N.B. Some teaching sessions will be before 9am and during lunch to accommodate the teacher's clinical duties.

# **Annual Leave**

The application process for annual and study leave in Leeds can seem overly convoluted. You just have to accept this. A paper form (for the academy) is required and the Trust requires the electronic system to be completed.

**Entitlement:** 27 days (32 days if 5 years NHS service); this should be divided equally between placements (although there is some flexibility in this).

Applications should be **<u>6 weeks in advance</u>** otherwise you risk it not being accepted.

**<u>Paper form</u>** (This is the system for the DGHs and Leeds)

- 1. Complete annual leave from. These are available from the Academy office.
- 2. Gain approval from <u>clinical</u> supervisor (CS). This can be in email form.
- 3. Hand form into Jane Kaye in office (with print out /forward of CS e-mail if not signed on paper form)

**<u>Electronic Application</u>** (Also needs to be completed for Leeds only)

 Login to employee online: <u>https://lth.allocate-cloud.com/EmployeeOnlineHealth/LTHLIVE/Login</u> A link can also be found via the trust homepage by selecting 'systems' then eRostering – V10 EOL on the left.

A-2 of Key Content NitSinel 19	P = C Staff knower → LTH lifeb ×	n × 0 ^	A-2 of Key Costent No.	hote ak vener leger. D = C C (Grønet Leger – (57:86 ≤ Smell HALDRCK Forman Quick Links	
The Leeds Teaching Hospitals ALLS by hat response to be and response t	dead resource closed guidelines prices training and	Teach Son 4, 1992	The Leeds Teaching Hos torne systems to you are here: hone / system is	ve tra at Antohov - projecti - chocal reasynesti - chocal gubblines - polices - transing - etal.	Gaath Die Grand Die voor de seuer Tag in
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Staff Intranet			System Logins		
			Please find below links to	variaus LTH system logins. vtc.int? Click have for quidance on searching the Intranet.)	
MRSA Bacteraemias		C-Diff Infections	system name	description	
Owd updated Red 2019 July 2020	start the week	Quel satisfied Wed 2019-3/19 20190	A&I Provide	Access to old AME data	
decterservise this month		Infections this month	ANS (farmarly PHI)	Assurance Mangement System (previously Reformance Management Framework)	
O infections so far in July	Welcome to Foundation Year 1 doctors	7 July	AUKUM	Analy/Dependency recording data base	
	I'd like to welcome our new intake of 97 Poundation Year 1 doctors who joined the Trust last		Bed State	This statem is no longer available	
64 days since last infection	Thursday. It's great to have a new generation of doctors in our hospitals who are committed to	days since last infection	diseteg	This sustem is used to monitor Heastitis C drugs	
a infections year to date	our Leeds Way values and to providing the best care for our patients.	infections year to date	BRR Browns	The system is no larger evolution	
g trajectory year to date	On Thursday, the Trust's Chief Medical Officer, Dr Yvette Oade wished the new dectors well as	trajectory year to date	<b>Clinical Audit Extehaue</b>	This also is used to record details of Clinical Audits being undertaken within the Trust.	
Bacteraemies lest 12 months	part of their induction. They have also been learning about all aspects of working and training at the Trust.	Infectors last 12 months	Daticeeb (Incidents & Rick Register)	Decident reporting and risk register system for USNT. Ball members do not need a login to report an incident.	
9	This week, they start work on the wards and will experience at first hand what it is like to work as part of a team and deliver truly patient-centred care.		Olabates Management System	Cirical aplication for Debetral Annual Region Form	
11	I'm sure many of our new doctors will be feeling a little nervous, so if you meet them on our		+DOD Webviewer	System for used staff to check submission (and responsed) of e030 documents to LDH community staff.	
Δ	wards I know you will make them feel welcome. Can I also remind those of you responsible for local inductions to ensure they are carried out within 48 hours of the doctors starting in their	man man	*MEDS	Electronic preservicing and medicines administration systems for patients at USYT ableds Internet Page	
$\wedge \wedge \wedge$	roles.	Julian Hartley	Epidural database (APIS)	Database used to follow up and record data of all patients with epidural analyses for acute pain	
An Application for Section Test for the Section		Chief Executive	e-Job Plan	Access to the E-Orb Han. Username and Resource Required.	
dick here for more information		disk here far more information	elistering - v10 Healthforter	Access to +10 HealthToster - All elestaned staff across the Trust are now on one vestion of the software.	
Tex Tri Naming, Midwifers and	Score sizes   TT		effecturing 1 v18 EDL	Access to +10 Employee Online. This appear allows effectived staff to view allifes, request annual leave and days off.	
Allind Realth Followinets Contenent 2016		Ask AVA		The support site for e-Rastering.	
The Leeds Way		Trieghane Directory	a Stantering Support Sta	Support Centre	
Celebrating Ingenetional Care			* Bastering Support Site	Dataron, Felain and Provident	
		ACTIVATE YOUR		<ul> <li>Burgeot and Contacting Us - use this link for support requests</li> </ul>	
Lessons		Password Self Service	eRestoring - v18 Rester Perform	A management dashineed forcessed on highlighting spendional issues white resters - The data for this is taken directly from the HaalthTosher system and processed into XXCs.	
Rearned			Genisys	Used for On Line Invoice Approval	
Spare - Inder			HMDS	H315+ Data System	
Provedo Co			ICE Order Commo	102 is the potal for ordering falsestory tests and ratio grant investigations within 1267.	
Leeas	Dr Yvette Dade, Chief Nedical Officer, welcomes our new D'Le on their first morning in the		Medical Revolution toohit		
vvay	Trust	Talkback	MELVER	This system records and monitors medical devices training compliance in accordance with the CPM Hedical Devices Nanagement Policy.	
AJOBS EBOLA	'etalominania'	Logen to Talkback +	Neurosurgery Referral System	Referate system for neuroscopery inputients. Please also refer to the frequently solid questions.	
VIRUS DISEASE	'Out and about'	Recent Topics:	Pattent Care & Safety Database	Patient Care & Sufety Outshase.	v
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- 2. Username and password will be provided by the trust
- 3. Click on the 'annual leave' link on the left

