

Accent Leave Manager – Applicant guidance



Contents

Getting started	3
1. Accessing the system	3
2. Password complexity	3
3. My Notifications	3
4. Dashboard tiles	4
5. Requesting study leave	4
6. Messages	12
7. Checking entitlements and budgets	12
8. Managing existing applications and expenses	13
Guidance and resources	15

Getting started

All applicants that have an active programme with NHS England will have an **active Accent Leave Manager account 8 weeks prior** to their programme start date. The email address linked to the account is the same as the **registered email in TIS** (Trainee Information System). The account will remain active for 8 weeks from the programme end date.

1. Accessing the system

To access the system simply use your registered email address and the Forgotten password option on the site (<https://accent.hicom.co.uk/Portal/Live/Web/>).

If you have not received the login details or your email needs to be updated, please contact england.studyleave.em@nhs.net.

Please ensure to check your junk/spam folders for the email.

2. Password complexity

Once you have accessed the account you can update your password. This must contain 8 characters with at least one of each of the following in any combination:

- An upper case letter
- A lower case letter
- A numeric digit e.g., 0-9
- A special character e.g. !, #, %

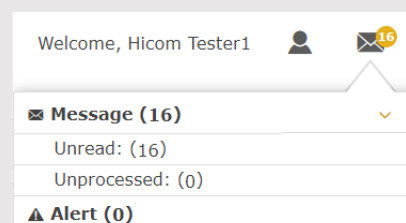


3. My Notifications

The My Notifications section allows you to access messages and alerts which have been sent to you.

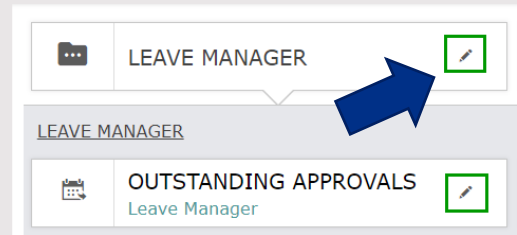
- Notifications related to leave applications
- Notifications related to leave approval or rejection

Most messages in Accent will include a link to the application to which it refers.



4. Dashboard tiles

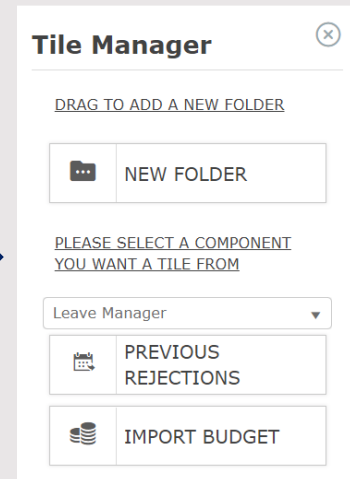
When you initially log into the system you will be presented with several pre-set dashboard folders and tiles, these can be adjusted by using the in-line pencil icon.



Tiles can be removed or added. To add a tile use the Tiles button in the bottom right hand corner of the screen to launch the Tile Manager menu.

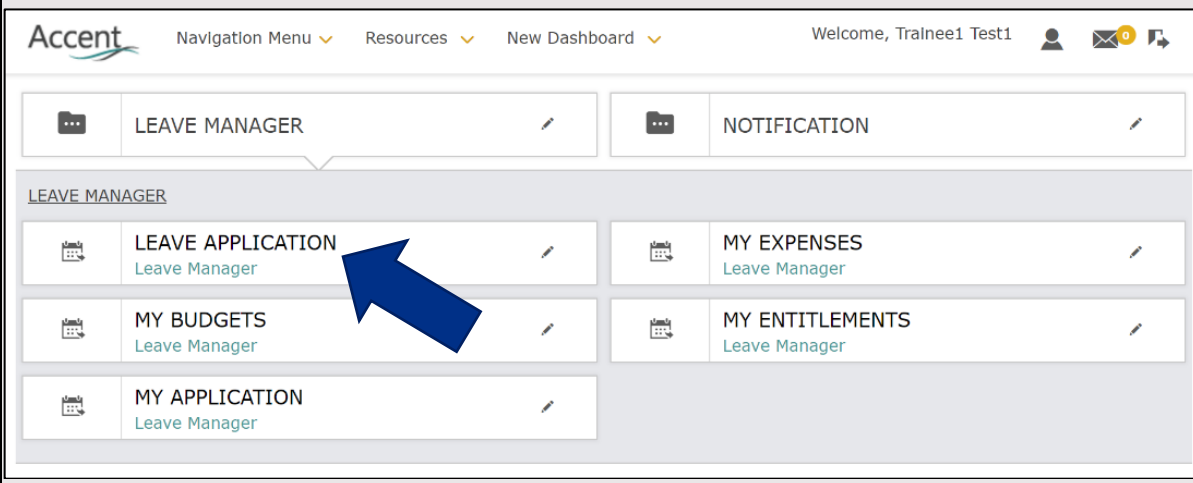


Select the component e.g., leave manager that you wish to add a tile for and drag the desired tile into the position you'd like it in the Portal dashboard.



