Overtime (OT) request form for Learner Support Flow Chart.

Practice Education Team update GRS to reflect OT prior to payroll deadline date as advertised in the bulletin.

PE completes form and submits 7 days prior to payroll deadline as per the bulletin to allow Practice Education Team time to review and approve. [PracticeEducationTeam@SWAST.nhs.uk](mailto:PracticeEducationTeam@SWAST.nhs.uk)

Practice Education Team to update Management Accountant with a monthly account to process refund to operations.

Practice Educator (PE) to source OT request form from: [Student & Practice Educator page - SWAST CPD](https://swastcpd.co.uk/student-practice-educator-page-parent/)

PE has documented the need for additional support required.

Practice Education team to contact PE and provide additional support required where needed.