

How to claim study leave funding reimbursements from the Mid-Wessex Patch Office

£300

£300 is the maximum total amount of funding you can claim during ST1/2 GP posts from the Patch Office. This is not £300 per GP post, but is £300 spread across all of your ST1/2 GP placements.

**APPROVED
COURSES**

Funding for ST1/2 in GP is only available towards courses highlighted on the approved courses list. Some of these courses will require prior approval from the Associate Dean before making a claim. Visit our website to see the list: <https://www.mwgpe.co.uk/st12studyleave>

AKT & SCA

Discount codes are regularly provided by the Wessex Faculty RCGP for AKT and SCA revision courses. ST1,2 & 3s are eligible to claim these discounts (1x AKT course & 1x SCA course per Doctor in Training (DIT) during the training programme).

You are welcome to use a different educational provider for these revision courses and can claim up to £85 for an AKT course and £345 for an SCA course, however this cannot be in addition to receiving a discount code for RCGP courses.

**NOT
ELIGIBLE**

ST3s are not eligible for study leave funding from the Patch Office, with the exception of AKT & RCA revision course funding as detailed above.

If you are in a hospital post the Patch Office do not process your study leave claims. You should contact your Trust about any claims incurred during a hospital rotation.

It is the DiT's responsibility to check they are entitled to receive study leave funding for a course before booking and paying for a course.

The Patch Office do not reimburse travel or accommodation costs. We do not reimburse subscription charges for revision aids.

Before booking a course - checklist

Check the approved course list ☐

Green course - funding approved

Red or Amber course – you will need to seek approval to claim funding from the Associate Dean. Please provide the course date, provider, costs, link to the course and send to england.mwgpe.se@nhs.net

AKT or SCA Course check ☐

If you are booking an AKT or SCA revision course not facilitated by Wessex RCGP then please seek approval for funding from the Patch Office via england.mwgpe.se@nhs.net

After attending a course – making a claim checklist

Please make sure you have checked the approved courses list or sought approval for funding from the Patch Office before paying for a course.

All study leave funding claims are reimbursement only. We do not pay claims prior to attendance on a course.

Keep your receipt of payment & booking confirmation ☐

Keep your certificate of attendance ☐

Contact the Patch Office to request a SUPPLIER DETAILS FORM ☐

Return your completed SUPPLIER DETAILS FORM to the Patch Office for processing ☐

On receipt of this form your details will be added to NHS SBS Shared Business Services & you will be added as a 'supplier'.

Once you have been approved as a 'supplier' the Patch Office will send you an INVOICE TEMPLATE and PURCHASE ORDER (PO) NUMBER ☐

Return your completed INVOICE TEMPLATE to the Patch Office and attach:

- Your receipt of payment ☐
- Your certificate of attendance ☐

The Patch Office will process your invoice and send it to NHS SBS Shared Business Services for payment to you via BACS.

Once you are approved as a 'supplier' on SBS we will be able to process future claims without the need for a supplier details form. However, if any of your details have changed between claims (address, name, bank account) you will need to complete another form.

For all queries related to approval for courses and making study leave claims during GP posts, please contact the Mid-Wessex GP Education Patch Office via

england.mwgpe.se@nhs.net