# Study/Professional Leave Policy for Consultants

<table>
<thead>
<tr>
<th>Reference Number:</th>
<th>141</th>
</tr>
</thead>
</table>
| Author & Title:           | Lynn Vaughan  
                          Director of Human Resources |
| Responsible Directorate: | Human Resources |
| Review Date:              | 2 February 2012 |
| Ratified by:              | Lynn Vaughan  
                          HR Director and Chair: Strategic Workforce  
                          Committee |
| Date Ratified:            | 2 February 2012 |
| Version:                  | 3         |

## Related Procedural Documents
- Managing Staff Equality & Diversity Strategy & Policy
- Appraisal Policy
- Study Leave Policy (AfC Staff)
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1. Introduction

The Trust attaches the greatest importance to the continuing education and training of its professional staff and values education as an integral part of delivering excellent care.

The purpose of this policy is to provide guidance for Consultants within the Royal United Hospital, Bath NHS Trust about the requirements and processes applying to study/professional leave.

This policy applies to all Consultants in the employ of the Royal United Hospital Bath NHS Trust. Employment includes both part time and fixed term workers.

2. Purpose of this policy

This policy fulfils the contractual obligation provided by the Terms and Conditions of Service – Consultants (England) 2003 Handbook.

It ensures that the arrangements for approving study/professional leave covered by the policy, are clearly outlined, are efficient, timely, transparent and non-discriminatory.
3. Definitions

3.1 Study leave

Study leave includes study (usually, but not exclusively or necessarily on a course), research, teaching, examining or taking examinations, visiting clinics and attending professional conferences.

3.2 Professional leave with pay (but without expenses)

- Duties as an officer, committee member or member of a working party of a Royal College, Faculty, Professional or Scientific Society or NICE.
- Examining for Royal College, University or other body
- Attendance as a College Assessor at an Advisory Appointments Committee inside/outside Region.
- Attendance at officially constituted bodies giving advice to the Department of Health.
- Duties as a member of a Mental Health Act Commission.
- Duties as a member of a Medical Defence Society.
- Attendance at British or International Standards Committees.
- Duties as a member of the Medical Research Council.
- Membership of Editorial Board of a Scientific Journal.
- Clinical Trials Working Party (should be taken as annual leave if remunerated by external body).
- Duties in relation to postgraduate educational activities outside the Trust.
- Lecturing outside the Region.
- Visits to hospitals outside the Region for the purpose of assessing training facilities (B(3)P243/021).
- In connection with responsibilities as Regional Educational Adviser.
- Attendance at External Appointments Committees for Medical Staff outside Royal United Hospital, Bath.
- Attendance at external appeals committee.
- One off delivery of undergraduate or postgraduate lectures within the Region.

For details of how to claim expenses please contact the receiving organisation directly.
Examples of activities that are not deemed to constitute professional/study leave.

The following activities are regarded as official duties and therefore study leave or professional leave need not be requested:

- Consultant to Consultant meetings related to patient care.
- Meetings with local commissioners.
- Local service, delivery and improvement meetings.
- Specialist Network Meetings e.g. Cancer, Cardiology.
- In house mandatory training (see mandatory training matrix on the intranet).
- Attendance at a Coroner’s inquest or court if required by the Trust.
- Meetings in connection with management of patients across Trust boundaries.
- Attendance at interviews for Doctors in Training.

The Trust has formal agreements to deliver teaching and examining activity, with the University of Bristol and the Severn Institute; leave must be granted where funded backfill is provided. Such activity must be reflected in the annual job plan and does not constitute professional leave.

3.3 Day

A ‘day’ is defined as a period of 8 hours and therefore any member of staff whose normal working day is longer or shorter than 8 hours will be required to book professional/study leave at a proportionate level. e.g. A normal working day of 10 hours will equate to 1.25 professional/study leave days. An individual whose normal working day is 6 hours who wishes to be paid for attendance for a full day at a course/conference will be required to book a full day of professional/study leave.
3.4 Calculation of study/professional leave entitlements

3.4.1 Full time Doctors
The consultant contract provides, for a full time consultant, a standard week of 10 programmed activities worked between 7.00 am and 7.00 pm Monday to Friday. This equates to a 40 hour week and an average day of 2 x 4 hour programmed activities or 8 hours. Thus entitlement to study/professional leave at 10 days per annum may be counted as 20 programmed activities, 20 notional half days or 80 hours. For consultants working a non standard contractual pattern (i.e. not 5 days Monday to Friday), study/professional leave should be booked either as Pas, notional half days or hours whichever is most convenient.

Where a non-standard day is worked it will be necessary to book leave equivalent to the length of the day normally worked. For example a normal working day of 10 hours will equate to 1.25 PAs or 10 hours of study leave.

3.4.2 Part time Doctors

Depending on their range of duties, the Trust recognises that the time required to maintain competence for a part-time doctor is likely to be of a similar amount as a full time doctor. Therefore part-time doctors will be entitled to up to 10 days study/professional leave subject to confirmation of their CPD requirements through their appraisal and PDP.

3.5 Distribution of study/professional leave

Study leave/professional leave should be distributed across DCC and SPA time in a reasonably proportionate manner.

The leave accounting period will be over three years; individuals wishing to take more than 10 of their 30 days entitlement within a single year will need to raise this issue with their Specialty Lead Clinician, Specialty Manager and Divisional Accountant.

4. Aims and Objectives of this policy
The policy will ensure that Consultants are enabled to maintain their personal competence and meet the requirements of medical revalidation.

The policy will ensure that an efficient procedure is in place to enable Consultants to apply for and receive approval for study/professional leave in a timely manner.

The policy will ensure that the Trust’s patients and their needs are at the forefront of decision making about doctors absence from work.

The policy will support the achievement of the Trust’s Equality Strategy and Policy which provides that no employee shall receive less favourable treatment than any other, on the grounds of:

‘gender, sexual orientation, marital status, responsibility for dependants, disability, race, national origin, age, religion, political or trade union affiliations, HIV status or socio-economic background, part-time or fixed term status’

5. Duties / Responsibilities

5.1 Responsibilities of Specialty Lead Clinicians

The Specialty Lead Clinician;

- Will ensure that study/professional leave arrangements are discussed with their Specialty Manager during capacity planning to enable effective scheduling of activity.

- Annually review, professional development plans (PDP) with their Medical and Dental staff as part of the Appraisal process. Development opportunities should be highlighted within the PDP and study leave orientated to the PDP. This process should take into account the appropriateness of Study/Professional Leave with due consideration to meeting contractual obligations. This should be an integral part of the Division’s business and financial planning.

- May approve up to 10 days professional/study leave per year for each individual within their specialty covered by this policy and will normally grant leave to the maximum extent consistent with maintaining essential services. Agreement to the payment of costs will be subject to available funding and thus must be agreed in advance. Essential CPD should be funded as a first priority.

- Must ensure that cover is arranged for the clinician granted
leave and that budget is available to provide cover, where costs are incurred.

- Will only grant professional leave where the service impact can be managed effectively and the Trust considers that the purpose of the leave is of importance to the Trust or the wider NHS.

- May authorise a study day in lieu at a mutually agreed time where an individual is expected to attend a course during their day(s) off; this should be agreed in advance.

- Will check that sufficient budget is available when study leave is granted; although the costs of courses and conferences approved for study leave will normally be funded, this cannot be assumed.

- Will ensure that where a practitioner is employed by the Trust and another employer that the only the proportion of leave and funding for the Royal United Hospital Bath is authorised.

- Will, when granting Professional leave give priority to ensuring that colleagues are not prevented from taking annual leave or essential study leave.

- In exceptional circumstances, where approval of professional leave has been given a significant period in advance, may have to withdraw such approval in order to meet this requirement.

- Authorise as soon as possible, normally within 10 working days, any request for study/professional leave properly submitted and send to the doctor for his or her own records a signed copy of the authorisation form.

- Authorise study leave funding to be used in alternative ways to achieve learning, for instance to purchase professional journals.

- Keep a record of study/professional leave for individuals and notify individuals when they have used their allocation.
5.2 Educational Tutors/programme leaders

Educational tutors and programme leaders who are responsible for the delivery of under or post graduate teaching of doctors at the Trust may claim Professional Leave with expenses for attendance at essential meetings called by the Severn Institute or Bristol University unless these can be claimed from another body.

5.3 Responsibilities of Individual Clinicians

Make all reasonable endeavours to arrange prospective cover.

- Agree with their Lead Clinician any requirement for regular professional leave and incorporate this agreement into their annual their job plan.

- Give as much notice as possible; normally 8 weeks for any leave which impacts on direct clinical care, unless there are exceptional circumstances.

- Apply to the Specialty Lead Clinician for the costs of professional/study leave to be met by completing and submitting the attached application form. (appendix 1).

- Limit their application for the costs of professional/study leave to:
  - Course Fees
  - Travel expenses reimbursed at the level of standard return rail fare or the appropriate Trust mileage allowance for car drivers.
  - Travel expenses other than rail or car mileage where this is proven to be a cheaper alternative i.e. air travel.

- Ensure that expenses, travel, and accommodation are arranged as economically as possible and taking advantage of any discounts available for late/early/internet booking.

- Submit original Receipts with expense claim forms.

- Ensure that the acceptance of sponsorship from commercial organisations complies with the Trust’s Standing Financial Instructions and HSG(93)5 Standards of Business Conduct for NHS staff

- Make a declaration of interest for assistance from external agencies, at the time of the request for Study Leave and submit this
to the Trust Board Secretary also noting this during the appraisal process. . The declaration of interest form should be submitted online http://webserver.ruh-bath.swest.nhs.uk/staff_resources/about/Form_declaration_of_interest/form.asp

- Fund their own updating if granted leave for other purposes such as sabbaticals or career breaks and ensuring that this is completed prior to return to work.

- Record authorised study/professional leave on the Trust’s computerised training database (OLM) to enable equalities monitoring to be undertaken and to support medical revalidation.

5.4 Responsibilities of Divisional Heads

- Approve study/professional leave for Specialty Leads.

- Hear appeals from specialty medical staff in relation to decisions of the Specialty Clinical Lead, in line with the Trust’s formal grievance procedure within 10 working days of receipt of appeal.

- Arrange a panel of the divisional heads together with a General Manager from within the relevant division to consider applications for professional/study leave in excess of 10 days per year.

- Where it is not to the benefit of a specialty or division to approve study/professional leave beyond 10 days per annum, Divisional Heads may consult with the Medical Director to determine whether the leave is in the wider interest of the Trust.

5.5 Responsibilities of Medical Director

- Approve study/professional leave for Divisional Heads.

5.6 Responsibilities of Chief Executive

- Approve study/professional leave for the Medical Director.

- Hear appeals from Divisional Heads in line with the Trust’s formal grievance procedure in relation to decisions of the Medical Director in line with the Trust’s formal grievance procedure within 10 working days of receipt of appeal.
5.7 Responsibilities of the HR Function

- Advise on the interpretation of this policy in accordance with national terms and conditions.

- Review the policy in conjunction with the Local Medical Negotiating Committee in line with Trust policy.

- Train medical staff in how to record their study /professional leave on the electronic staff record (OLM) and where required their professional leave on the electronic job planning system.

- Train decision makers in the Trust’s requirements relating to Equality and Diversity.

- Produce an annual equality monitoring report demonstrating how the policy has been implemented.

Nothing in this policy prevents the Trust's grievance procedure being invoked where an individual considers that this is the best way to resolve any outstanding issue.

6. Equality Impact Assessment

An Equality Impact Assessment has been carried out on the content of this policy and can be found in Appendix 3.
7. Monitoring Compliance

The implementation of and compliance of this policy will be monitored using the following key performance indicators:

- Lead Clinicians have received training on the contents of this policy within the last 24 months;
- The use of Doctor’s Study/Professional leave is actively managed and there is documentary evidence of this;
- Decisions regarding the allocation of Doctor’s Study/Professional Leave have been fair and in line with policy and have not been successfully challenged by the employee.

Monitoring will be performed by HR Business Partners, in conjunction with Divisional Managers.

Formal monitoring of the implementation of the policy will occur bi-annually by LMNC.

Should the monitoring uncover any shortfalls in the implementation of the policy, the divisional manager and HR will work with the relevant departmental manager to draw up an action plan for improvement. This action plan may include:

- Additional training for the line manager;
- A risk assessment within the area of work;
- A review of departmental management processes;
- A review of the number of individuals within the department taking Study/Professional Leave.