5. Requesting study leave

After logging, you'll see your Dashboard. This is the default view for leave applicants, but your view may vary. Click on 'Leave Application' to start a new application.



Through the application, you'll see all of the fields you need to complete highlighted in bold.

The screenshot shows the 'Leave details' section of the application form. The fields are as follows:

Applicant	Trainee1 Test1 (Testtrainee1@nhs.net)	Start date	<input type="text"/>	End date	<input type="text"/>
Leave type	<input type="text"/>	Number of days	<input type="text" value="0"/>		

Buttons: Save, Cancel

Start by putting in the Start Date and End Date of your study leave. You can type these in, or use the calendar button to pick the dates.

The screenshot shows the 'Leave details' section of the application form with dates filled in. A blue arrow points to the 'Number of days' field.

Applicant	Trainee1 Test1 (Testtrainee1@nhs.net)	Start date	<input type="text" value="18/10/2021"/>	End date	<input type="text" value="20/10/2021"/>
Leave type	<input type="text"/>	Number of days	<input type="text" value="3"/>		

Buttons: Save, Cancel

EMD/RWEAK/091/HT/006 (In Post) Leicester Royal Infirmary 04/08/2021 - 03/08/2022
Core Training Year 1 Anaesthetics

The Number of Days field will automatically populate with the number of days between the start and end date. If you don't need to claim study leave for any or all of this period, you can manually change this. So if you're only working for one of the dates, and therefore only need one day of study leave, you can change the number of days to 'one'. If you're not working for the whole period and don't need to claim any study leave, change number of days to '0'.

Your post for the period of leave will be displayed automatically. If you're working in more than one post for any reason, select the appropriate post for the period of leave. If your post is missing, or the details are not correct, you will need to contact the NHSE East Midlands Programmes Team. Depending whether you're in Foundation, General Practice, or any other specialty, there is a different email address:

Secondary Care: england.secondarycareprogrammes.midlands@nhs.net

Foundation: england.foundationprogrammes.em@nhs.net

General Practice: england.gpprogrammes.em@nhs.net

Once you've provided your leave dates, and have a post selected for that period of time, you'll need to choose your leave type.

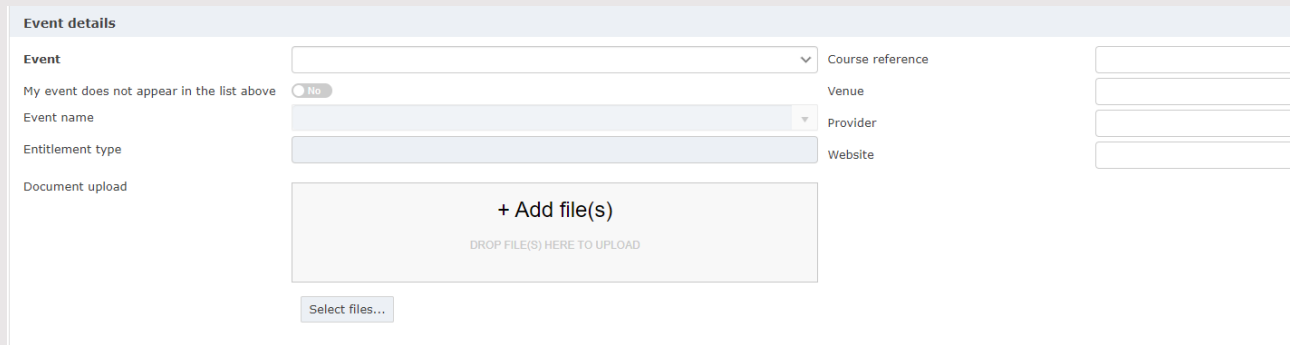
- **Private Leave** is **only** for private exam revision, where no expenses are claimed.
- **Exam Leave** is only for attending exams.
- **International Leave** is for all international activity (does not apply when attending virtually).
- **Study Leave** is for all other activities.

