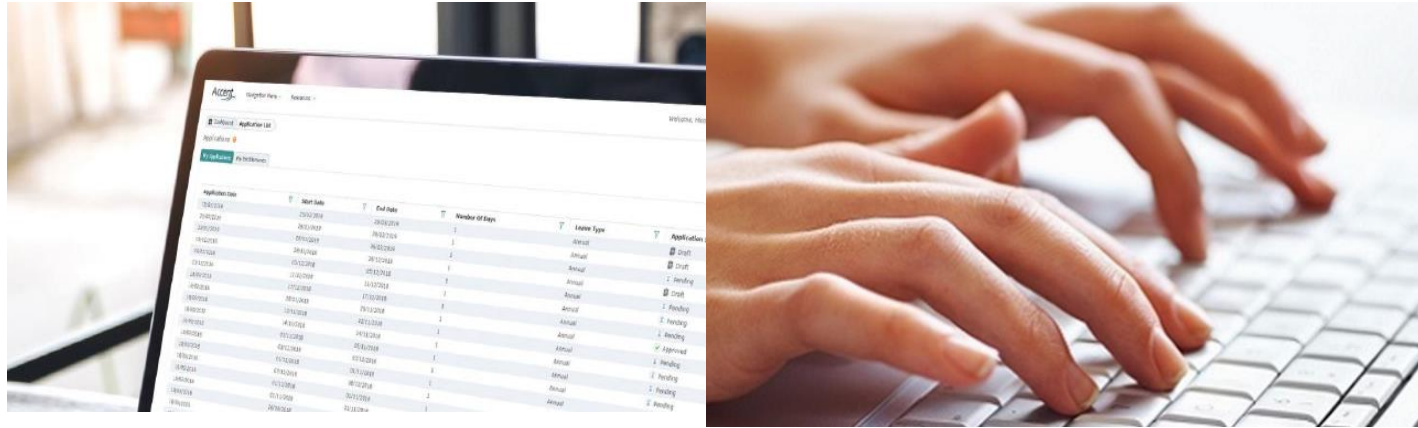


Accent Leave Manager (ALM) Applicant User Guide

<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 or cannot remember which email you have registered with HEE, please e-mail to tis.yh@hee.nhs.uk 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:

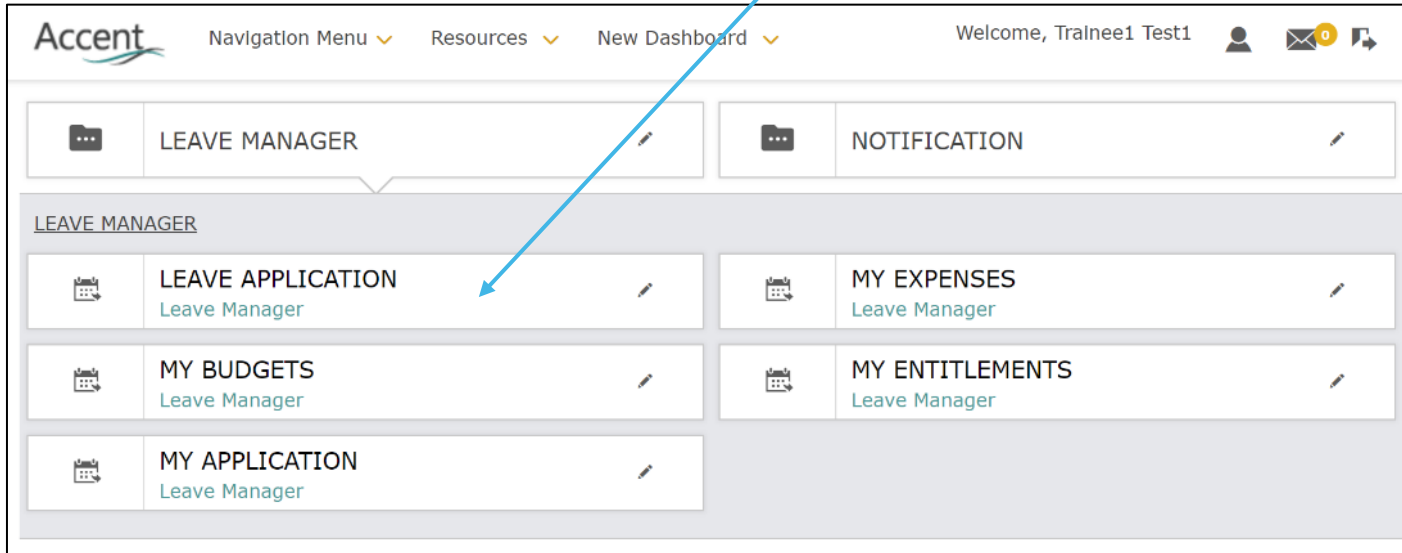
Password:

[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.