An organisational report on the results of the monitoring exercise will be produced annually by the HR department, which will capture any themes and reasons for non-compliance and make recommendations to the organisation on whether any cross divisional steps can be taken to make improvement.
## Appendix 1: Consultation Schedule

<table>
<thead>
<tr>
<th>Name and Title of Individual</th>
<th>Date Consulted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Holly HR Business Partner Surgery</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2011, 21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>Alex Cudmore HR Business Partner Medicine</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2011, 21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>Tim Craft Medical Director</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2011, 21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>William Hubbard Divisional Head Medicine</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2011, 21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>Monica Baird Divisional Head Surgery</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2011, 21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>Clare O’Farrell Divisional Manager Medicine</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2011, 21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>Suzanne Wills Divisional Manager Surgery</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Committee</th>
<th>Date of Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Medical Negotiating Committee</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; July 2011</td>
</tr>
<tr>
<td>Management Board</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; August 2011</td>
</tr>
<tr>
<td>LMNC (policy sub group)</td>
<td>29&lt;sup&gt;th&lt;/sup&gt; September 2011</td>
</tr>
<tr>
<td>LMNC</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; November 2011</td>
</tr>
</tbody>
</table>
Appendix 2: Study/Professional Leave Application Form

Royal United Hospital Bath
NHS Trust

STUDY/PROFESSIONAL LEAVE APPLICATION FORM

Please refer to the Study / Professional Leave Policy for Consultants before completing this form.

<table>
<thead>
<tr>
<th>NAME OF APPLICANT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE:</td>
<td></td>
</tr>
<tr>
<td>SPECIALTY:</td>
<td></td>
</tr>
<tr>
<td>DIRECTORATE:</td>
<td></td>
</tr>
</tbody>
</table>

DETAILS OF LEAVE REQUESTED:

<table>
<thead>
<tr>
<th>No. of days paid leave requested</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDY LEAVE:</td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL LEAVE:</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL STUDY/PROFESSIONAL LEAVE:</td>
<td></td>
</tr>
<tr>
<td>DIRECTORATE:</td>
<td></td>
</tr>
</tbody>
</table>

Study Leave
Please detail the learning objectives and indicate relevance to the agreed personal development plan.

…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………

Date of last appraisal: .................................................................
Please provide details of the course/conference programme or other learning activity

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
Number of CME Points .................................
Internal Course ☐ External Course ☐

Costs to be claimed form the Trust:
Travelling £...................... Subsistence £..............................
Accommodation £.................. Course Fee £..............................

Professional Leave
Please state how the professional leave will:

a) Be of benefit to the Trust/ Wider NHS
........................................................................................................................................
........................................................................................................................................

b) Be of benefit to the applicant
........................................................................................................................................
........................................................................................................................................

IMPORTANT: Please submit all receipts with an expenses claim form.

State if grant or financial assistance will be given from any other source, or whether a proportion of expenses will be paid by applicant (give details)
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Note the requirement to declare such sponsorship on the Register of Interest forms

- Which should be submitted online http://webserver.ruh-bath.swest.nhs.uk/staff_resources/about/Form_declaration_of_interest/form.asp
COVER ARRANGEMENTS

Please detail direct clinical care and on call commitments during the period of absence:

…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………

I have asked ………………………………………………………….. ……..to cover my duties during my absence and he/she* has agreed to do so.

OR

A Locum is required for:

…………………………………………………………………………………………………

(Inclusive dates)

APPLICANT’S SIGNATURE: .......................................................  
DATE: ............................

APPROVED BY: .................................................................
DATE: ............................

Specialty Lead/Head of Division / Medical Director/Chief Executive (as appropriate).

<table>
<thead>
<tr>
<th>To be completed by speciality administrative team:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total professional /study leave granted in accounting period including this leave:</td>
</tr>
<tr>
<td>Remaining professional /study leave allowance (maximum 10 days per year /30 days over three years):</td>
</tr>
</tbody>
</table>

Please ensure that you have updated your OLM recorded with your study leave once your leave has been approved.

Original to the Finance Department
One copy to be retained by applicant
Appendix 3: Equality Impact Assessment Tool

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval

Equality Analysis

<table>
<thead>
<tr>
<th>Title of service or policy</th>
<th>Study/Professional Leave Policy for Consultants Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of directorate and service</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Name and role of officers completing the Equality Analysis</td>
<td>Jenny Holly, HR Business Partner</td>
</tr>
<tr>
<td>Date of assessment</td>
<td>22&lt;sup&gt;nd&lt;/sup&gt; December 2011</td>
</tr>
</tbody>
</table>
Equality Analysis is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality Analysis can be carried out in relation to service delivery as well as employment policies and strategies.