The screenshot displays the 'Leave Application' form in the Accent system. The 'Leave details' section includes the applicant's name and email, start and end dates, and the number of days. The 'Leave type' dropdown menu is open, with 'Study' selected. A table below shows the selected post: 'Core Training Year 1' at 'Anaesthetics' from '04/08/2021 - 03/08/2022'. The form concludes with 'Save' and 'Cancel' buttons.

Once you're happy that the dates and type of leave are correct, click Save.

You'll be prompted to confirm that these details are correct. Once you click Ok, you won't be able to edit the dates, number of study leave days claimed, or type of study leave, so make sure you have the details correct.

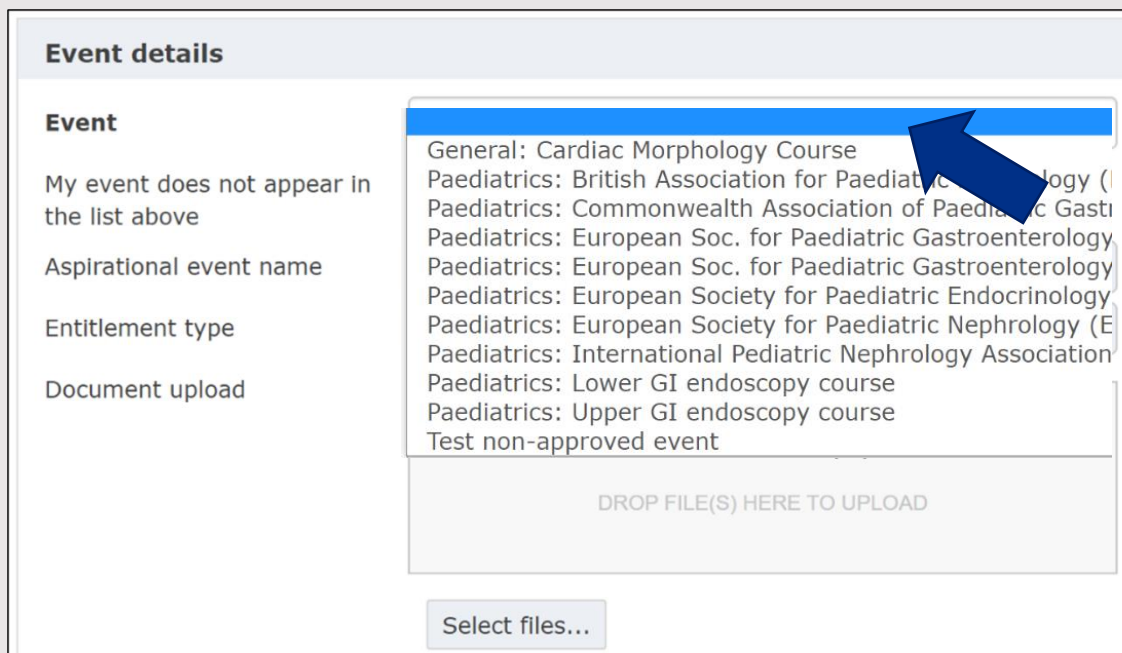
After you click Ok, the Event details section will appear. Here, you'll be able to see your current entitlements for your reference, as well as complete the details for the activity you're applying for leave to attend.



The screenshot shows the 'Event details' section of the application. It features a form with the following elements:

- Event:** A dropdown menu with a blue arrow pointing to it.
- Course reference:** A text input field.
- Venue:** A text input field.
- Provider:** A text input field.
- Website:** A text input field.
- Entitlement type:** A dropdown menu.
- Document upload:** A section with a '+ Add file(s)' button, a 'DROP FILE(S) HERE TO UPLOAD' area, and a 'Select files...' button.

Click on the Event drop-down to see a list of approved Events for your training programme and grade at the time of your leave.