The screenshot displays the Accent system homepage. At the top, the Accent logo is on the left, followed by navigation links: 'Navigation Menu', 'Resources', and 'New Dashboard'. On the right, the user is greeted as 'Welcome, Trainee1 Test1' with icons for profile, notifications, and a help icon. Below the navigation bar, there are two main sections: 'LEAVE MANAGER' and 'NOTIFICATION'. The 'LEAVE MANAGER' section is expanded, showing a list of application types: 'LEAVE APPLICATION', 'MY EXPENSES', 'MY BUDGETS', 'MY ENTITLEMENTS', and 'MY APPLICATION'. A blue arrow points to the 'LEAVE APPLICATION' icon, which is the first item in the list. Each item in the list includes a calendar icon, the title, the text 'Leave Manager', and an edit 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 support e-mail tis.yh@hee.nhs.uk.

Accent Navigation Menu Resources Welcome, Trainee1 Test1

Dashboard Leave Application

Application form

Leave details

Applicant: Trainee1 Test1 (Testtrainee1@nhs.net) Start date: 18/10/2021 End date: 20/10/2021

Leave type: [Dropdown] Number of days: 3

EMD/RWEAK/091/HT/006 (In Post) Leicester Royal Infirmary 04/08/2021 - 03/08/2022
Core Training Year 1 Anaesthetics

Save Cancel

- 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/mandatory 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”

Event details

Event

My event does not appear in the list above No

Aspirational event name

Entitlement type

Document upload

+ Add file(s)

DROP FILE(S) HERE TO UPLOAD

Select files...

- 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.

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

+ Add Delete Reset filters Export to Excel

Expenses

Expense details

Expense type: Subsistence
Expense authorisation state: Pending
Estimated cost: 0
Reference:
Claimed date:
Status: Active

Expense files uploads

Expense files uploads:

+ Add file(s)

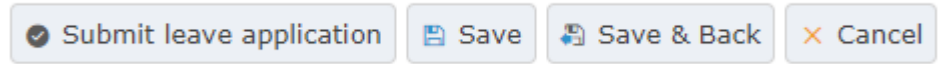
DROP FILE(S) HERE TO UPLOAD

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 will be 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.



i Submit leave application?

Are you sure you wish to submit this leave application?

Ok

Cancel

3. My Notifications

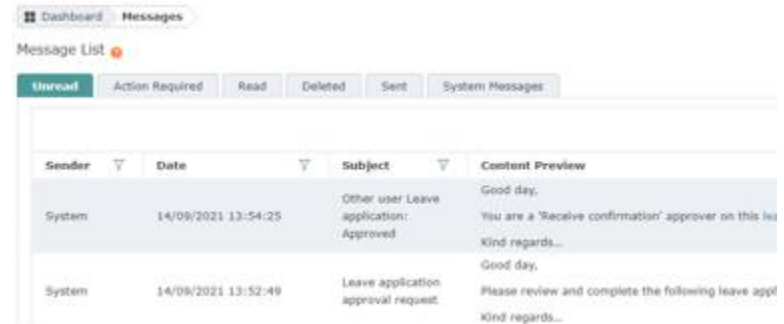
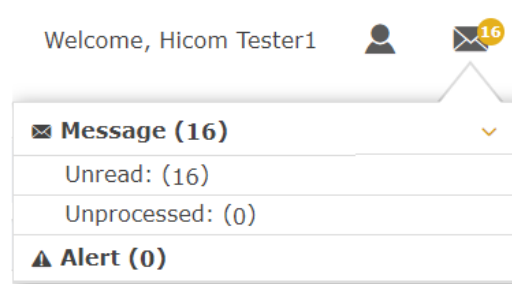
The 'My Notifications' section allows you to access messages and alerts which have been sent to you.

- 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.

