

Guidance for Educational Supervisors



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Introduction

This document is produced to provide additional guidance for Educational Supervisors to facilitate their regular discussions with resident doctors in their training programme development and study leave applications. Links to relevant policies are included at the end of this document.

This document also functions to encourage fair use of study leave funds across all programmes. NHS England Study leave supports all resident doctors ('applicants') on approved training programmes in both primary and secondary care to achieve their curriculum outcomes through study leave funding.

In line with the Enhancing Junior Doctors' Working Lives workstream, there is a commitment from NHS England to ensure that every applicant has the opportunity to gain all competences relevant to their level of training as defined in each curriculum. This means that activities that directly support acquisition of curriculum competences will be fully funded by NHS England and should be available on Accent Leave Manager as a **curricular** or **curricular support activity**, requiring no additional approval from TPDs. These activities are listed by programme on the approved courses list published on the regional websites below. Please note that these discussions and support from Educational Supervisors need to occur prior to submitting an application on Accent Leave Manager. Educational Supervisors are not included in the approval chain on Accent; however a declaration is submitted along with the application confirming the applicant has Educational Supervisor support.

Definitions

There are no named courses within any curriculum and no additional points for completing specific courses in specialty application.

Curricular activity (Curricular days/funding) e.g., exam required for training, local or regional teaching, anything that is essential to complete training. The activity is required by the curriculum and failure to complete it would result in a developmental outcome at ARCP (do not require TPD approval)

Curricular support activity (Discretionary days/funding) – not specifically required but supports the curriculum e.g., a recognised revision course (do not require TPD approval).

These activities have been assessed as best value for money or have evidence of significant improved patient outcome or resident doctor attainment.

Discretionary activity (Discretionary days/funding) – not specifically required for the curriculum but should align to the curriculum, activities that support an applicants' overall career development and the wider NHS (require TPD approval).

All applications for study leave are made through Accent Leave Manager. We require that Educational Supervisor discussions/approval and PDP are complete **prior to submitting** an application on the system. Any application without prior approval from the Educational Supervisor and PDP may be rejected.

PDP and educational discussion

The following should guide an educational discussion:

- 1) Training aspirations and goals – ensuring activity is appropriate for stage of training (refer to ARCP guidance)
- 2) Review ARCP recommendations
- 3) Planned study leave activity – where curricular training is prioritised before discretionary applications. For HST consider if training can be spread across training/academic years.
- 4) Availability of other similar activity, value for money, and availability of the training locally (for any activity the local or regional attendance should be prioritised, rather than travel outside of the region). Activities outside of the region should only be supported if the training outcomes cannot be achieved through alternative training within region
- 5) Be clear on what is agreed in the PDP. Avoid using vague statements. Seek advice from TPD/HoS if you are unsure if a curriculum objective is already being delivered through local or regional teaching.
- 6) The activity lists will be kept as general competencies rather than refer to specific courses. Consider alternative ways to gain curriculum competencies.
- 7) Advise applicant that only accurate information must be entered onto Accent Leave Manager when submitting applications. Categories for local and regional teaching

should only be used for locally and regionally delivered teaching that has been organised by the training programme.

Any other activity must have the correct and accurate event name entered to be specific on what the application is for. Similarly, the correct leave type must be used, for example when applying for international leave, the leave type 'international' must be used.

Relevant links, policies and contacts

National: [Study Leave – An overview of the NHS England -wide approach](#)

East Midlands: [NHS England East Midlands Study Leave policy](#)

East Midlands: [Foundation Study Leave and CPD guidance](#)

East Midlands: Study Leave Support Officer: england.studyleave.em@nhs.net

West Midlands: [NHS England West Midlands Study Leave policy](#)

West Midlands: Study Leave Support Officer: england.studyleave.wm@nhs.net