

HOW TO DIGITALLY SIGN A STUDY LEAVE FORM

A digital signature is completely different from an electronic signature, or a signature image inserted into a document. All anyone needs to complete this process and digitally sign the form is adobe reader which is free software generally already on your PC – you don't need any special programmes

Please Note: Digital signatures “lock” all sections of the form above the signature so if the form is not completed and signed in the it is laid out then you may not be able to sign your section. The form must be completed and signed in this order:

1. Applicant
2. ES/TPD/HoS
3. Rota Coordinator
4. Medical Education Manager

If you are the Junior Doctor / Applicant

1. Junior Drs Study Leave forms can be found here: <https://www.pgmeplymouth.com/study-leave>
(For Senior Staff and foundation trainees please do not use this study leave form.)
2. Click on the PDF form on the above webpage and then DOWNLOAD the form onto your computer desktop as a PDF document – when you click download it asks you to save it – make sure you select Desktop as destination and the file name can be whatever you choose – SAVE
3. CLOSE website and open the PDF form from the desktop where you just saved it – complete the form fully and correctly.
4. Add the date you completed the form and then click on the Application signature box: Follow our separate instructions on how to set up a digital signature or just follow the on-screen instructions.
5. As soon as you sign the form it will automatically ask you to save the form – the easiest way to do this is to again save the form to the PC desktop and name it appropriately.
6. This newly saved form which includes your digital signature can then be attached to an email to your ES/TPD/HoS for them to add their approval and signature.

If you are the ES/TPD/HoS

Follow the same process as number 4 & 5 above. Please then email this newly saved form (which includes your digital signature) to the applicant so that they will be in receipt of 1 form that contains **both** the applicants and ES/TPD/HoS ready for them to email to their rota coordinator.

If you are the rota coordinator

As rota coordinator you should have received the form signed by the applicant and the ES/TPD/HoS so if you approve the time, you just need to follow the same process as number 4 & 5 above and then email the fully signed form back to the applicant. If you receive a form that has not been digitally signed by both or is not completed fully, please send back to the applicant for update.

Final Step for the applicant

7. You should now be in receipt of 1 version of the SL form that contains everything including 3 digital signatures
8. You then email the fully completed final version of the form that contains all the required signatures to plh-tr.juniordoctors-studyleave@nhs.net
9. The team here then process the application – the Medical Education Manager adds the final approval signature and you will receive a copy of the fully approved form and any other information we need to send to you such as an expenses claim form if you have indicated that there will be related expenses.

Please note any incomplete forms will be sent back to you for completion.