ostering	Skills, iCalendar & HR	Timesheets						
w Roster: TGD - Diag	nostic Radiology 118 - Y	/1						
View Roster	٩			Aug	just 2016		Select Date:	
view Roster	Mon	Tue	W	ed	Thu	Fri	Sat	Sun
View Bank Shifts		Aug 1	2	3	4	5	6	
View Bank Shifts	Stnd Day	Stnd Day	Stnd Day	Stnd Day	Stnd Day			
Annual Leave		8	9	10	11	12	13	
Study Days	Stnd Day	Stnd Day	Stnd Day	Stnd Day	Stnd Day			
Study Days								
Other Leave		15	16	17	18	19	20	
Ouler Leave	Stnd Day	Stnd Day	Stnd Day	Stnd Day	Stnd Day			
		22	23	24	25	26	27	
	A/L			Stnd Day 0		✓		

- 4. A summary of previous leave will be displayed
- 5. Complete the dates and number of days you wish to request. Additional information can be added in the notes section such as if the leave block includes a bank holiday.

Entitlement:	13.5 days		
Remaining:	0 days		
Taken :	9 days		
Planned :	4.5 days		
Requested :	0 days		
Full day(s)	Partial day 🔘	Notes	
		Notes	

- 6. Please note: If two or more consecutive weeks are requested, or the leave period crosses a weekend it is best to process this as <u>separate requests</u> otherwise the system will count the Saturday and Sunday in the total number of leave taken.
- 7. You should receive email confirmation once approval is granted.

Currently the electronic rota only extends 3 month in advance, therefore, if your leave is beyond this period, email either Olivia Hinds (o.hinds@nhs.net) or deployment (<u>leedsthtr.SJUHDeployment@nhs.net</u>) to inform them.

Also when you changeover to Leeds, it is a good idea to inform Olivia Hinds/ Deployment about the number of leave days you have left.

It is also good practice to email Laura Sheerin (laura.sheerin@nhs.net) the rota coordinator to inform her of your leave dates when they are granted. It is also advisable to email her again approximately 3 weeks prior to your leave when she will be producing the weekly rota as well.

# **Study Leave Application**

This is similar to annual leave application. (N.b. this may change).

**Entitlement:** 30 days of study leave, with one revision day per exam included. **Budget:** No definite amount but normally averages out to £800/registrar/year. NB this amount is not guaranteed, it depends on what other people apply for. They will also fund international conference attendance but this needs prior approval.

**<u>Paper form</u>** (This is the system for the DGHs and Leeds)

- 1. Complete study leave from. These are available from Jane Kaye in the Academy office.
- 2. Gain approval from educational supervisor (ES). This can be in email form.
- 3. Hand form into Academy office. (with print out/forward of ES e-mail if not signed on paper form).
- 4. This will be submitted to Dr Weston (Study leave lead) for approval and Jane will inform you once approval is granted.

<u>Electronic form</u> (Also needs to be completed for Leeds only)

- 1. Log into employee online as above
- 2. Select 'study days' link on the left

Employ	ster ee Online						🚑 Alan White 🥜 Cł	ange Password 🛛 🥵 Logout
Rostering	Skills, iCalendar & HR	Timesheets						
view Roster: TGD - Diag	nostic Radiology 118 -	YI						
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Annual Leave		8	9	10	11	12	13	
Study Days	Stnd Day	Stnd Day	Stnd Day	Stnd Day	Stnd Day			
-		15	16	17	18	19	20	
Other Leave	Stnd Day	Stnd Day	Stnd Day	Stnd Day	Stnd Day			
		22	23	24	25	26	27	
	A/L			Stnd Day 0		~		
				A/L 13:00 -	✓			

3. Complete the dates and number of days you wish to request. Additional information can be added in the notes section such the course/conference to be attended.

