

## Applying for Study Leave

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).

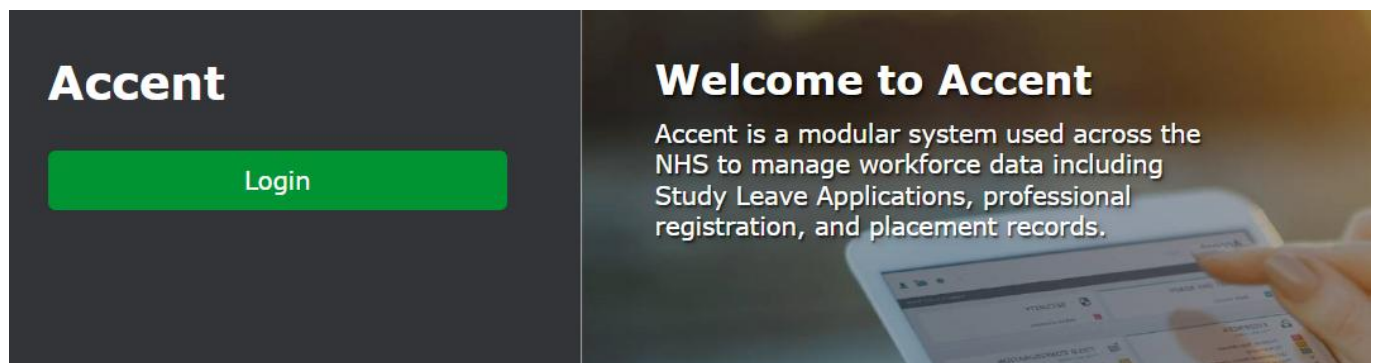
Please do not use Safari as your web browser for using Accent.

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.

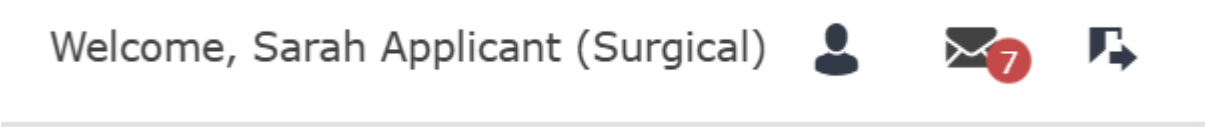
PLEASE DO NOT PAY FOR A COURSE/EVENT, OR ANY RELATED EXPENSES, UNTIL YOUR ACCENT APPLICATION (AND THE EXPENSES) HAVE BEEN FULLY APPROVED.

Accent link <https://accent.hicom.co.uk/Portal/Live/Web/>

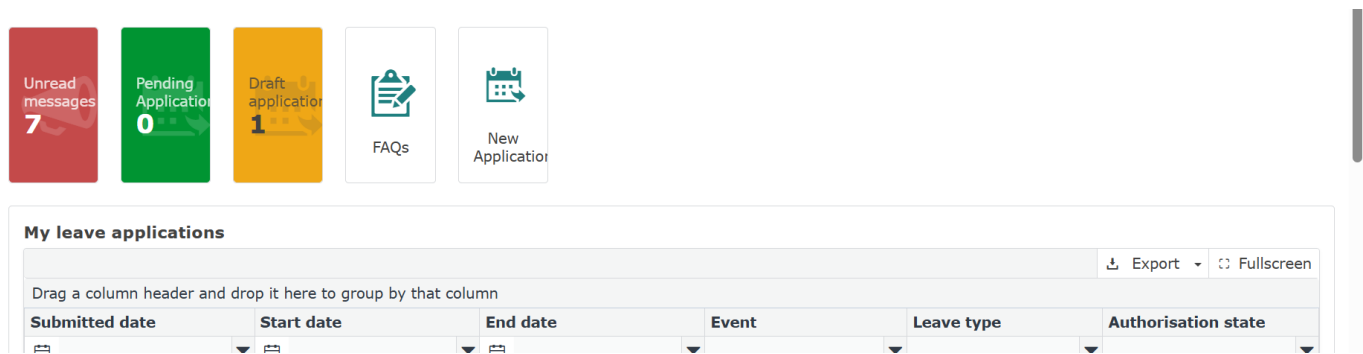
If you already have your credentials (your email address is the same as your TIS contact email address), you can log in from the home page.



Once you have logged in, you will be taken to the Accent portal. Your account can be accessed in the top right-hand corner.



