

## Step-by-Step Guide to Study Leave / Professional Leave



### Examples of approved/declined courses:

Approved	Time Only	Declined
<ul style="list-style-type: none"> <li>Advanced Life Support (capped at £350 for reimbursement)</li> <li>Advanced Trauma Life Support</li> <li>Advanced Paediatric Life Support</li> <li>Basic Surgical Skills</li> <li>ECG Course</li> <li>Communication Skills Course</li> <li>Paediatric Intermediate Life Support</li> <li>Neonatal Life Support</li> </ul>	<ul style="list-style-type: none"> <li>Interviews (professional leave available for this also)</li> <li>Membership Exam (1 day)</li> <li>Private Study Time (only 1 day for membership exam)</li> <li>Taster Weeks</li> <li>Instructor Course ALS</li> </ul>	<ul style="list-style-type: none"> <li>Preparation Courses for exams</li> <li>Cosmetic Courses</li> </ul>

*\*Approval for courses is at the discretion of the Foundation Programme Director.*

Please to the following policies available on the Deanery Website [here](#):  
 1) Study Leave – Foundation School Guidance (updated April 2023) &  
 2) Study Leave – NHSE (HEE) Overview