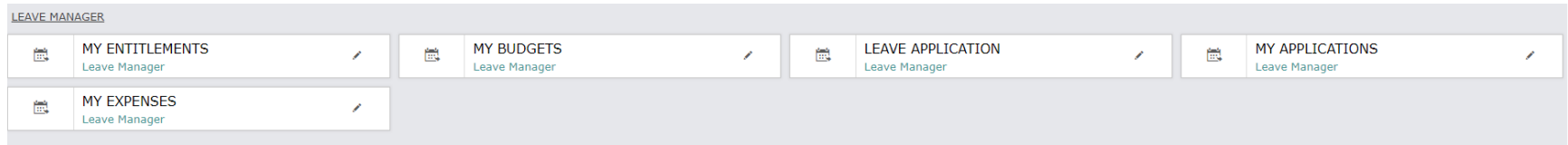
You can mark messages as read and delete them.

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.

A screenshot of the 'My Applications' page. The page title is 'My Applications' and it includes a breadcrumb 'Dashboard > My Applications'. The table below lists application records with columns for Leave Type, Start Date, End Date, Event, Application date, Number of days, Leave application state, and Status. The table has a toolbar with '+ Add', 'Delete', 'Reset filters', and 'Export to Excel'.

Leave Type	Start Date	End Date	Event	Application date	Number of days	Leave application state	Status
Study	02/11/2021	02/11/2021			1	Draft	<input type="radio"/>
Study	27/09/2021	27/09/2021	test aspirational event 34235	13/09/2021	1	Pending	<input type="radio"/>
Study	16/09/2021	16/09/2021	test aspirational event	14/09/2021	1	Approved	<input type="radio"/>
Study	15/09/2021	15/09/2021			1	Draft	<input type="radio"/>
Study	07/09/2021	07/09/2021	test aspirational event - admin	14/09/2021	1	Pending	<input type="radio"/>
Study	17/05/2021	18/05/2021	Keele Leadership and Management Course	17/12/2020	2	Cancelled	<input type="radio"/>
Study	23/03/2021	23/03/2021	ATLS re-certification course	18/11/2020	1	Approved	<input type="radio"/>
Study	18/03/2021	18/03/2021	Regional ICM training	10/02/2021	1	Approved	<input type="radio"/>

5. How to check the progress of an application

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

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

Dashboard My Applications

My Applications

Leave Type	Start Date	End Date	Event	Application date	Number of days	Leave application state	Status
Study	02/11/2021	02/11/2021			1	Draft	0
Study	27/09/2021	27/09/2021	test aspirational event 3425	13/09/2021	1	Pending	0
Study	16/09/2021	16/09/2021	test aspirational event	14/09/2021	1	Approved	0
Study	15/09/2021	15/09/2021			1	Draft	0
Study	07/09/2021	07/09/2021	test aspirational event - admin	14/09/2021	1	Pending	0
Study	17/05/2021	18/05/2021	Keele Leadership and Management Course	17/12/2020	2	Cancelled	0
Study	23/03/2021	23/03/2021	ATLS re-certification course	18/11/2020	1	Approved	0
Study	18/03/2021	18/03/2021	Regional ICM training	10/02/2021	1	Approved	0

- 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.

Rota manager

Have you checked that another member of your department is not on leave?

Expenses

+ Add - Delete Reset filters Export to Excel

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

« 0 » 20 Items per page No items to display

Approval chain

Sequence 30 Sequence 35

UHL Anaesthetics JDA (KSA)

No comments

Andy Petherbridge (KSA)

No comments

Ben Wilson (KSA)

No comments

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.

The screenshot shows a web interface for application management. At the top, there is a question: "of your department is not on leave?". Below this is a section titled "Expenses" which contains a table with columns: "Expense Type", "Estimated cost", "Comments", "Number of associated documents", and "Status". The table is currently empty, displaying "No record found". To the right of the table are buttons for "+ Add", "Delete", "Reset filters", and "Export to Excel". Below the table is a pagination control showing "20 items per page" and "No items to display".

Below the "Expenses" section is an "Approval chain" section. It shows "Sequence 30" and a list of users: "UHL Anaesthetics JDA (KSA)". Below the user list is the text "No comments".

At the bottom right of the page, there are two buttons: "Cancel Application" and "Back". A blue arrow points from the "Cancel Application" button to the text in the third paragraph of the document.

For further information please visit:

https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies-curriculum-delivery/alm-pilot