Accent Leave Manager (ALM) Applicant User Guide
https://accent.hicom.co.uk/Portal/Live/Web/
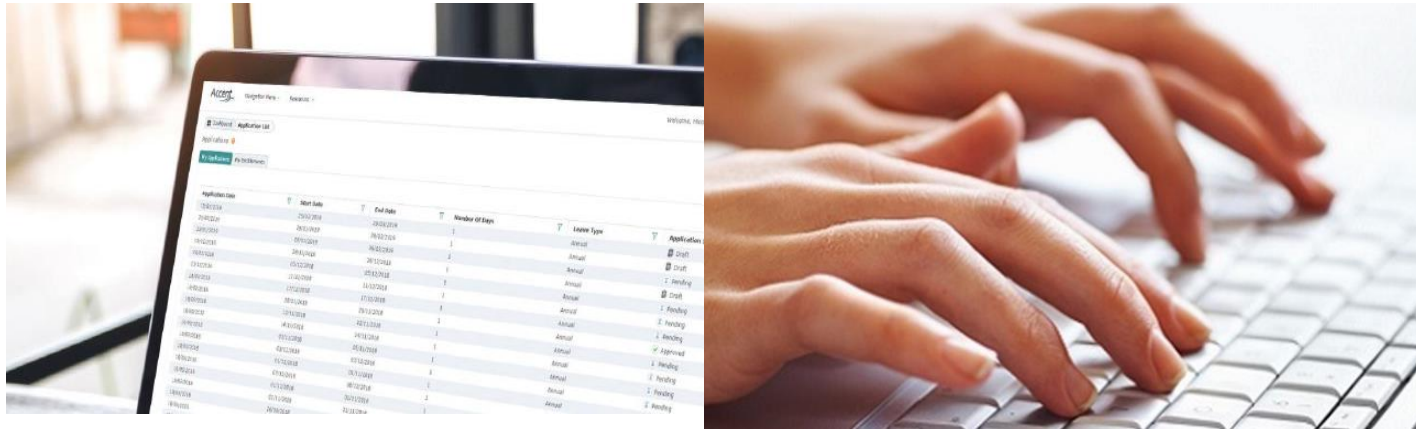
Applying for Study Leave

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1. Getting Started

- Accent Leave Manager will facilitate the online application and approval of study leave for postgraduate doctors and dentists in training

- All trainees in Yorkshire and the Humber have access to Accent Leave Manger.

- If you haven't activated your account before then you will need to re-set your password which can be done from the homepage.

- Your username is the email address HEE hold on our Trainee Information System (TIS). If you need to update that record, please contact your Programme Support team with your full name, GMC/GDC number and your preferred e-mail address

Welcome to Accent

Accent is a modular solution designed specifically to support the management of the Trust-based multi-professional workforce.

Accent is compatible with Chrome, Firefox, Edge and Safari. If you are using Internet Explorer you may experience issues.

Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.

Please Login

Email address:

Password:

Forgotten password?

Sign in

2. Creating a new Application

- Once logged in you will be taken to the homepage. To create a new application, you need to click on the 'Leave Application' icon.

- Enter the start and end date of your study leave. You can type these in or use the calendar button to pick the dates. 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 this period, you can manually change this.

- Your post during the period of proposed leave will be displayed automatically. If you are applying for leave well in advance, its possible your post will not be linked yet by our administrative teams. Please re-check within 2 months and for further advice contact Programme Support.

- Please select the relevant leave type (private, exam, international) from the menu. Once you press save, you'll then need to provide details of the event. If you are attending regional teaching*, please select this from the menu as it will not require TPD approval and will instead be sent to Medical Education at your employing organisation. For anything else click the toggle for "My event does not appear in the list above"

*Regional teaching is any mandatory study day, course or conference organised by your Training Programme or School.

- It is important that clinical cover is in place during your planned leave and you follow local guidance to arrange this with your department. Your Educational Supervisor should also be aware of your intentions to attend and supportive of your application. You must confirm both below before submitting your application.

- You can add any comments that you feel are relevant to the approval of your request, but this field is optional.

Cover & authorisation

Educational supervisor

Comments

I confirm I have followed the local study leave policy, and have agreed the time off with my rota coordinator and the educational appropriateness to attend this course/event with the relevant supervisor.   No

- Please include any estimated costs associated with the request. Expenses will be reimbursed in line with national HEE study leave policy and approval of your leave does not guarantee that the estimated expenses are approved.

Expenses   Please ensure that estimated expenses are added in line with the national HEE study leave guidance. Expenses will be approved after the event and only reimbursed at the nationally agreed rates for travel and subsistence.