This screenshot shows the 'Event details' form with the 'Event' dropdown menu open. The dropdown list contains the following items:

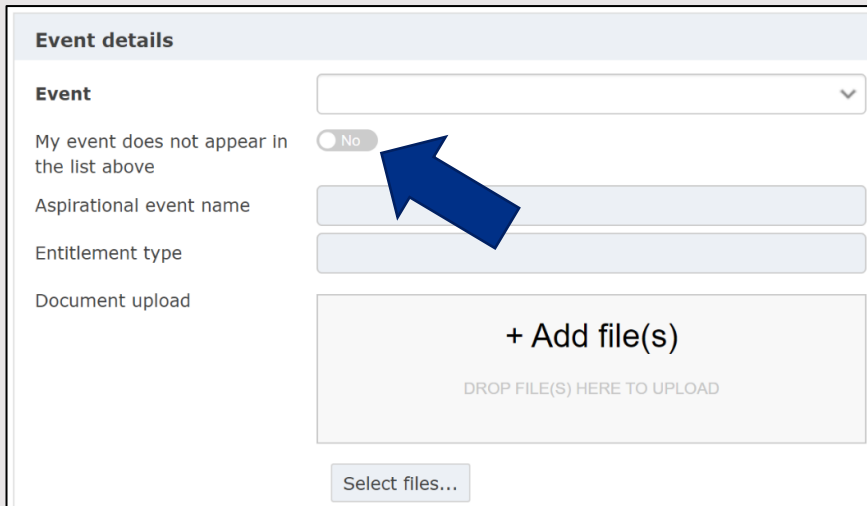
- General: Cardiac Morphology Course
- Paediatrics: British Association for Paediatric Cardiology (BAPAC)
- Paediatrics: Commonwealth Association of Paediatric Gastroenterology (CAPAG)
- Paediatrics: European Soc. for Paediatric Gastroenterology (ESPGAN)
- Paediatrics: European Soc. for Paediatric Gastroenterology (ESPGAN)
- Paediatrics: European Society for Paediatric Endocrinology (ESPE)
- Paediatrics: European Society for Paediatric Nephrology (ESPN)
- Paediatrics: International Pediatric Nephrology Association (IPNA)
- Paediatrics: Lower GI endoscopy course
- Paediatrics: Upper GI endoscopy course
- Test non-approved event

A blue arrow points to the top of the dropdown list. Below the list is a 'DROP FILE(S) HERE TO UPLOAD' area and a 'Select files...' button.

If you select a curricular or curricular support activity from the drop-down list, this will only require the approval from your rota approver. Any discretionary activity will require additional approval from your TPD. Any application with expenses above £1000 will go to

your Head of School for approval and any international leave activity will also include the Associate Postgraduate Dean in the approval chain.

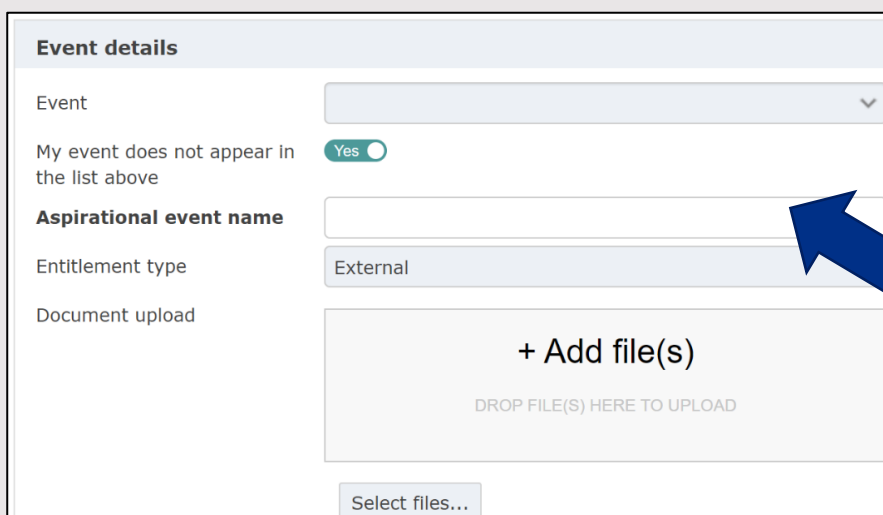
If your activity is not in the pre-approved list, click the toggle for “My event does not appear in the list above”



The screenshot shows the 'Event details' form. The 'Event' dropdown is empty. The toggle for 'My event does not appear in the list above' is set to 'No'. The 'Aspirational event name' field is empty. The 'Entitlement type' field is empty. The 'Document upload' section shows a '+ Add file(s)' button and a 'DROP FILE(S) HERE TO UPLOAD' area. A blue arrow points to the 'No' toggle.

You'll see that the Event dropdown is no longer available, and you can complete the Aspirational Event Name field. You'll see that toggling this changes the Entitlement type to Discretionary. If you select a preapproved event, then the Entitlement type will update to either Curricular or Discretionary, depending on the event you've chosen, as specified by your training programme.

You can also choose to upload any relevant documents to your leave request, but this is optional.



