

STUDY LEAVE GUIDE

STEP 1

Discuss and get agreement from your Educational Supervisor (your ST3 practice trainer), add to your PDP in eportfolio. Must be relevant to your GP training curriculum
(You should apply with at least 6 weeks' notice of course date)

STEP 2 (hospital posts)

Discuss and get agreement for study leave from your supervising consultant and your hospital rota coordinator.

STEP 2 (GP posts)

Discuss and get agreement for study leave from your practice manager

STEP 3

Complete Accent online application for leave remembering to **include all anticipated costs when applying**. This will generate an automatic email to admin team.

<https://accent.hicom.co.uk/Portal/Live/Web/>

Click on forgotten Password and it will let you set yourself up, using your email you have been using for your recruitment to the GP training scheme.

Any issues contact the helpdesk on IMSupport.South@hee.nhs.uk

STEP 4

You will receive a notification email from Accent to confirm decision following request – **this is the final stage in authorisation, study leave is not guaranteed until this step**

STEP 5

Book course once authorisation has been received (*do not book course until a decision response has been received*)

STEP 6

Claiming expenses after the course - complete the study leave expenses claim form. Log into Accent, go to the course and click on the expenses. Enter the amount to be claimed. Upload the expense claim form, receipt and certificate of attendance onto Accent. Click on the claim button. This will generate an automatic email to admin team

Claims must be submitted within 3 months of attendance – claims after this period will not be allowable

Reimbursement will be paid directly into your bank account. The form is on our website; <https://gp-training.hee.nhs.uk/gloucestershire/sts/study-leave/>