The menu items on the page header will also allow navigation to the parts of the system to which you have been granted access.

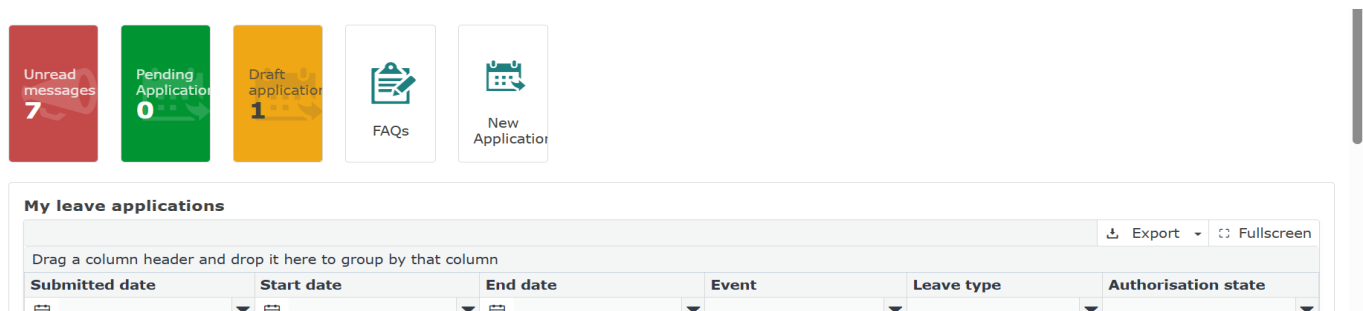


## Leave Application

Applications can only be created and submitted prior to the course start date. If it is less than 42 days before the course start date, you will need to provide the reason for the late application.

If your course goes over two placements, two entitlements years or two budget years, you will need an application of each one

When you click on the New application, it will take you to a blank form.



**Leave details**

Applicant: Hicom Tester1 (Hicontester1@gmail.com) Start date: 17/08/2021 Number of days: 2

Leave type: Study End date: 18/08/2021

Please select a placement:

<b>Reg Post 20-07-2021 (In Post)</b> Clinical Research Fellow	AIREDALE NHS TRUST Academic	20/07/2021 - 13/05/2022
<b>Audit Post (Academic)</b> Academic Clinical Fellow	AIREDALE NHS TRUST Academic	30/07/2021 - 30/07/2022

Save Cancel

1. Input your leave start date.
2. Input your leave end date.
3. Please ensure you add all the days required (including weekends and zero days). Any non-working days can be claimed back as time in lieu.
4. Select the placement you are applying against – If there is only one it should be auto selected
5. Select Leave type – Only leave types which are available against your placement will be available to select. Please only select 'Exam' for the actual date of an exam, and not for private study leave days to prepare for an exam (these should be 'Study'). If you are attending an event outside of the UK, you must select 'International' from the leave type drop down box'.
6. Save the details – Please note it is not possible to change these details after this point. If dates, leave type, or placements need to be changed then a new application must be created.

## Event Details

This is where you record the details of the course or event. Mandatory fields will be in bold, and the application cannot be submitted until these are completed.

The drop-down for event name is the first place to check if your course is listed. If the course name is showing your TPD has considered it an essential course. If the title is generic please provide more detail in the supporting information box.

If the course is not showing in the drop-down box, please click on the button for 'My event does not appear in the list above' and type in the event name. This will be considered a desirable course.

You can upload documents if you would like to add any information to the application. However, this is not the expense request part of the application.

The screenshot shows the 'Event details' section of the Accent Leave Manager application. The form includes a dropdown for 'Event' with a button 'My event does not appear in the list above' next to it. Below this is a text field for 'Event name'. To the right, there are fields for 'Course reference', 'Venue', 'Provider', and 'Website'. A large text area for 'Supporting Information (2000 character limit)' is also present. At the bottom, there is a 'Document upload' section with a '+ Add file(s)' button and a 'Select files...' button.

Event details

Event  Course reference

My event does not appear in the list above ☐ Venue

Event name  Provider

Entitlement type  Website

Supporting Information (2000 character limit)

Document upload

+ Add file(s)

DROP FILE(S) HERE TO UPLOAD

Select files...

An application, once started, can come under 5 different statuses.

1. Draft – Where you have started your application but not yet submitted it.
2. Pending – Where you have submitted your application, and you are awaiting approval.
3. Approved – Where all necessary approvers have approved the application.
4. Rejected – Where one approver has rejected your application.
5. Pending Cancellation/Cancelled – Where you have submitted and subsequently cancelled your application.

## The Entitlement and Budgets

The leave entitlement number of days is blank due to varying regional teaching days required by different specialties.

The Budget section will show the start and end date for the current financial year, and the amount you have requested for the current year. The budget limit has been set to unlimited. However, please be aware that this is not infinite. Your TPD has a budget that they need to stay within, and they need to ensure equality between all RDs regarding this budget.

## Declaration

The declaration is confirming that:

- You have read and understood the national and local study leave policies for leave and expenses to be claimed (details can be found on the website - <https://www.nwpgmd.nhs.uk/study-leave>). If you have not read the relevant documents, do not complete an application.
- You have the relevant educational and rota coordinator approvals for the date(s) of the leave that you have requested. If you do not have these approvals, do not complete an application.
- If cover is required, that this is also sorted for the dates.

You just need to click on it to change it to a 'yes' to confirm all of the above.

## Expenses

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>. This gives details of any limits to specific expenses and types of expenses that are not covered by the study leave budget.

Please note that breakfast is included in the £120/£150 per night accommodation limit. Also, for claiming subsistence (food) you need to provide a full itemised receipt showing the venue, date and time to be able to claim the expenses back.

Expenses (estimates) can be added at any time until you submit the application. Once you have submitted the application you can no longer add expenses, and you would need to cancel the application and create a new one.

For full details on what can be claimed and what documentation is required please see local guidance document [Study Leave Northwest Local Guidance](#)

**It is only once the course has ended that you can claim your expenses. Even if you uploaded your receipts when creating the initial application, you still need to complete the claiming process.** This cannot be done prior to the end date on your application. Please ensure receipts for food are itemised or they will not be reimbursed. You will need to upload receipts for any travel, accommodation and course fee expenses you want to claim (you can upload receipts before submitting an application, or when you come to claim the expenses). Please ensure the documentation shows the paid amount and not the amount due to be paid (payment demands/booking confirmations are not accepted as proof of payment).

### International Study Leave

If you are attending a course/event outside of the UK, you need to select 'International' from the leave type dropdown on the application. Please ensure that you have read the guidance regarding international study leave and the expenses that you can request. You must declare all expenses (course fee, travel and accommodation) for them to be reviewed in line with the guidance. Food expenses are not funded for international study leave. If there is no course fee, or some of the expenses are being funded from another organisation/grant, then you do not need to include these on the application, but you will need to provide evidence.

## Submitting the Application

Once your application is complete and you have provided all mandatory fields, you are able to submit your application. Doing so will trigger the system to create an approval chain for your application. This is a list of people who are required to approve your application.

After you have submitted your leave application you can access it at any time via the 'My Applications' menu item.

Note - you cannot add expenses once your application has been submitted.

## Approval Chain

Once your application is submitted, you can see the list of required approvers at the bottom of the page and the status of their decision.

**Approval chain**

**Sequence 20**

+ Add approver

**Sequence 40**

## Notification and Keeping Track of Applications

Once your application has been processed, you will receive an email notification informing you that your application has been approved or rejected. Please read the full notification and log on to Accent at your earliest opportunity to view the comments under the approval chain section. This will inform you as to which expenses have been approved, or in the case of an application being rejected, it will inform you as to the reasons why it was rejected. Please do not wait until you log on to claim your expenses after the course date, to view these comments.

If you do not receive any notifications from HICOM then please ensure that you have added [noreply@hicom.co.uk](mailto:noreply@hicom.co.uk) and [accent.support@hicom.co.uk](mailto:accent.support@hicom.co.uk) to your safe sender list, as the emails can sometimes be blocked.

It is the responsibility of Resident Doctors to monitor their applications and where they are up to in the approval process. If you have not received a notification of the outcome of your application and the date of the event is soon, please log on and review who your application is sat with and **please contact them** and not the study leave team.

## Cancelling Leave

If you have submitted an application which you want to revoke, you can do this from within the leave application.

If you have submitted the application and it has not been actioned by any approvers, you can cancel the leave without approval being required. However, if your application has been approved and you cancel it, several approvers may need to review it before the application is fully cancelled.

If you have submitted the application and realise you need to add/amend expenses, you will need to cancel the application and resubmit it.