**Study Leave for Consultants [QSI Ref: XR-203]**

**Descriptor:**

The amount of study leave utilised by consultants.

**Background:**

Continuing medical education (CME) is a formal requirement of all consultants in Departments of Clinical Radiology. It continues to evolve but at the present time much more CME will need to be carried out away from the base hospital in order to satisfy the RCR CPD points requirements for reaccreditation. It is important that there are no restrictions on legitimate study leave arrangements for Consultants.

Study leave is fundamental to seeing that time is available for CME [1]. If obstructions are put in the way of study leave applications, then CME is unlikely to occur. This audit will indicate whether legitimate study leave applications are being refused, or not funded.

## The Cycle

**The standard:**

This standard is taken from "Terms and Conditions" - Consultants (England) 2003 document [2].

Study leave is granted for postgraduate purposes approved by the employing authority and includes study (usually, but not exclusively or necessarily, on a course), research, teaching, examinations, visiting clinics and attending professional conferences. Study leave will normally be granted to the maximum extent consistent with maintaining essential services, leave with pay and expenses, within a maximum of thirty days in any period of three years for professional purposes within the United Kingdom.

Thus, the standard is that all consultants should have been able to take up to thirty days for study leave over a period of three years and that reasonable study leave expenses, in line with local agreements, that have been applied for should have been met by the employer.

**Target:**

100%

## Assess local practice

**Indicators:**

• Percentage of consultants who have had legitimate and timely study leave requests refused

• Percentage of legitimate study leave expense claims that have not been met by the employers

• Percentage of consultants who have been unable to meet their reaccreditation target for CME due to refusal of legitimate study leave requests

• Percentage of consultants who have not met RCR CPD requirements

• Percentage of consultants who have not utilised their study leave allocation

**Data items to be collected:**

A simple questionnaire should be completed by each consultant. The questionnaire should be based on the standard above.

**Suggested number:**

All consultants in the Department of Clinical Radiology.

**Suggestions for change if target not met:**

• Clinical work re-arranged or locum cover provided during study leave periods

• Local Consultant leaders install local arrangements for monitoring applications for study leave

• Discussions between LNC and management may be appropriate if significant problems are identified

**Resources:**

• Secretarial - to design, distribute and collect questionnaires

• Radiologists: 15 minutes each to complete the questionnaire

• 10 hours to design and distribute questionnaire, review the data, and write a report.

**References:**

1. Peaston MJT. Consultant Perceptions of CME and teaching time. Hospital Update 1994;20: 414 17.
2. NHS Employers Website Terms and Conditions - Consultants (England) 2003 <http://www.nhsemployers.org/~/media/Employers/Documents/Pay%20and%20reward/Consultant_Contract_V9_Revised_Terms_and_Conditions_300813_bt.pdf>
3. The Royal College of Radiologists. Continuing Professional Development (CPD) scheme Fourth Edition.Royal College of Radiologists September2016. <https://www.rcr.ac.uk/system/files/publication/field_publication_files/rcr162_cpd_scheme_4th_ed.pdf>

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