

Study Leave Process

PRIOR TO THE COURSE (IDEALLY 6 WEEKS NOTICE)

Trainee downloads study leave application form from the Deanery website
<http://www.nwpgmd.nhs.uk/general-practice/gpst-study-leave>



Trainee completes application form after discussion with Education Supervisor and Rota Master (if applicable) and ticks the appropriate boxes on the form to indicate the leave is appropriate and has been approved



Trainee emails the form to the Training Programme Director (or their administrator) – please refer to the contact list provided on the Deanery website



Training Programme Director approves study leave and emails the form directly to the Deanery Administrator for processing



Trainee receives confirmation email from the Deanery that the application has been approved

ON COMPLETION OF THE COURSE

Trainee completes EDUC form which must be **EMAILED** to the Deanery Administrator. When the EDUC form has not been signed by the course organiser, a certificate or proof of payment will also be required this must also be attached to the same email. Please ensure you only send **ONE** email to the Deanery Administrator following the course with all the required attachments



The Deanery Administrator will process your claim for reimbursement and email it to North Lancs for payment (you will be copied in so you know the claim has been sent). If you do not receive payment within two months please contact N.Lancs (contact details can be found on the Deanery website)

PLEASE NOTE THAT IF THIS PROCESS IS NOT FOLLOWED YOUR CLAIM WILL NOT BE APPROVED