

Study Leave Newsletter

CSL support edition – May 2018



SIGN IN

Email address:

PIN:

Password:

[→ sign-in](#)

→ **Forgotten your PIN or password?**

→ **Why do I need a PIN and password?**

Unauthorised access to this system is strictly forbidden.

Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.



WELCOME TO INTREPID

Intrepid is an online suite of integrated software products designed to manage training, education and career progression in the healthcare sector.

You are connecting to the Health Education England information system.





SYSTEM ACCESS

Account credentials to access Intrepid will be issued via email by Health Education England.

You are unable to register on this system directly.

By accessing this system you are agreeing to the Terms & Conditions of Use.



SYSTEM REQUIREMENTS

This system is supported in: Internet Explorer 7.0 and 8.0, Firefox 3.5, Chrome and Safari.

It is strongly recommended that you do not have multiple instances of this system open at the same time (i.e. multi-tabbed browsing or multiple sessions).

Welcome to the HEE East Midlands Study Leave newsletter!

In preparation for the national changes to CSL and Intrepid, this monthly newsletter will provide updates including the current state of the changes

Study leave entitlements

Days

2018-19 entitlements have not yet been uploaded; this means that trainees will be unable to request leave for activities happening on/after 1st August 2018. In previous years these have been confirmed in May/June, so we anticipate receiving and uploading these soon.

We're also seeking national clarity regarding study leave days, specifically with regards to pro-rata entitlements, but these are *likely* to continue as previously (pro-rata with the option to increase).

If trainees report being unable to apply for leave as it would 'exceed their Internal/External entitlement', check the date of the leave; if it's after 31st July 2018, they won't be able to apply until their School confirms 2018/19 entitlements.

Budget

HEE's document, [Enhancing Junior Doctors' Working Lives](#), includes a commitment from HEE to ensure that every trainee has the opportunity to gain all competences relevant to their level of training as defined in each curriculum. This means it is important that HEE East Midlands directs funding towards curriculum delivery as our priority. In order to improve quality and access to study leave and curriculum support, HEE East Midlands is committed to working in collaboration with our trusts, trainees and educators to comply with the following curriculum delivery principles:

- Ensuring equity of access to relevant education and development opportunities required by curricula,

regardless of specialty, grade or employing Trust.

- Prioritising delivery of courses and other learning opportunities which are explicitly required by the relevant curriculum
- Prioritising support for additional education and development opportunities relevant to the curriculum, which have been agreed as part of trainees' personal development plans (PDPs). Trainees, together with their educational supervisors, have a responsibility to ensure that additional training opportunities are accessed at a time in their training when the maximum benefit will be gained.
- Allocating funding to individuals flexibly, recognising that there is wide variation in the cost of the delivery of different curricula depending on the level of training and the specialty programme
- Commissioning training from NHS providers in the East Midlands, wherever possible.
- Monitoring of attendance at all locally delivered training events.
- Monitoring the quality of the training delivered to ensure it is of an appropriate standard and meets trainees' needs.

Study Leave Policy

We are developing a new CSL policy to reflect the practical changes and expectations regarding leave applications; this will be shared with Trust/Programme Office CSL colleagues for review and queries before being shared with trainees.

Approved courses

To support the removal of notional budgets and a move to funding necessary curriculum-required activities, the Schools across HEE are reviewing the approved activities lists. Once complete, these will replace the current 'Standard' application list, i.e. the activities which do not require Exception approval from the TPD/Head of School. These activities will all be fully funded, subject to the limits specified in NHS Terms and Conditions of Service regarding [Subsistence](#) and [Travel](#) (at the Reserve Rate).

Trainee Information System (TIS)

As you may be aware, HEE is moving away from Intrepid as its internal database system and is instead developing a new system internally, referred to as the Trainee Information System (TIS). This system will be used across England, and because it's an internally developed system, we will have more scope for developments to improve the user experience.

HEE East Midlands staff migrated to TIS effective 18th May 2018. Please be aware that between 18th May and (provisionally) 29th May, changes to trainee data, placements and programmes will not be reflected in TIS, and we will be unable to create new approver accounts. This is due to testing of the data transfer between TIS and Intrepid before it is released to the wider user base. We will communicate this to trainees/new users that contact us directly and are affected by this, but if they come to you first, please encourage them to contact

us but to be aware that there may be a delay before they see any updates. However, this should have little to no effect on trainee/Trust/Programme Office access beyond the outdated data, as normal access to trainee records and leave will continue through Intrepid for the time being while additional modules are developed for TIS. This will include modules for trainees, Trusts/GP Programme Offices, and to replace Leave Manager.

We know that there are areas of Leave Manager system and process which are not as clear or useful as we feel they could be. We want the new TIS Leave Manager module to be a streamlined and user-friendly system for all, so if you have any feedback, please email CSL.EM@hee.nhs.uk with the subject line "TIS CSL Developments"

CSL Support

As you may be aware, currently all CSL support at HEE is provided by one of our Account Managers, Andy Petherbridge. Andy is developing a series of short instructional videos for certain tasks in Leave Manager. These will be aimed at all users; trainees, leave approvers and admin users, so if you have any suggestions (from yourselves, colleagues or trainees) for potential videos, please let Andy know.

These will all be published (along with the existing video, FAQs and guidance documents) on our [website](#). Please encourage users to check our website for answers to their queries before contacting HEE.

Recent questions

1. What's the correct link for Intrepid?

There are two parts of 'Intrepid' that trainees may refer to, each with separate login details:

- **Leave Manager** (www.intrepidv10.co.uk/HEE) is used to request study leave.
 - This is linked to a trainee's record with HEE, and their login details are sent to their registered email address when they start on the training programme.
 - If they have forgotten their login details, they can request a reset by clicking the Forgot Your PIN and Password link on the homepage and following the instructions.
- **Course Manager** (<https://secure.intrepidonline.co.uk/CourseManager/EMD>) allows you to book places on courses run by/through HEE East Midlands. This is a separate system to Leave Manager, and users can register themselves by clicking the Register Here link on the homepage.

2. Can trainees submit retrospective applications on Intrepid?

Trainees cannot submit retrospective applications on Intrepid under any circumstances; if leave/expenses need to be added retrospectively, the trainee will need to contact CSL.EM@hee.nhs.uk with the following details:

- Activity name
- Activity date/s
- Venue
- Breakdown of expenses, i.e. mileage, accommodation costs, course fees etc. (as/if applicable)
 - Receipts are not required, as these will be provided to Trust/Programme Office staff when processing payments.

Under the new policy (effective August 2018), retrospective applications will not be permitted without exceptional circumstances; this will be included explicitly in the policy and communicated to trainees proactively, but we would ask for your support in ensuring that the message is clearly heard.

3. Who do I contact if trainee posts are wrong on Intrepid?

Posts on Intrepid/TIS are entirely managed by our Programmes Team; the CSL team can only help where the post is correct, but the leave approvers are wrong. If the post is incorrect, please direct the trainee to the below addresses:

For GP trainees: GPProgrammes.EM@hee.nhs.uk
For Foundation trainees: FoundationProgrammes.EM@hee.nhs.uk
For all other trainees: SpecialtyProgrammes.EM@hee.nhs.uk

4. The trainee's post is 'closed' on Intrepid; how do they apply?

If a post is 'Closed', this means that there aren't leave approvers (e.g. rota coordinators/JDAs) set up for your post. Please contact us at CSL.EM@hee.nhs.uk

Find more FAQs and guidance on our website at
https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave