

Physician Associate (University and Placement) Fact Sheet

North West **Physician Associate** Pilot Programme

Application for Un-Paid Leave outside those Dates Determined in the Training Plan

All holiday dates are *pre allocated within the students training rota*.

Students are discouraged from taking leave outside these dates due to the adverse impact this could have on their training programme and any agreement to take such leave will be at the discretion of the **Lead Employer** following consultation with the **university** at which they are studying.

When applying for additional leave they must -

- * Apply in writing.
- * Provide the dates and number of days they are applying for additional leave to cover.
- * Their reason for requesting additional unpaid leave – which should include an explanation as to why this is unavoidable.
- * If the request is to cover a pre booked holiday – the date the holiday was booked.
- * Confirm that they have spoken to their university and have agreed with them how, if leave is granted, they will make up the taught learning they have missed.

NB

Students cannot automatically assume leave will be granted.

Several factors can and will influence the **Lead Employers** decision as to whether additional unpaid leave is to be granted.

NB

As the **Physician Associate** programme is highly structured in order for all learning objectives to be achieved if a student has 4 weeks or more absence in any year for any reason other than the pre agreed leave, their position on the scheme *could* be suspended or terminated by the **university**. Therefore while any request to take additional unpaid leave will be sympathetically considered students do need to understand that if granted it will be counted as contributing to this 4 week absence period. This is an issue for them to consider but will only be a serious concern were they to take further time off including sick leave.

On *no* account will additional leave be granted if it would take the student over the 4 week period noted above.

Taking the above into consideration if they wish to apply for unpaid leave they must follow the process below -

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E mail the **Lead Employer** at
Lead.Employer@sthk.nhs.uk

Stating clearly the dates and reason they are applying for unpaid leave.

NB Allow 10 working days, as a minimum, for a decision to be made



In consultation with the **university** the student is attending the **Lead Employer** will make a decision as to whether unpaid leave can be granted.

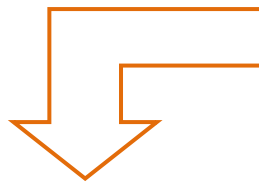
The **Lead Employer** will inform the student of their decision, in writing, within 10 working days of receiving your



The **Lead Employer** will inform both the **university** and **Health Education England North West (NW)** office of their decision.

If leave has been granted it is *the responsibility of the student* to inform their tutors/clinical placement managers that they will not be attending **university** or **placement** on the dates agreed.

It is also their responsibility to 'catch- up' with any/all taught learning that has taken place in their absence.



Students are **not** permitted to attend placement outside the hours and weeks allocated in their training plan.

Following any period of absence they should discuss with their Education/Clinical Supervisor at their **placement** how they, the student, will ensure that they are able to meet their learning outcomes/objectives in the time they have remaining at that **placement**.