

Trust Headquarters  
Russells Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**Ref: FOI-112025-0002024**

**Date:** 28.11.25

**Address / Email:**

Dear

**Request Under Freedom of Information Act 2000**

Thank you for requesting information under the Freedom of Information Act 2000, please see response below.

**A. Policy documents**

Please provide a copy of your current study-leave policy that applies to non-training doctors (including but not limited to; Foundation Year 2, SHO, Registrar, Junior/ Senior Clinical Fellows, and Trust-Grade Doctors) - **Please see attached. For a copy of the policy please contact [dgft.foi@nhs.net](mailto:dgft.foi@nhs.net) quoting the reference number above.**

If study-leave entitlements differ by grade (e.g., FY2 vs SHO vs Registrar), please specify or provide separate details.

**Trust Grade doctors receive 10 days per year from their start date along with a budget of £900 per year**

**All trust grade doctors receive the same entitlement. There is no difference between grades.**

**B. Study-leave entitlement**

How many days of study leave per year are non-training doctors entitled to

Fixed number (please specify): **10 days/year**

**C. Study-leave budget**

Is there a monetary study-leave budget for non-training doctors?

**Yes – fixed allowance per doctor: £900.00 per year**

**Number of eligible non-training doctors: approximately 157, but number fluctuates monthly.**

**D. Does your study-leave policy include a separate allowance for revision materials, online learning platforms, or educational subscriptions (e.g., question banks, e-learning resources)?**

**No**

**E. Does your Trust provide Travel and/or Accommodation reimbursement for OSCE-style exams (e.g. PACES, MRCS part B, Primary FRCA OSCE, etc) for non-training doctors?**

**Yes – partial reimbursement (Please specify criteria) We support, subject to their remaining annual budget and has to comply with the Trust Expenses policy. It is not additional to their annual study leave budget.**

**F. Mandatory and essential courses**

Which of the following mandatory or essential courses are funded centrally (fully or partially) for non training doctors

(Please tick all that apply.)

- Advanced Life Support (ALS)
- Advanced Trauma Life Support (ATLS)
- Advanced Paediatric Life Support (APLS)
- Care of the Critically Ill Surgical Patient (CCrISP)
- Basic Surgical Skills (BSS)
- Safeguarding (adult/child)
- Other (please list): \_\_\_\_\_
- None – all courses are self-funded

**If the doctor is supported by his Educational Supervisor to apply and attend any of the above, they can apply and the expenses come out of their annual entitlement. Additional funding is not supplied for these courses over and above their annual budget.**

G. Additional comments

Please include any relevant notes or clarifications (e.g., if policy updates are planned or currently under review).

**The study leave policy is currently under review by the Human Resources Department.**

**Links in the policy only work when accessing the information from a Trust device.**

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager  
Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ  
Email: [dgft.dpo@nhs.net](mailto:dgft.dpo@nhs.net)

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

**Freedom of Information Team  
The Dudley Group NHS Foundation Trust**