

Accent Application Flow Chart

It is essential that you complete your application as soon as you have received Educational Supervisor (ES) and Rota Coordinator approval.

Any application completed less than 42 days before the course start date will require a reason to be considered for expenses.

Any applications that would be retrospective will need to be emailed to the study leave team (studyleave.nw@hee.nhs.uk) to be considered and reviewed, if needed, by the Postgraduate Deputy Dean.

Please note expenses may and could be declined, especially if applied for retrospectively or with short notice.

1. Trainee logs into Accent and completes and submits the application. Please note expenses cannot be added after the form has been submitted. Only complete the application once you have received ES and Rota approval.



2. The Administrator will then be notified of your application awaiting approval. Once they have approved the application, the next person in the approval chain will be notified. (Please note the approval chain order might vary)



3. The TPD will then be notified of your application awaiting approval. Once they have approved the application, the next person in the approval chain will be notified. (Please note the approval chain order might vary)



4. HEE admin will then complete the final approval. At this stage you will receive an email notification in Accent advising you this has been approved and providing a direct link to the application. Please check the application to see what has been approved if you have requested expenses. (Please note the approval chain order might vary)



5. Any Appeals against a rejected application should be addressed to the Deputy Dean for Hospital and Community Care and sent via studyleave.nw@hee.nhs.uk