items in addition to curriculum requirements.
- Reasonable adjustments and consideration of individual circumstances must be given for aspirational study leave applications (including international) from trainees with protected characteristics.
- For such activities, part-funding may be considered reflecting both HEE and the trainee's commitment to their enrichment.

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- HEE funding of postgraduate diplomas and degrees must be rationalised by an established link to the curriculum and a commitment that the qualification will be integral to the doctor's future career. • If an external body such as a Medical Royal College suggests a doctor in training attends an international conference where not already required by their curriculum, in such circumstances, HEE expects that body to contribute at least 50% of the costs.

Once appeals mechanisms have been used, the decision of the local Postgraduate Dean remains final.