

1. PERSONAL DETAILS

Name:	<input type="text"/>	Ward / Dept:	<input type="text" value="ANAESTHETICS"/>
Job title:	<input type="text"/>	Contact No:	<input type="text" value="X 4406 / 4381"/>
Staff Group (please tick one): <input type="checkbox"/> Consultant <input type="checkbox"/> Doctor in training <input type="checkbox"/> Non-medical staff			

2. LEAVE REQUESTED

For full definitions of study leave see Papworth Education & Development Leave ("Study Leave") Policy

Study leave: enhancing professional knowledge and skills, associated with continuing education and development of staff. May include attending courses and study days, attending conferences as a delegate, attending a conference to present a paper/poster or chair a session, studying for a professional qualification, attending scientific and medical management courses and meetings.

Professional leave: using professional skills and experience for the wider benefit of the NHS. May include work for recognized professional and NHS bodies, specialist associations (e.g. Royal Colleges, Nursing & Midwifery Council, CHAI). Also may include national lecturing outside the region, acting as an external examiner, interviewing on appointment committees, carrying out college visits or attending national committee meetings.

Working off site: visiting another NHS centre to advise on procedures / clinical activity or to gain knowledge of their procedures / activity. It also includes lecturing to undergraduates and postgraduates *within* region.

Type of leave (please tick): Study leave Professional leave Working off site

3. LEAVE DETAILS

Name of course / conference / activity:	<input type="text"/>				
Venue:	<input type="text"/>				
Date from:	<input type="text" value="/"/> <input type="text" value="/"/>	Date to:	<input type="text" value="/"/> <input type="text" value="/"/>	Days:	<input type="text"/>
Cover arrangements:	<input type="text"/>				
Do you wish ELD to book your place? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<i>If 'yes', please ensure you provide relevant information</i>					

4. RELEVANCE OF LEAVE TO YOUR ROLE

What will be the benefits to you and Papworth of attending?

Is this leave agreed as part of your Personal Development Plan (PDP) or Job Plan (Consultants)? Yes No

5. FUNDING

How much financial support for study / training have you received from Papworth in the past 12 months?

£

Please detail the estimated cost for the leave you are applying for and include any documentation

Expenses <small>Please attach receipts, course programmes, booking forms and other documentation</small>	Full amount (£)	Support requested (£)	Remaining balance <small>Please specify source(s) of funding: i.e. self, company, organization</small>
Registration			
Examination fees			
Accommodation (give details)			
Travel <input type="checkbox"/> Car <input type="checkbox"/> Train <input type="checkbox"/> Air From: _____ To: _____	£/miles	£/miles	
Other (specify)			
Overseas travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	-	-	<i>Funding from the Overseas Travel Fund (OTF) will be considered</i>

I have read the papworth Education & Development Leave ("Study Leave") Policy. For professional qualification or an expensive short course (i.e. > £750), I agree to remain within the Trust's employment for at least 12 months after completing the programme or prepay the financial assistance costs I received.

Signature:

Date:

6. APPROVAL OF LEAVE AND FUNDING

This application for leave and financial support should be considered using education and development study leave guidelines and the individual's PDP or Job Plan.

LEAVE AUTHORIZATION: Leave approved Leave not approved

Signature:

Date:

Clinical director (for medical staff) or Head of Department (for all other staff)

FUNDING AUTHORIZATION: Days

£

Signature:

Date:

Dr M Goddard, Lead Clinician, Medical Education (for medical staff) or Directorate budget holder (for all other staff)