

GP VTS STUDY LEAVE CLAIM FORM – West Midlands

Please ensure you have read and understood the study leave protocol, which is set out at the end of this document

A: GP TRAINEE DETAILS
Name:
Training Practice:
GMC No:
Email:

B: COURSE DETAILS
Course title
Date(s)
Cost:
Amount claimed: <i>Please note: Only the course fee is claimable. Travel and subsistence are not included. A relevant receipt MUST be attached</i>
Amount of days to be taken as study leave:
<p>I have checked the information on this form and certify that it is correct and complete to the best of my knowledge. I understand that knowingly to make a false declaration may result in disciplinary action and/or civil action and/or prosecution. The matter may also be reported to the General Medical Council</p> <p>I confirm that I have read and understand the study leave protocol</p> <p>Signature: Date:</p> <p>Name: (please print)</p>

C: AUTHORISATION <i>PLEASE NOTE: signatures are required for both sections</i>
1. Clinical OR Educational Supervisor: I confirm that the trainee named above attended the above course with my agreement: Signature: Date: Name: (please print)
2. Training Programme Director: I confirm that the trainee named above attended the above course with my agreement: Signature: Date: Name: (please print)

STUDY LEAVE CLAIM PROTOCOL

Authorisation criteria

- This claim form is for trainees in GP posts only. For hospital-based posts, you should approach your clinical supervisor and the clinical tutor.
- The course must be relevant to a trainee's professional development in general practice. If in doubt, please speak to one of the training programme directors (course organisers) prior to booking.
- You must ensure that the practice agrees to you taking leave at the time
- We would expect your current trainer to complete the clinical / educational supervisor section and your cluster TPD to complete the TPD section
- This claim is for reimbursement of fees that the trainee has already paid and therefore a receipt must accompany this claim form.
- The maximum amount claimable per trainee per year is £300. In a six months post, normally, the limit would be £150.
- Only the course fee is claimable. Travel and subsistence are not included.

Process

- The trainee should complete parts A and B. It is the trainee's responsibility to ensure that part C is signed by both relevant parties.
- The completed form together with relevant supporting documentation should be sent to:
 - Kate Faulkner-Elliott
GP Training Programme Administrator for Hereford & Worcester
RCGP Midland Faculty
Birmingham Research Park
97 Vincent Drive
Birmingham B15 2SQ
- The GP Training Programme Administrator will liaise with the West Midlands Deanery to process the claim.
- The GP Training Programme Administrator will email the trainee to confirm when the study leave has been approved.