The screenshot shows the 'Event details' form. The 'Event' dropdown is empty. The toggle for 'My event does not appear in the list above' is set to 'Yes'. The 'Aspirational event name' field is empty. The 'Entitlement type' field is set to 'External'. The 'Document upload' section shows a '+ Add file(s)' button and a 'DROP FILE(S) HERE TO UPLOAD' area. A blue arrow points to the 'Yes' toggle.

Scrolling down, you'll see the Cover & Authorisation section. The Person covering, Educational Supervisor and Rota Manager fields are optional, but you must check to confirm that you've checked that another member of your department is not on leave. Another member of your department being on leave does not prevent your application being approved, but you should consider the availability of your colleagues to provide patient care when determining when to take leave.

The screenshot shows a form with a teal header bar containing the following information:

- Leave type: Study, Exam, Private
- Budget start and end date: (partially visible)
- Remaining budget: 1000
- Budget amount claimed but (partially visible)

Below the header bar is a section titled "Cover & authorisation" with the following fields:

- Person covering: [text input field]
- Educational supervisor: [text input field]
- Rota manager: [text input field]

At the bottom of the section is a question: "Have you checked that another member of your department is not on leave?" with a radio button labeled "No" selected. A blue arrow points to the "No" radio button.

You can also add any additional comments that you feel may be relevant to the approval of your leave request – again, this field is optional. Note that for any discretionary leave it is useful to include information for example if you are **presenting at a conference**. For **international leave** please ensure that you **attach a programme** for the event and include any links and details of the event in the application.

04/08/2021 - 03/08/2022 **Budget amount: 1000**
awaiting authorisation: 0 **Approved budget used: 0**

Comments

Scrolling further down, you'll find the Expenses section. To add expenses, click on the Add button.

Expenses

+ Add **Delete** **Reset filters** **Export to Excel**

Expense Type	Estimated cost	Comments	Number of associated documents	Status
No record found				

0 20 Items per page No items to display

Save **Save & Back** **Cancel**
Submit leave application

A window will appear for you to enter your expenses. First, choose the appropriate type of expenses from the dropdown. Remember that fees cannot be claimed for exams – only for Courses and Conferences.

Complete the Estimated cost. If you're unsure, just make your best guess, and you may want to overestimate rather than underestimate to avoid any issues claiming later. When you're done, click the Save button.

The screenshot shows the 'Expenses' form with the following details:

- Expense details:**
 - Expense type: Subsistence
 - Estimated cost: 0
 - Claimed date: [Calendar icon]
 - Expense authorisation state: Pending
 - Reference: [Input field]
 - Status: Active
- Expense files uploads:**
 - + Add file(s)
 - DROP FILE(S) HERE TO UPLOAD
 - Select files...
- Buttons: Save, Cancel

You'll see that your expense now appears in the Expenses section. Click Add to enter any additional expenses, until all of your planned expenses for this activity are recorded.

Expenses

+ Add Delete Reset filters Export to Excel

Expense Type	Estimated cost	Comments	Number of associated documents	Status
Fees - Courses/Conferences only	£100.00		0	<input type="radio"/>

If you need to leave your application part way through, you can click the Save button to save a draft of your application. Please note that **this does not submit your request** – if you save an application in your drafts, you must go back and submit it before the activity takes place, or your leave and expenses will not be approved.

When your application is complete and you're ready to send it for approval, click Submit Leave Application.

The screenshot shows the 'Expenses' table with the following details:

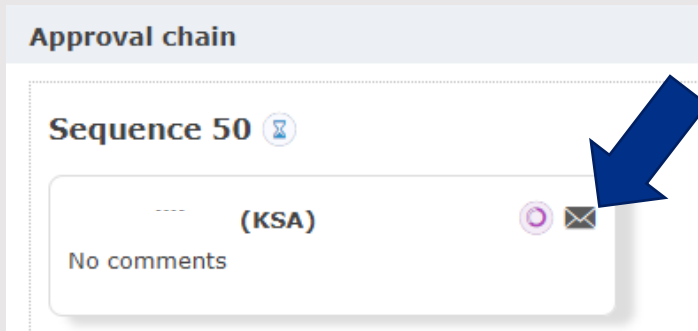
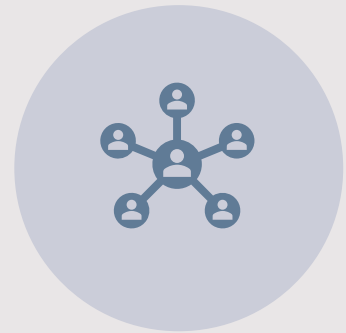
- Buttons: + Add, Delete, Reset filters, Export to Excel
- Table:

Expense Type	Estimated cost	Comments	Number of associated documents	Status
Fees - Courses/Conferences only	£100.00		0	<input type="radio"/>
- Page navigation: 1 of 1 items, 20 items per page
- Buttons: Save, Save & Back, Cancel, Submit leave application

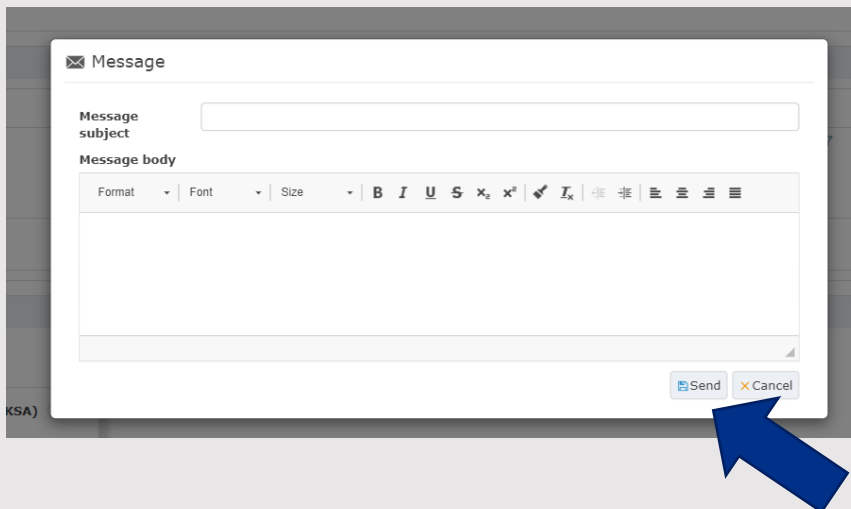
6. Messages

Applicants can message their leave approvers where the leave approver is at a pending state of the application.

A message icon appears next to the leave approvers name which allows for a message to be composed.

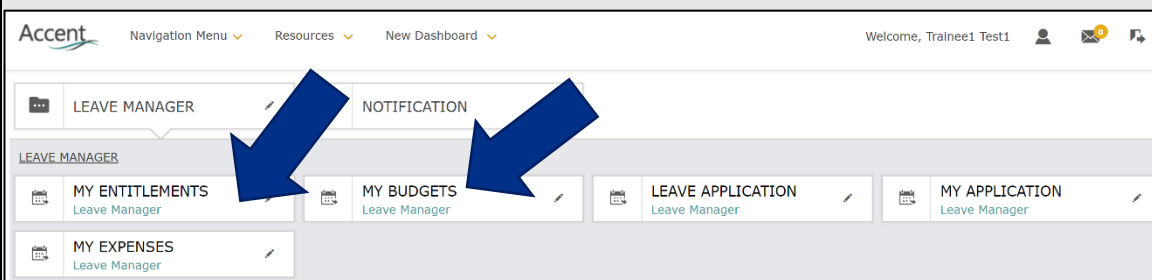


Once you select this, a box will appear allowing you to type your message and send.



7. Checking entitlements and budgets

Study leave days entitlements can be found under My Entitlements and budgets can be found under My Budgets.



Here, you will see all your entitlements, what leave types they apply to, the start and end date of each entitlement, and what the total entitlement of days is. Be aware that this is the total entitlement for this period, not necessarily what you still have available.

Leave Type	Entitlement Type	Start Date	End Date	Entitlement
Study, Exam, Private, International	Discretionary	01/10/2023	30/09/2024	10
Study, Exam	Curricular	01/10/2023	30/09/2024	20

If you click on the individual entitlement you want to view you can see further details on the remaining days. You can also see all applications that are coming from this entitlement, as well as the approval status for each.

Person's entitlement

Person: [Search box]

Leave Types: International x Private x Exam x Study x

Entitlement type: Discretionary

Entitlement days: 10

Status: Active

Entitlement start date: 01/10/2023

Entitlement end date: 30/09/2024

Entitlement remaining: 10

Related Applications

Start Date	End Date	Leave Type	Entitlement Type	Event Name	Total Days	Approval Status
No record found						

The same applies to budgets, going into the individual budget record will show you details of related expenses and leave types associated to the budget.

