**NHS EDUCATION FOR SCOTLAND (NES)**

**Study Leave for Educators: Policy**

**INTRODUCTION**

Educators who are either employed or hold a Service Level Agreement (SLA) for educational activity with NES are sometimes required to undertake CPD that is linked to their educator role rather than their clinical role. As NES appoints these educators (STB Chairs, Associate PG and GP Deans, Primary and Secondary care TPD’s and FPD’s) there is an obligation to support their professional development to ensure they can train to the required standards set out by the GMC.

While educators may choose to apply to their employer for funding of trainer related development activity, they may find that their study leave claims for training related development are not be met by their primary employer and a request is received for NES to support the financial request to undertake training. When Scottish Government agreed an uplift in Study Leave funding in 2021 it was agreed that a small percentage of this uplift (£50,000) should be used to support study leave requests for educators.

**PRINCIPLES**

Educators who are contracted to NES should have access to a standard system in which applications for study leave are considered on a fair, equitable and consistent basis.

The funding for study leave expenses will normally only be considered by NES when the associated training relates to their NES role.

The funding available is to support, expand and accelerate the supply of strategic leaders in medical education.

Activity related to professional development should have been discussed and identified during the annual review process.

All courses considered to be mandatory for educators will be directly funded by NES (see appendix A).

Courses that are not mandatory, but which would enhance the quality of training delivery (for example, a course run by a Royal College) will be reviewed on a case-by-case basis.

Requests for higher degrees (e.g., Masters, MD, PhD) would only be considered if the output would add significant value to NES. Relevant courses will be reviewed on a case-by-case basis, but funding would normally only be provided at an agreed percentage of the cost of the course and based on an annual review.

Funding is limited and should the resource run out during a financial year no further applications will be approved. Updates on use of funding/ funding remaining for the current financial year will be shared in standard Programme Director updates.

When claiming for travel to courses and events the NES travel and subsistence policy should be used for calculation of expenses. A copy is available on request from [study.leave@nes.scot.nhs.uk](mailto:study.leave@nes.scot.nhs.uk).

Study leave time for educator related activity will be agreed with the employing Board and is the responsibility of the educator.

**EXAMPLE ACTIVITIES ELIGIBLE FOR STUDY LEAVE**

Typical examples where study leave funding will normally be approved include the following activities/resources:

* Presenting posters oral presentations and workshops relating to NES work at Conferences in the UK
* Leadership, coaching and mentoring to support a NES role
* Royal College and other externally provided courses specifically relating to the NES educator role

**EXAMPLE ACTIVITIES NOT ELIGIBLE FOR STUDY LEAVE**

Study leave funding **will not** generally be approved to support the following activities/resources but can be subject to individual case consideration:

* Courses that are delivered over a period that is longer that the educator holds an SLA with NES.
* Requests that relate to work that educators perform for Royal Colleges
* International Travel

**APPENDIX A – Mandatory courses**

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| **Course title** | **Target Audience** | **Delivery method / duration** | **Entry level / CPD** | **Mandatory / optional** | **Cost** |
| Trainer Workshop | New trainers | Part 1 – an e-learning module  Part 2 – a virtual ½ day session | Entry level | This is the preferred route for new trainers in secondary care and GPs supervising FY trainees, but it is not mandatory. | Free |
| Supporting Prospective Educational Supervisor Course | Prospective GP Trainers | 3 x 1-day virtual sessions followed by 1 day of mentorship | Entry level | Mandatory | TBC |