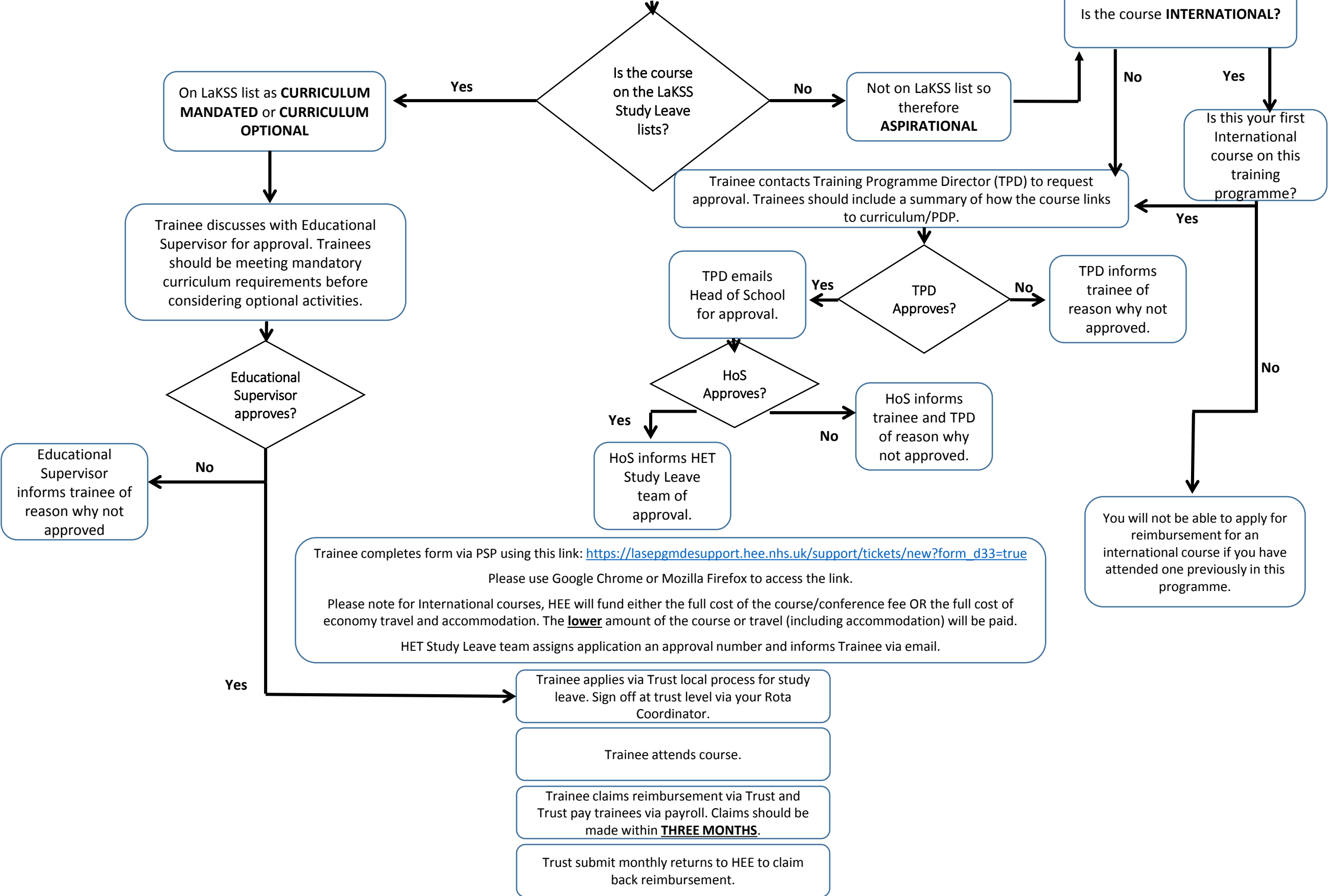


LaKSS STUDY LEAVE PROCESS 2019

Trainee wishes to apply for a study leave course. Trainee checks LaKSS Study Leave List on PSP - <https://lasepgmdsupport.hee.nhs.uk/support/home?studyleave>



On LaKSS list as **CURRICULUM MANDATED** or **CURRICULUM OPTIONAL**

Trainee discusses with Educational Supervisor for approval. Trainees should be meeting mandatory curriculum requirements before considering optional activities.

Educational Supervisor approves?

Educational Supervisor informs trainee of reason why not approved

Trainee applies via Trust local process for study leave. Sign off at trust level via your Rota Coordinator.

Trainee attends course.

Trainee claims reimbursement via Trust and Trust pay trainees via payroll. Claims should be made within **THREE MONTHS**.

Trust submit monthly returns to HEE to claim back reimbursement.

Trainee completes form via PSP using this link: https://lasepgmdsupport.hee.nhs.uk/support/tickets/new?form_d33=true
Please use Google Chrome or Mozilla Firefox to access the link.
Please note for International courses, HEE will fund either the full cost of the course/conference fee OR the full cost of economy travel and accommodation. The **lower** amount of the course or travel (including accommodation) will be paid.
HET Study Leave team assigns application an approval number and informs Trainee via email.

Is the course **INTERNATIONAL**?

Is this your first International course on this training programme?

TPD informs trainee of reason why not approved.

TPD Approves?

HoS Approves?

HoS informs HET Study Leave team of approval.

TPD emails Head of School for approval.

Trainee contacts Training Programme Director (TPD) to request approval. Trainees should include a summary of how the course links to curriculum/PDP.

Not on LaKSS list so therefore **ASPIRATIONAL**