

## Accent Application Flow Chart

Please ensure that you have read and understood the study leave guidelines document that is available on the North West study leave website - <https://www.nwpgmd.nhs.uk/study-leave>.

If you need to contact the study leave team, please provide your GMC number. The Study Leave team email address is [england.studyleave.nw@nhs.net](mailto:england.studyleave.nw@nhs.net).

There are two stages to the study leave process. The first is to submit an application (including expense requests) **before** the date of the event, and the second stage is to claim the pre-approved expenses after you have attended the event.

It is essential that you complete your application as soon as you have received Educational Supervisor (ES) and Rota Coordinator approval.

Any application submitted less than 42 days before the course start date will require a reason to be considered for expenses.

Any applications that would be retrospective will need to be emailed to the Study Leave team ([england.studyleave.nw@nhs.net](mailto:england.studyleave.nw@nhs.net)) to be considered and reviewed, if needed, by the Postgraduate Deputy Dean.

Please note expenses may and could be declined, especially if applied for retrospectively or with short notice.

1. Trainee logs on to Accent to complete and submit the application. Please note expenses cannot be added after the application has been submitted. Only complete the application once you have received ES and Rota approval, and once you have read the study leave guidelines.



2. The Administrator will then be notified of your application awaiting approval. Once they have approved the application, the next person in the approval chain will be notified. (Please note the approval chain order might vary)



3. The TPD will then be notified of your application awaiting approval. Once they have approved the application, the next person in the approval chain will be notified. (Please note the approval chain order might vary)



4. NHSE Study Leave admin will then complete the final approval. At this stage you will receive an email notification advising you that this has been approved or rejected, and providing a direct link to the application. Please read the notification in full, and check the application to see what has been approved if you have requested expenses. (Please note the approval chain order might vary)



5. To submit an appeal for a rejected application please contact the Study Leave team - [england.studyleave.nw@nhs.net](mailto:england.studyleave.nw@nhs.net)