This template has been developed to use as a framework when carrying out an Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Royal United Hospital, Bath NHS Trust website.

1. **Identify the aims of the policy or service and how it is implemented.**

<table>
<thead>
<tr>
<th>Key questions</th>
<th>Answers / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong> Briefly describe purpose of the service/policy including</td>
<td>The policy provides guidance on the definition of, and entitlement to study and professional leave for consultants.</td>
</tr>
<tr>
<td>• How the service/policy is delivered and by whom</td>
<td></td>
</tr>
<tr>
<td>• If responsibility for its implementation is shared with other departments or</td>
<td></td>
</tr>
<tr>
<td>organisations</td>
<td></td>
</tr>
<tr>
<td>• Intended outcomes</td>
<td></td>
</tr>
<tr>
<td><strong>1.2</strong> Provide brief details of the scope of the policy or service being</td>
<td>This is a review of an existing policy that clarifies the Trust position on the contractual entitlement of consultants.</td>
</tr>
<tr>
<td>reviewed, for example:</td>
<td></td>
</tr>
<tr>
<td>• Is it a new service/policy or review of an existing one?</td>
<td></td>
</tr>
<tr>
<td>• Is it a national requirement?</td>
<td></td>
</tr>
<tr>
<td>• How much room for review is there?</td>
<td></td>
</tr>
<tr>
<td><strong>1.3</strong> Do the aims of this policy link to or conflict with any other policies</td>
<td>No</td>
</tr>
<tr>
<td>of the Trust?</td>
<td></td>
</tr>
</tbody>
</table>
2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- **Recent research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints or compliments** about them
- Recommendations of **external inspections** or audit reports

<table>
<thead>
<tr>
<th>Key questions</th>
<th>Data, research and information that you can refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 What is the equalities profile of the team delivering the service/policy?</td>
<td>Please refer to the annual diversity monitoring report</td>
</tr>
<tr>
<td>2.2 What equalities training have staff received?</td>
<td>KSF level 1 Equality Impact Assessment training</td>
</tr>
<tr>
<td>2.3 What is the equalities profile of service users?</td>
<td>Please refer to the annual diversity monitoring report</td>
</tr>
<tr>
<td>2.4 What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?</td>
<td>Staff Survey Results</td>
</tr>
<tr>
<td>2.5 What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?</td>
<td>LMNC Policy Sub Group membership is a partnership group comprising staff side members and representatives of all divisions / directorates. Key stakeholders were also contacted for their views.</td>
</tr>
<tr>
<td>2.6 If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### 3. Assessment of impact: ‘Equality analysis’

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

<table>
<thead>
<tr>
<th>3.1 Gender – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)</th>
<th>Examples of what the service has done to promote equality</th>
<th>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy applies to consultants employed by the Trust irrespective of their gender.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.2 Transgender – identify the impact/potential impact of the policy on transgender people</th>
<th>Examples of what the service has done to promote equality</th>
<th>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy applies to consultants employed by the Trust irrespective of any transgender issues.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.3 Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)</th>
<th>Examples of what the service has done to promote equality</th>
<th>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy applies to consultants employed by the Trust irrespective of whether they have a disability.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.4 Age – identify the impact/potential impact of the policy on different age groups</th>
<th>Examples of what the service has done to promote equality</th>
<th>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy applies to consultants employed by the Trust irrespective of their age.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
### Examples of what the service has done to promote equality