Person's budget

Person: [Search box]

Leave Types: Study x Exam x International x

Budget amount: 600

Status: Active

Budget start date: 02/10/2023

Budget end date: 30/09/2024

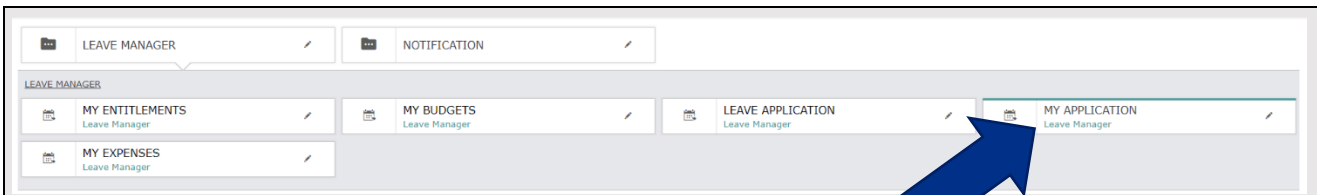
Budget remaining: £600.00

Related Applications

Start Date	End Date	Leave Type	Entitlement Type	Event Name	Estimated Expenses	Authorised Expenses	Approval Status
No record found							

8. Managing existing applications and expenses

Once you have submitted your application, you can find a list of your applications in the 'My Application' tab.

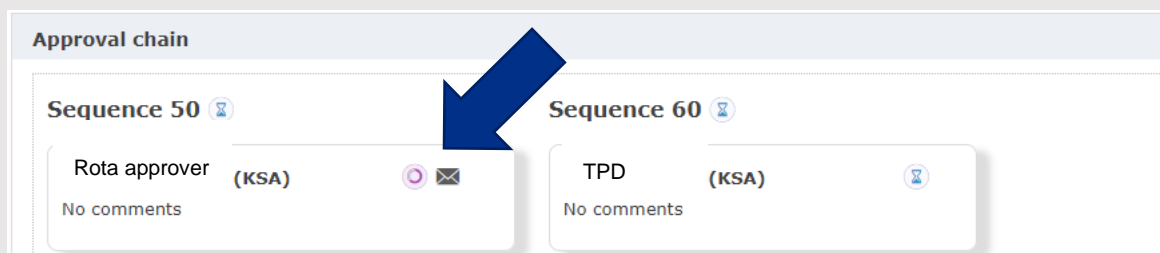


The page will show you a list of applications, with details of the application dates, activity name, number of days requested and the application state.

The screenshot shows the 'My Applications' dashboard. It features a table with the following columns: Leave Type, Start Date, End Date, Event, Application date, Number of days, Leave application state, and Status. The table contains several rows of application data. A blue arrow points to a 'Pending' status icon in the 'Leave application state' column.

Leave Type	Start Date	End Date	Event	Application date	Number of days	Leave application state	Status
Study	02/11/2021	02/11/2021			1	Draft	○
Study	27/09/2021	27/09/2021	test aspirational event 34235	13/09/2021	1	Pending	○
Study	16/09/2021	16/09/2021	test aspirational event	14/09/2021	1	Approved	○
Study	15/09/2021	15/09/2021			1	Draft	○
Study	07/09/2021	07/09/2021	test aspirational event - admin	14/09/2021	1	Pending	○
Study	17/05/2021	18/05/2021	Keele Leadership and Management Course	17/12/2020		Cancelled	○
Study	23/03/2021	23/03/2021	ATLS re-certification course	18/11/2020	1	Approved	○
Study	18/03/2021	18/03/2021	Regional ICM training	10/02/2021	1	Approved	○

You can check the approval stage by going into the individual request. Pending icons will show you at which stage the application is in the approval chain. You will know which stage the approvers are pending as there is a purple circle next to the approvers name and a message icon. Note that the pending approvers need to action the application before it becomes visible to the next approver in the sequence.

