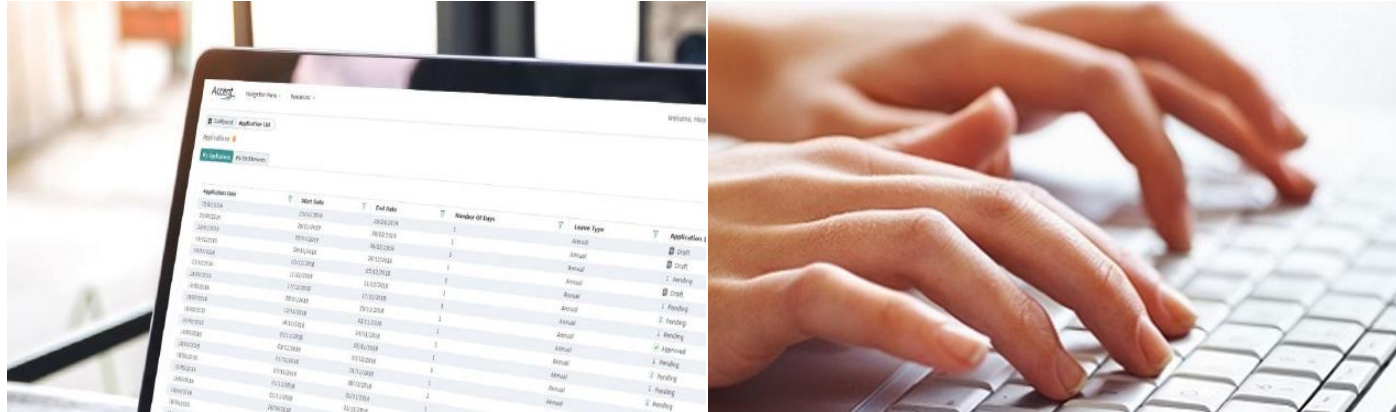


Accent Leave Manager (ALM) – Approver



Guidance for approvers

Getting Started

The guide is designed for anyone who is approving and rejecting study leave requests for trainee doctors or dentists on Accent Leave Manager.

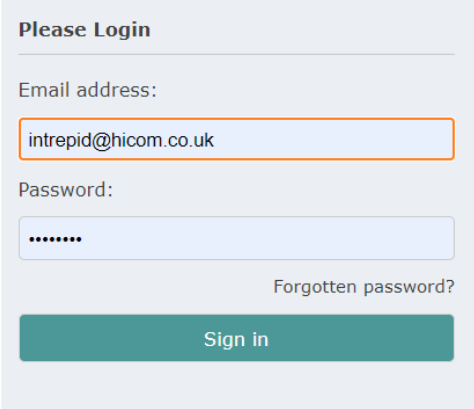
This includes Heads of School, Training Programme Directors and Medical Education teams.

Content:

1. Accessing your account
2. Re-setting your password
3. Leave applications
4. Reviewing and approving applications
5. Out of Office
6. My Notifications

1. Accessing your account

- Accent Leave Manager can be accessed via this link <https://accent.hicom.co.uk/Portal/Live/Web/>
- You should have already received your login details in a separate email from Accent, if you can't see it please check your junk folder
- If you have not received an email, please use the "Forgotten Password" option on the system
- If you have any issues with access, please contact cdreturns.yh@hee.nhs.uk



The image shows a login form titled "Please Login". It contains the following elements:

- Email address:** A text input field containing the email address "intrepid@hicom.co.uk".
- Password:** A text input field with masked characters ".....".
- Forgotten password?:** A link located below the password field.
- Sign in:** A teal button located at the bottom of the form.

2. Re-setting your password

- If you have forgotten your password, you can re-set this on the homepage
- Select “Forgotten password” and input the email address registered on the system
- You will receive an email link which will allow you to change your password

NOTE: Password re-set links are valid for 30 minutes. If you attempt to use the link after this, you will be required to follow the process above again.



Please enter your email address for instructions on how to reset your password

EmailAddress

Send reset password link

Notes:

After clicking 'Send reset password link' a link will be sent to your email. Open this email and follow the instructions to reset your password. In the event this email does not appear in your inbox, please be sure to check your Spam folder as in some instances it is possible that it will appear here.

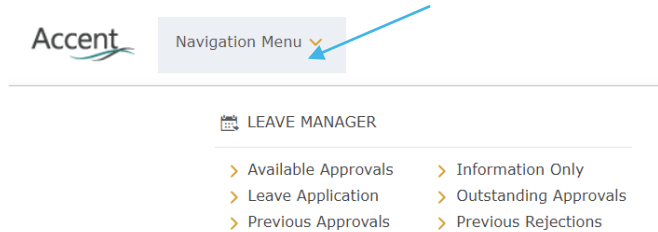
3. Leave Applications

- A single page in Accent Leave Manager will show you applications at various stages.
 - **Outstanding applications** – list of applications awaiting your review and approval
 - **Previous approvals** – list of applications previously approved by you
 - **Previous rejections** – list of applications previously rejected by you
 - **Information only** – list of applications that require no action from you, but are for your information only

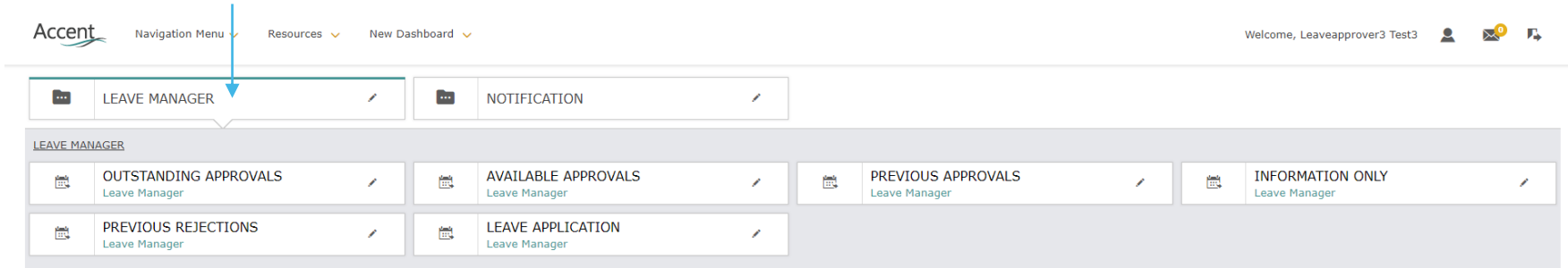
All lists can be filtered using the column headers.

3. Leave Applications

The different tabs can be accessed through the Navigation Menu:




Or the Dashboard:



3. Leave Applications

As an approver you have access to the full application as submitted.

Leave details – Dates, leave type and placement being applied against.

Leave details 					
Applicant	Trainee2 Test2 (Testtrainee2@nhs.net)	Start date	23/09/2021	Days leave	1
Leave type	Study	End date	23/09/2021	Date submitted	08/09/2021

EMD/RX1RA/040/HT/015 (In Post)	Nottingham University Hospitals NHS Trust - Queen's Medical Centre Campus	04/08/2021 - 03/08/2022
Specialty Training Year 6	Obstetrics and gynaecology	

Event details – Details of the activity the trainee is applying to use study leave for.

NB: TPDs/HoS will only receive request for anything other than regional teaching.

Event details			
Event	<input type="text"/>	Course reference	<input type="text"/>
My event does not appear in the list above	<input checked="" type="radio"/> Yes <input type="radio"/> No	Venue	<input type="text"/>
Aspirational event name	<input type="text" value="test aspirational event"/>	Provider	<input type="text"/>
Entitlement type	<input type="text" value="External"/>	Website	<input type="text"/>
Document upload	<input type="text"/>		

3. Leave Applications

Cover & Authorisation – Trainees have been asked to get rota approval and the support of the appropriate supervisor before they apply for their study leave.

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

Expenses – Details of estimated expenses that the trainee wishes to claim.

Expenses

Expense Type	Estimated cost	Comments	Number of associated documents
Fees - Courses/Conferences only	£50.00		0

1 items per page

Approval chain - Approvers associated with the application and any comments they have made.

Approval chain

Sequence 5

Karolina Wlodowska (KSA)

Approve

Reject

+ Add additional approver

Sequence 30

Leaveapprover2 Test2 (KSA)

No comments

+ Add additional approver

Sequence 35

Andrew Petherbridge (KSA)

No comments

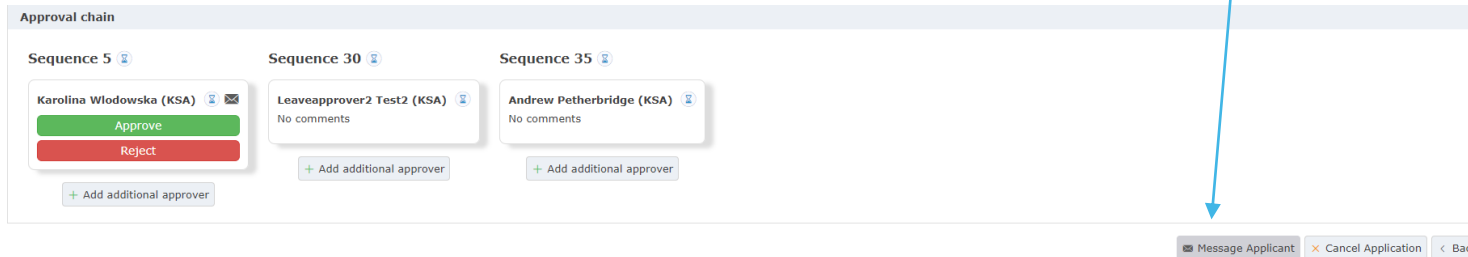
+ Add additional approver

4. Approving and rejecting leave applications

If you approve an application, you can add a comment, but this is not mandatory. If you reject an application the comment box is mandatory.



Messaging an applicant – you can send a message to the applicant via Leave Manager. Approvers can also message other approvers in the approval chain of the application



5. Out of Office

If you are a leave approver you can set a period for which you will be out of the office and any applications that require your action will be redirected to another approver.

Out of office


Covering approver




Covering approver notified

 No

Status



Date from



Date to

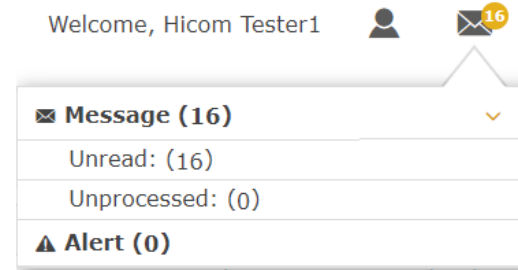


6. My Notifications

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.



Guidance and Resources

Further guidance and resources can be found on our website:

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

Any questions or feedback to:

CDreturns.yh@hee.nhs.uk