

# Study Leave Newsletter

## CSL trainee 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 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).



### 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.



# 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 and 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 1<sup>st</sup> August 2018. If you attempt to apply for leave on/after 1<sup>st</sup> August 2018, you will receive a message that it would 'exceed their Internal/External entitlement'.

In previous years these have been confirmed in May/June, so we anticipate receiving and uploading these soon.

### 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 the quality of the training delivered to ensure it is of an appropriate standard and meets trainees' needs.

We are developing a new CSL policy to reflect the practical changes and expectations regarding leave applications

## Approved courses

To support the removal of notional budgets and a move to funding 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 18<sup>th</sup> May 2018. Please be aware that between 18<sup>th</sup> May and (provisionally) 4<sup>th</sup> June, 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. This means that if your placement data is incorrect in Intrepid, there may be a delay in this being resolved. If this affects you, please [contact us](#).

However, this should have little to no effect on access for most trainees, as normal access to Leave Manager will continue through Intrepid for the time being. Additional modules are developed for TIS;

this will include modules for trainees to view their data (placements, ARCPs etc.), and to replace Leave Manager.

We are very aware that there are areas of Leave Manager which are not as clear or useful as we feel they could be; we are currently collating feedback from all users regarding this, with a view to developing the TIS leave management module to be a streamlined and user-friendly system for all. If you have any feedback, please email [CSL.EM@hee.nhs.uk](mailto: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](#).

## Recent questions

### 1. What's the correct link for Intrepid?

There are two parts of 'Intrepid', each with separate login details:

- **Leave Manager** ([www.intrepidv10.co.uk/HEE](http://www.intrepidv10.co.uk/HEE)) is used to request study leave.
  - This is linked to your record with HEE, and your login details are sent to your registered email address when you start on the training programme.
  - If you have forgotten your login details, you 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. You can register yourself by clicking the Register Here link on the homepage.

### 2. Can you submit retrospective applications on Intrepid?

Trainees cannot submit retrospective applications on Intrepid under any circumstances; if leave/expenses need to be added retrospectively, please contact [CSL.EM@hee.nhs.uk](mailto: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; these will be provided to your Trust/Programme Office when processing payments.

Please note that, in line with the new budget arrangements, effective August 2018 retrospective applications will not be permitted without exceptional circumstances. We would therefore encourage you to plan and submit your leave requests early, and [contact us](#) if you're having any difficulties.

### 3. Who do I contact if my 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](mailto:GPProgrammes.EM@hee.nhs.uk)  
**For Foundation trainees:** [FoundationProgrammes.EM@hee.nhs.uk](mailto:FoundationProgrammes.EM@hee.nhs.uk)  
**For all other trainees:** [SpecialtyProgrammes.EM@hee.nhs.uk](mailto:SpecialtyProgrammes.EM@hee.nhs.uk)

### 4. My post is 'closed' on Intrepid; how do I apply?

If your 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](mailto:CSL.EM@hee.nhs.uk)

Find more FAQs and guidance on our website at  
[https://www.eastmidlandsdeanery.nhs.uk/policies/study\\_leave](https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave)