

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/gpst-study-leave>.

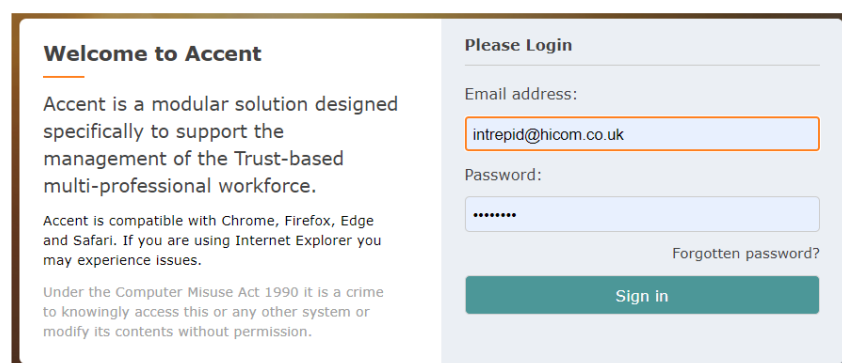
If you need to contact the Study Leave team, please provide your GMC number. The Study Leave team email address is england.gpstudyleave@nhs.net.

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.

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.

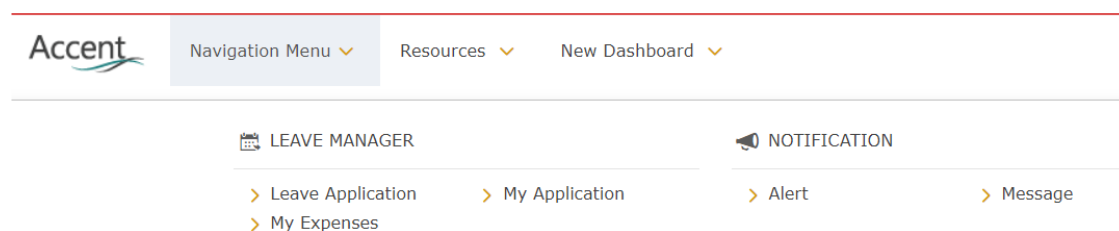


The screenshot shows the Accent login interface. On the left, there is a 'Welcome to Accent' section with text describing the system and browser compatibility. On the right, there is a 'Please Login' section with fields for 'Email address' (containing 'intrepid@hicom.co.uk') and 'Password' (masked with dots). A 'Sign in' button is at the bottom, and a 'Forgotten password?' link is next to the password field.

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

Welcome, A HEE    

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



The screenshot shows the Accent portal header. It includes the 'Accent' logo, a 'Navigation Menu' dropdown, and links for 'Resources' and 'New Dashboard'. Below the header, there are two main sections: 'LEAVE MANAGER' with sub-links for 'Leave Application' and 'My Expenses', and 'NOTIFICATION' with sub-links for 'Alert' and 'Message'.

Please be aware that if your leave has multiple days but is not consecutive, you need to complete separate applications forms. This is for two reasons: the system does not allow you to apply for another course if it falls within the date range, and expenses can no longer be reimbursed until after the course has finished.

Examples:

- 1. If you are attending a course that is split in to two blocks of two days (1st and 2nd April, and 7th and 8th July), you need to submit two applications (one for each of the blocks of two consecutive days).**
- 2. If you are attending a course that is on 5 separate non consecutive dates, such as a weekly course that takes place every Monday for 5 weeks, you need to submit five applications (one for each of the separate days).**

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.

When you click on the Leave application, it will immediately navigate you to a new blank application form.

Application form

Leave details

Applicant: Hicom Tester1 (Hicomtester1@gmail.com)

Start date: 17/08/2021

End date: 18/08/2021

Number of days: 2

Leave type: Study

Please select a placement:

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

Save Cancel

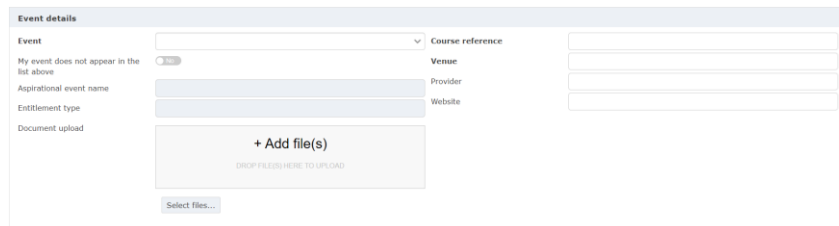
1. Input your leave start date.
2. Input your leave end date.
3. Check the total number of days is correct. This can be manually changed (e.g. if you are attending on a non-working day, you can change it to '0' so that your study leave days are not used)
4. Select the placement you are applying against – 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').
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 not in use, so please click on the button for 'My event does not appear in the list above' and type in the event name.

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.



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. 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. Historically, how much you have requested for the previous financial years since joining can also be seen. 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 trainees regarding this budget.

Declaration

The declaration is confirming that:

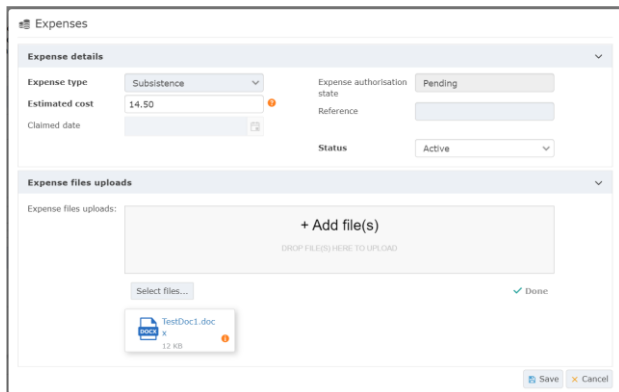
- You have read and understand the local study leave policy for leave and expenses to be claimed (details can be found on the website - <https://www.nwpgmd.nhs.uk/gpst-study-leave>). If you have not read the relevant documents, do not complete an application.
- You have the relevant educational and rota 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/gpst-study-leave>. This gives details of any limits to specific expenses and types of expenses that are not covered by the study leave budget.

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.



The screenshot shows a web form titled 'Expenses'. It is divided into two main sections: 'Expense details' and 'Expense files uploads'.
In the 'Expense details' section, there are several input fields: 'Expense type' (a dropdown menu with 'Subsistence' selected), 'Estimated cost' (a text box with '14.50'), 'Claimed date' (a date picker), 'Expense authorisation state' (a dropdown menu with 'Pending' selected), 'Reference' (a text box), and 'Status' (a dropdown menu with 'Active' selected).
The 'Expense files uploads' section features a large grey box with the text '+ Add file(s)' and 'DROP FILES HERE TO UPLOAD'. Below this box is a 'Select files...' button and a 'Done' button. A file named 'TestDoc1.doc' (12 KB) is shown as having been uploaded, with a small document icon and a red 'x' next to it. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

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 claim process. This cannot be done prior to the end date of 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).

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 are able to see the list of required approvers at the bottom of the page and also the status of their decision.

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 and accent.support@hicom.co.uk to your safe sender list, as the emails can sometimes be blocked.

It is the responsibility of doctors in training 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 contact them.

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.