				+ Add	🗑 Delete	▽ Reset filters	🔒 Export to Excel

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

🗄 Expenses

Expense details

Expense type   Subsistence

Estimated cost   0

Claimed date

Expense authorisation state   Pending

Reference

Status   Active

**Expense files uploads**

Expense files uploads:
+ Add file(s)
DROP FILE(S) HERE TO UPLOAD

Select files..

💾 Save   ✕ Cancel

Option to upload files

- You can choose to save your application in draft and complete it later or submit your application for approval.

- When submitting an application for regional teaching it be will sent to Medical Education Centre staff at your employing trust for approval.

- For all other applications, you will be asked to select an approver when submitting. Please select the appropriate TPD for your current placement.
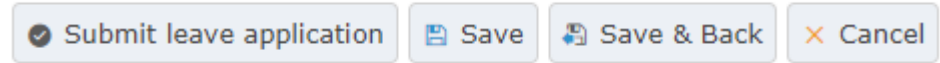
3. My Notifications

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.

You can mark messages as read and delete them.

Deleted and read messages will move to a separate folder which can be later accessed using the tabs at the top of the page.
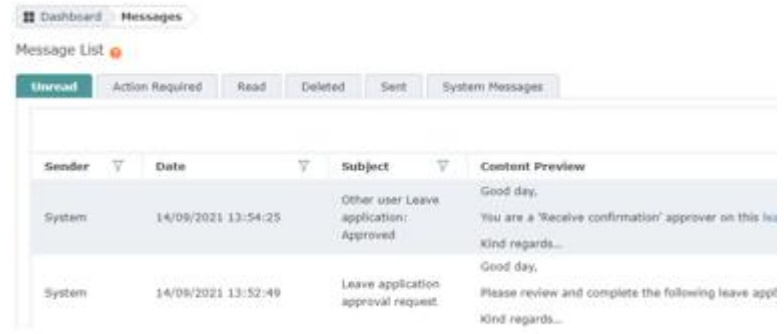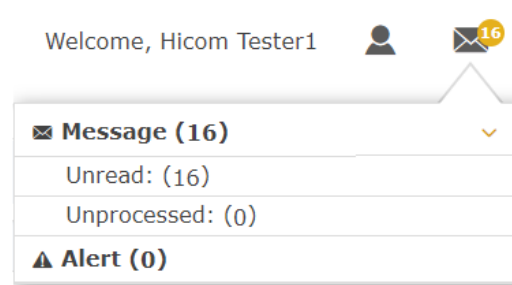
4. Where to find submitted applications

- Once you have submitted your application, you can find a list of your applications in the 'My Application' tab.
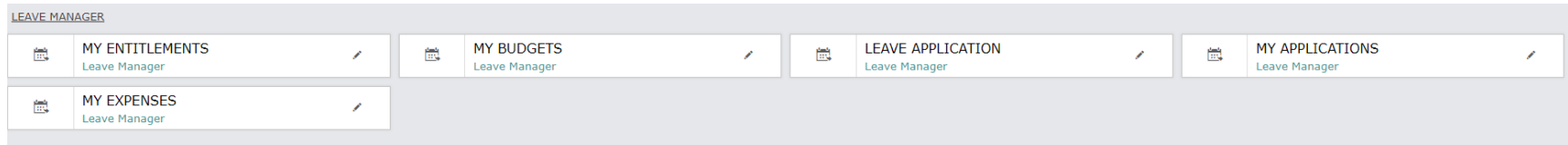
The page will show you a list of applications, with details of the application dates, activity name, number of days requested and the application state.

5. How to check the progress of an application

Leave application state	Detail
Draft	An application in draft form, which is not submitted
Pending	A submitted leave application which has not been actioned by leave approvers yet
Approved	An approved leave application
Rejected	A rejected leave application

- Within 'My Applications' refer to the 'Leave application state' column.

- To see more information about the progress of an application, click to open it and scroll to the Approval Chain section.
- You will see a list of approvers. A red circle icon the approver that the application has been assigned to and that approval is pending.
- An orange arrow icon with an arrow indicates other approvers in the chain who have not received your application. If the assigned approver is away, Medical Education can re-assign the application.
- A green tick icon indicates that the application has been approved by the assigned approver. Your application only needs to be approved by one approver.

6. How to change application details

You will not be able to edit application details once it is submitted. If you do need to change any details, please submit a cancellation or contact your Medical Education Team.

You can cancel an application by going into the application details and selecting 'Cancel Application' at the bottom of the page.

If you cancel a pending leave application, this will appear as cancelled straight away.

If you cancel an approved application, this will need to be approved by your Medical Education Team.

For further information please visit:

https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies/curriculum_delivery

or contact that team via Studyleave.yh@hee.nhs.uk