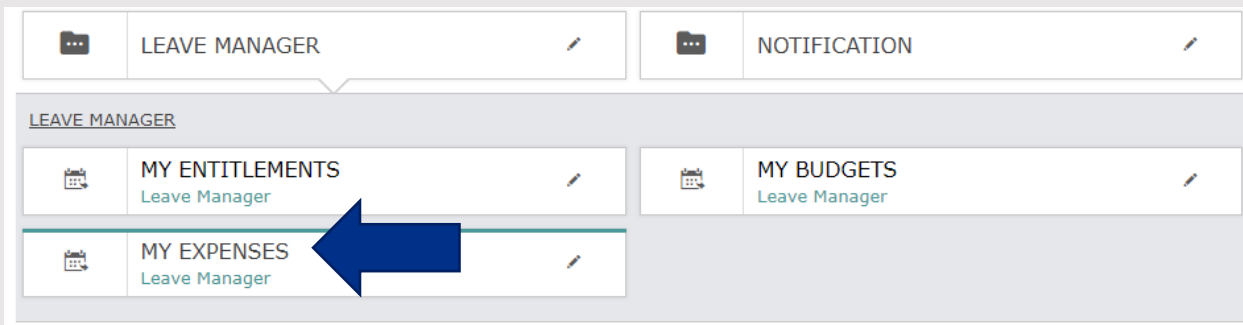


Please note that you cannot edit the details of the application once it is submitted. To change the number of days on the application or update the expenses on the application please contact your local Study Leave coordinator at the Trust or GP Programme Office, their contact details can be found on the website

www.eastmidlandsdeanery.nhs.uk/policies/study_leave/GettingSupport.

If you need to amend anything else, please cancel the application and resubmit. To cancel the application, go to the application itself and scroll down to find the 'Cancel application' option. Each cancellation request needs to be actioned by your leave approvers.

Once you have submitted your estimated expenses with the application, you can find a list of your expenses in the 'My Expenses' tab.



The page will show you a list of expenses, with details of the application dates and amounts for the estimates, claimed and authorised amounts.

The screenshot shows a table titled 'My Expenses' with the following columns: Expense Type, Start Date, End Date, Estimated c..., Claim ..., Authorised amount, Expense authorisation state, Application Status, and Status. A blue arrow points to the 'Application Status' column.

Expense Type	Start Date...	End Date	Estimated c...	Claim ...	Authorised amount	Expense authorisation state	Application Status	Status
Fees - Courses/Conferences only	16/09/2021	16/09/2021	£20.00	£0.00	£0.00	Pending	Approved	<input type="checkbox"/>
Fees - Courses/Conferences only	23/03/2021	23/03/2021	£405.00	£405.00	£405.00	Authorised	Approved	<input type="checkbox"/>
Fees - Courses/Conferences only	01/03/2021	02/03/2021	£305.00	£305.00	£305.00	Authorised	Approved	<input type="checkbox"/>
Fees - Courses/Conferences only	15/10/2019	16/10/2019	£0.00	£0.00	£0.00	Pending	Approved	<input type="checkbox"/>
Fees - Courses/Conferences only	14/11/2018	14/11/2018	£205.00	£205.00	£205.00	Authorised	Approved	<input type="checkbox"/>
Fees - Courses/Conferences only	25/05/2018	25/05/2018	£0.00	£0.00	£0.00	Pending	Approved	<input type="checkbox"/>
Fees - Courses/Conferences only	03/07/2017	07/07/2017	£395.00	£395.00	£395.00	Authorised	Approved	<input type="checkbox"/>
Fees	09/06/2016	10/06/2016	£200.00	£50.00	£50.00	Pending	Approved	<input type="checkbox"/>
Fees	20/04/2016	20/04/2016	£200.00	£200.00	£200.00	Pending	Approved	<input type="checkbox"/>
Fees	09/02/2016	09/02/2016	£350.00	£350.00	£350.00	Pending	Approved	<input type="checkbox"/>
Fees	07/02/2015	08/02/2015	£435.00	£435.00	£435.00	Pending	Approved	<input type="checkbox"/>
Fees	02/02/2015	02/02/2015	£75.00	£0.00	£0.00	Pending	Approved	<input type="checkbox"/>
Fees	11/02/2013	13/02/2013	£400.00	£400.00	£400.00	Pending	Approved	<input type="checkbox"/>
Fees	16/01/2013	16/01/2013	£0.00	£0.00	£0.00	Pending	Approved	<input type="checkbox"/>
Fees	10/09/2012	14/09/2012	£0.00	£0.00	£0.00	Pending	Approved	<input type="checkbox"/>

Please note that expenses are 'authorised' once a claim has been processed after the event by the Trust or GP Programme Office. For details on the reimbursement process please contact your local Study Leave coordinator at the Trust or GP Programme Office, their contact details can be found on the website (www.eastmidlandsdeanery.nhs.uk/policies/study_leave/GettingSupport).

Guidance and resources

Further guidance and resources can be found on our website, please ensure that you familiarise yourself with the **Study Leave policy** available on the site before applying www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage