

## Study leave for Dentists in training – general principles

Dentists in training are referred to the national policy for study leave and local processes. In all areas, the following principles should apply:

- Foundation Dentists and longitudinal Joint Dental Foundation Core Trainees (JDFCT) in the primary care element, attend a mandatory HEE study programme, therefore, are not entitled to any additional study leave. Any exception to this can only be at the discretion of the Postgraduate Dental Dean.
- Dentists in training within longitudinal JDFCT Training programmes in the secondary care element attend a mandatory HEE study programme which counts towards study day entitlement. Any additional discretionary study days during the hospital rotation may be agreed locally but must be approved in advance by the relevant Training Programme Director and align to the individual trainee's personal development plan.
- In relation to international study leave requests, Dental Core Training years 1 to 3 should be viewed as one training programme and therefore one international request allowed in three years. Support for international conferences is at the discretion of the Postgraduate Dental Dean and is only considered if the applicant is presenting; only the conference fee is funded (not travel).
- Dentists in training should discuss their progress, aspirations and intentions regularly with their Educational and Clinical Supervisors. This should entail discussions in general terms at every Educational Supervision meeting, with more detailed discussions with their Clinical Supervisors at the start and of every placement. These discussions should be reflected in their PDP.
- In general, dentists in training should be progressing satisfactorily and meeting core curriculum requirements before considering applying for nonmandatory discretionary study leave.
- At all times (with the sole exception of taking an exam or when so advised by a TPD) Regional Teaching programmes provided locally should take precedence over any discretionary study day requests.
- Dentists in training should apply for study as per the local procedure using the specified form.

## Individual Study Leave Requests

These will be made to the trainee's employing Trust following the local application process.

The following principles apply:

- A list of approved courses that would attract study leave and funding are shown in appendix 1
- Trainees should only apply for funding to attend courses if the training and development has been outlined in their Personal Development Plan (PDP).
- Activities can be signed off at Trust level provided the total cost (including the costs of the activity, travel and subsistence) is £600 or less.
- Sign off must be obtained prior to attendance at a course; retrospective applications will not be considered.
- Activities that cost more than £600 require additional sign off from the TPD (or Head of School if TPD is unavailable).
- Activities that cost more than £1000 require sign off from the Deputy Dental Dean or, in their absence, the Dental Dean.
- Trainees may also submit claims for "aspirational" activities. It is essential that any aspirational activity is included in the trainee's PDP and it will also require an additional level of sign off Deputy Dental Dean or, in their absence, the Dental Dean. The trainee will be expected to provide a supporting statement explaining why competencies gained from such an activity cannot be achieved from local and/or regional programmes and what will be their personal gain. Aspirational activities will generally only be approved if the trainee is up to date with their training and development including the completion of all portfolio administrative elements.
- Examination preparation courses should be regarded as aspirational activities.

Payments for individual study leave requests will be made to trainees by the employing Trust following attendance at the course. Reimbursement cannot be made for courses that are booked but not attended, under any circumstances.

Study leave funding will be distributed as fairly and as effectively as possible within the guidance provided in this policy.

A flexible approach to how much funding is allocated to individuals will be adopted, recognising that there is wide variation in the cost of the delivery of different curricula depending on the level of training and the specialty programme.

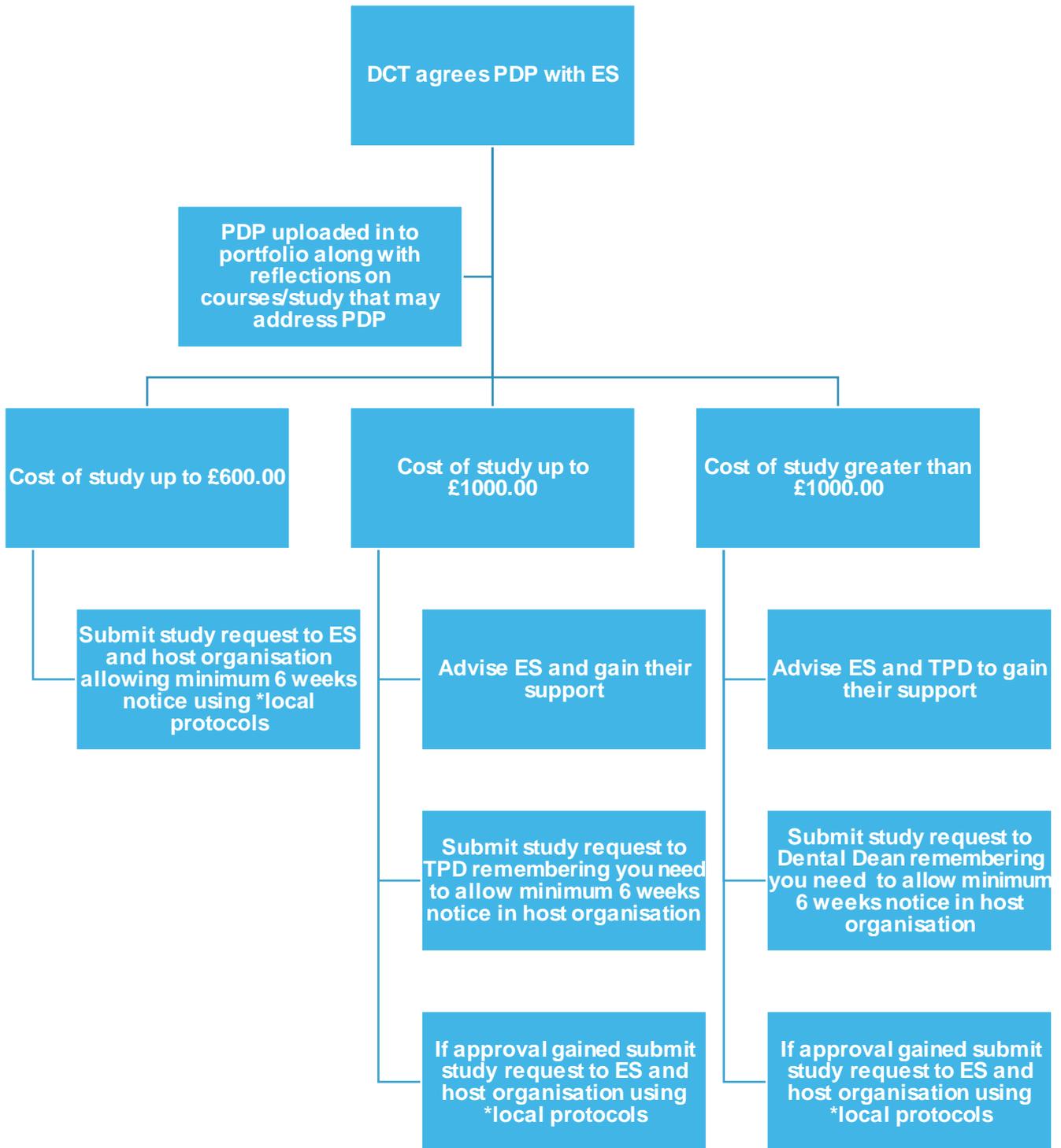
Activity name	Classification	Int/Ext	All grades	DCT1	DCT2	DCT3
Dental: Basic Surgical Skills (Dental)	Curriculum requirement	Internal				
Dental: British Orthodontic Society Annual conference	Curriculum requirement	External				
Dental: Dementia Friendly Dentistry	Curriculum requirement	External				
Dental: Future Surgeon course	Curriculum requirement	External				
Dental: Research in Dentistry	Curriculum requirement	Internal				
Dental: Young Dentist Conference	Curriculum requirement	Internal				
General: Local Internal Teaching	Curriculum requirement	Internal				
General: Teaching course (Train the Trainer/TIPS/TACs)	Curriculum requirement	External				
Dental: Career Focus Day	Recommended	Internal				
Dental: Dental Photography	Recommended	Internal				
Dental: Resilience training and avoiding burn out	Recommended	Internal				
Dental: So You Want To Be An Orthodontist	Recommended	External				
Dental: The Dental Show	Recommended	External				
Dental: Young Practitioners/Alternative Careers	Recommended	Internal				
General: HEE Leadership and Management programme	Recommended	Internal				
Dental: Acute Pain Management	Aspirational	External				
Dental: BDIA Conference	Aspirational	External				
Dental: East Midlands Dental School Annual Conference	Aspirational	Internal				
Dental: Occlusal Index Course	Aspirational	Internal				
Dental: Practical Dental Sedation	Aspirational	External				
Dental: So You Want To Be A Paediatric Dentist	Aspirational	External				
Dental: Surgical Anatomy course	Aspirational	External				
Dental: The Future Leader	Aspirational	Internal				
Activity name	Classification	Int/Ext	All grades	DCT1	DCT2	DCT3

Study leave for Dentists in training – general principles

General: Critical Appraisal and Research Skills Course	Aspirational	External				
Conference: BAOMS	Recommended	External				
Conference: BAOS						
Conference: BASCD						
Conference: BOS						
Conference: BSDH						
Conference: BSPD						
Conference: BSRD						
Conference: DSTG						
Conference: BISOM						

Each DCT is permitted to attend a maximum of one conference per year related to the specialty of their DCT post

This list may be revised at any time by the Dental Dean



\* Local protocols refer to the system shared with you at DCT induction. It is important that whatever system is used that you remember to advise the host organisation