Request Study I		
Full day(s) 💿 Date:	Partial day	Notes:
Reason:	Exams \$	
Duration:	© Set	Submit Study Request
End Date:		outrin olday holdadar

4. You should receive email confirmation once approval is granted.

As per annual leave if your study leave is beyond the 3-month period then contact either Olivia Hinds (o.hinds@nhs.net) or deployment (<u>leedsth-tr.SJUHDeployment@nhs.net</u>). It is again good practise to keep Laura Sheerin (laura.sheerin@nhs.net) informed.

# Sick Leave

## <u>Leeds</u>

This advice is taken from the standard operating protocol (SOP).

## Procedure for Sickness reporting in hours

- 1. Junior Doctor to Contact SJUH Deployment Office to report absence on 0113 20 65823.
- 2. Medical Deployment Officer (MDO) to report absence to the Academy Manager 0113 39 26035.

Opening hours for Deployment are Monday- Friday 08.00-19.00. Saturday, Sunday and Bank Holidays 09.00-16.00 (closed Christmas Day)

If absence is being reported out of the above hours then refer to the Out of Hours SOP.

You can also e-mail the supervisor covering you session to inform them of your absence.

A 'back to work' interview will be conducted on your return to work.

## <u>DGHs</u>

There will be a procedure for each DGH, please check with them on your local induction.

# **Procedure for Claiming Expenses**

#### \*\*\* Please note claims must be within 3 months otherwise will not be paid \*\*\*

\*\*\* Also note only <u>one claim form can be submitted per month.</u> Therefore, if claiming for a conference and also claiming mileage within a single month <u>submit</u> as one whole claim \*\*\*

You are entitled to claim petrol or public transport travel costs to and from you DGH placements and exams, overnight stay for exams, courses, conferences etc; as well as sustenance (lunch/dinner) for exams, courses, conferences etc.

Please note the Trust require a copy of your car insurance certificate. They also require you to have <u>class 1 business insurance</u>. This is to cover you for travel between sites e.g. if you are travelling from your DGH to Leeds for an ultrasound session. This will usually be at most once a week for the 6-month placement. Therefore, the number of business miles you need to declare is relatively low.

### **Claiming for Mileage**

Claiming petrol on a monthly basis is advised.

Prior to claiming contact <u>leedsth-tr.eTravel@nhs.net</u> and request 'excess travel claim form' form (See Appendix) for them to calculate the mileage distance to your DGH. This is calculated as distance from your home to your placement hospital, minus the distance from your home to LGI or SJUH, or your nearest hospital e.g. BRI if you live in Bradford), whichever is closer.

The form needs to be returned for them to authorise your right to claim travel expenses.

When you first login you will be required to provide your insurance certificate and register your car make, model etc.

- Logon to Expenses
- 1. Login into <u>www.sel-expenses.com</u>

- 2. Username etc should be provided. The company ID is 'LTHT'. Your username is usually your payroll number.
- 3. Select 'add new expense'

#### Add / Edit Expense

General Details	
Date:	01/08/2016 12 7
Reason:	Excess Travel
CostCode:	Radiology Doctors Team 1 💌
Other Details:	
Specific Details	
Expense Category:	Travel   Expense Item: Excess Fares SPR
	I claimed in the 'Total' box single journeys undertaken during period from and to
Total (Gross):	
Number of journeys undertaken:*	
Claim Date From:*	12
Claim Date To:*	12
save cancel	

- 4. Under 'reason' select 'excess travel'
- 5. Under 'expenses category' select 'travel'
- 6. Under 'expense item' select 'excess fares SPR'
- 7. Complete total number of miles, journeys etc and save

\*\*\* Please note only one claim form can be submitted per month. Therefore, if claiming for a conference and also claiming mileage within a single month submit one as one whole claim \*\*\*

- 8. Once you have saved this it can be reviewed in the 'my claims' section and submitted (see below).
- 9. You will receive e-mails updating you on the progress of your claim.

#### Claiming Other Expenses

- 1. Other expenses such as conferences, train fares can be claimed by selecting the appropriate option from the dropdown menu.
- 2. If your claim does not fit any of the options (e.g. travel reimbursement for exams) then this can be elaborated on in the 'other details' box.
- 3. Once you have saved the claim then it is added to your 'my claims' section.

=	🔒 Home / My Claims / Curren								
<b>9</b>	Page Options <u>New Expense</u> <u>Claim List</u>	Claim: AWhite11 Claim Details General Information							
	Change View	Claim Name	AWhite11	Claim Total	£0.00				
	Print Submit Claim	Claim Description Number of Items	0	Amount Payable	£0.00				
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- 4. Evidence for these claims are required to be uploaded. Examples include conference certificates, receipts and bank statements. This is done by clicking on this symbol next to the relevant claim:
- 4
- 5. Once you have completed the claim, click submit claim on the left.

### \*\*\*Again please note only one claim per month\*\*\*

You are entitled to claim for travel to/from exams and £55/night for a hotel and £25/night if staying at a friend/relative's house.

You are entitled to claim up to £5 for a lunchtime meal and up to £15 for an evening meal.

You need to estimate the costs on the paper study leave form, so that Dr Weston can provisionally approve it. Don't worry if the numbers don't exactly match the final amounts.