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Examples of potential negative or adverse impact and what steps have been or could be taken to address this</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5</td>
<td>Race – identify the impact/potential impact on different black and minority ethnic groups</td>
<td>This policy applies to consultants employed by the Trust irrespective of their race.</td>
</tr>
<tr>
<td>3.6</td>
<td>Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual &amp; heterosexual people</td>
<td>This policy applies to consultants employed by the Trust irrespective of their sexual orientation.</td>
</tr>
<tr>
<td>3.7</td>
<td>Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</td>
<td>This policy applies to consultants employed by the Trust irrespective of their religion/belief.</td>
</tr>
<tr>
<td>3.8</td>
<td>Marriage/Civil Partnership - identify the impact/potential impact of the policy</td>
<td>This policy applies to consultants employed by the Trust irrespective of their marital status.</td>
</tr>
<tr>
<td>3.9</td>
<td>Pregnancy/Maternity - identify the impact/potential impact of the policy</td>
<td>This policy applies to consultants employed by the Trust irrespective of whether they are pregnant or on maternity/paternity leave. Those who are on maternity/paternity leave will not be able to take study/professional leave concurrently, but their overall entitlement will not be affected on their return to work.</td>
</tr>
</tbody>
</table>
4. Royal United Hospital, Bath
Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

<table>
<thead>
<tr>
<th>Issues identified</th>
<th>Actions required</th>
<th>Progress milestones</th>
<th>Officer responsible</th>
<th>By when</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those who are on maternity/paternity leave will not be able to take study/professional leave concurrently</td>
<td>Overall entitlement will not be affected on their return to work.</td>
<td>Ensure entitlement to study leave is not altered on return to work.</td>
<td>Jenny Holly</td>
<td>On-going</td>
</tr>
</tbody>
</table>

5. Sign off and publishing
Once you have completed this form, it needs to be ‘approved’ by your Line Manager or their nominated officer. Please ensure that it is submitted to the body ratifying your policy or service change with your report/proposal. Keep a copy for your own records.

Signed off by:
Date:
Consultation Checklist

Author; attach this to each copy of the policy being sent to a meeting for comment.

Dear Chairman

Please would you disseminate this document for comment at your next meeting and return any amendments/comments to:

Title of meeting: Strategic Workforce Committee
Date of meeting: 2nd February 2012
Policy Title and Reference: Doctors Study/Professional Leave Policy
Name of author: Lynn Vaughan, Director of Human Resources

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes / No / N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any elements of this policy which present operational issues that require further discussion?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>If yes, please provide a contact name for the author.</td>
<td></td>
</tr>
<tr>
<td>Does the document include a training plan?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Does the document include relevant references?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Are up to date National Guidelines included?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>If you are the appropriate forum, have the necessary resources been agreed to implement this document?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Is there a plan for policy implementation?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Does your meeting recommend further consultation with groups or staff other than listed in the document?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Other comments from meeting.</td>
<td></td>
</tr>
<tr>
<td>What are the cost implications of implementing this document?</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>£</td>
</tr>
<tr>
<td>Staffing (additional)</td>
<td>£</td>
</tr>
<tr>
<td>Training</td>
<td>£</td>
</tr>
<tr>
<td>Other</td>
<td>£</td>
</tr>
<tr>
<td>Are there any other department affected?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Document endorsed without further comment?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Further amendments to document suggested?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Name of Chair:</td>
<td></td>
</tr>
</tbody>
</table>

Signature: [Signature] Date: 2 February 2012
Ratification Check List

Author; attach this to each copy of the policy being sent to a meeting for comment.

Dear Chairman

Please would you disseminate this document for comment at your next meeting and return any amendments/comments to:

<table>
<thead>
<tr>
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<td>Policy Title and Reference:</td>
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<tr>
<td>Name of author:</td>
<td>Lynn Vaughan, Director of Human Resources</td>
</tr>
</tbody>
</table>

Are there any elements of this policy which present operational issues that require further discussion? | Yes / No / N/A |

If yes, please provide a contact name for the author.

Is the policy referenced? | Yes / No / N/A |

Are up to date National Guidelines included? | Yes / No / N/A |

If you are the appropriate forum, have the necessary resources been agreed to implement this document? | Yes / No / N/A |

Is there a plan for policy implementation? | Yes / No / N/A |

Does your meeting recommend further consultation with groups or staff other than listed at the front of the policy? | Yes / No / N/A |

Is the policy referenced? | Yes / No / N/A |

What are the cost implications of implementing this document?

| Equipment | £ | Yes / No / N/A |
| Staffing (additional) | £ | Yes / No / N/A |
| Training | £ | Yes / No / N/A |
| Other | £ | Yes / No / N/A |

Document endorsed without further comment? | Yes / No |

Further amendments to document suggested? | Yes / No |

Name of Chair:

Signature: [Signature] Date: 2 February 2012