**Study Leave FAQ - Trainee**

**Q1. Where do I find the Study Leave Portal?**

A. The study Leave portal can be found at <https://www.intrepidv10.co.uk/sev>

**Q2. How do I access the Portal?**

A. Log In

To access your account you firstly need to get a PIN number and Password. To access both of these, you will need to:

1. Click on the *‘Forgotten your PIN or Password’* tab on the left hand side
2. In the screen ‘*Password reminder’* enter your email address that you would like to use for study leave
3. Now click on the tabs ‘Send PIN reminder’ and ‘Send Password’ reminder.
4. Automated emails containing your PIN number and Password, will then be sent to the email that you have provided to Severn.
5. This chosen email address will become your ID on the Study Leave system.
6. We suggest that you change your password to something memorable and save the link in your favorites.  You can change your password from within the My Account area once you have logged on.

**Q3. What email address do I use to access the Portal?**

A. Please use the one that you have provided theSevern Postgraduate Medical Education (Severn Deanery). Once you have logged in, then if required you can update your personal details.

**Q4. The computer will not allow me to access the Portal it states that my account is not enabled.**

A. Please contact your School Support Manager. Please see Question 6 to find out who this is.

**Q5. I have changed my email address and now I can’t access the portal, what should I do?**

A. You will need to log into the system using your old email address that has been used to access the Portal until now. Once logged in, you will need to click on ‘My Account’ tab and then on the right hand side click on ‘Change email address’. This will then allow you to update your access email.

To enable the School Support Manager to have the correct address for corresponding with you, you will also need to update your ‘Personal Details’ with your new email address.

**Q6. Who is my School Support Manager?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Speciality** | **School Support Manager** | Working days | **School Support Manager Email address** |
| Core Medicine Training: | Lucy ReevesMatthew Hill | Full time Monday to Friday | Lucy.Reeves@southwest.hee.nhs.ukMatthew.Hill@southwest.hee.nhs.uk |
| Higher Medicine Training (ST3+) (Exc Emgency Medicine) | Lucy ReevesMatthew Hill | Full time Monday to Friday | Lucy.Reeves@southwest.hee.nhs.ukMatthew.Hill@southwest.hee.nhs.uk |
| Pathology | Lucy ReevesMatthew Hill | Full time Monday to Friday | Lucy.Reeves@southwest.hee.nhs.ukMatthew.Hill@southwest.hee.nhs.uk |
|  |  |  |  |
| Paediatrics | Karen Fishenden | Full time Monday to Friday | Karen.Fishenden@southwest.hee.nhs.uk |
| Radiology | Karen Fishenden | Full time Monday to Friday | Karen.Fishenden@southwest.hee.nhs.uk |
|  |  |  |  |
| Psychiatry | Rebecca Williams-Lock | Full time Monday to Friday | Rebecca.Williams-Lock@southwest.hee.nhs.uk |
|  |  |  |  |
| Emergency Medicine: | Alison Needler | Full time Monday to Friday | Alison.needler@southwest.hee.nhs.uk |
| ACCS | Alison Needler | Full time Monday to Friday | Alison.needler@southwest.hee.nhs.uk |
|  |  |  |  |
| Ophthalmology | Debbie Sirett | Mondayto Thursday | debra.sirett@nbt.nhs.uk |
| Obstetrics and Gynaecology | Debbie Sirett | Monday to Thursday | debra.sirett@nbt.nhs.uk |
|  |  |  |  |
| Anaesthetics | Julie Flower | Monday, Tuesday, Thursday and Friday | Julie.Flowers@southwest.hee.nhs.uk |
| Intensive Care Medicine | Julie Flower | Monday, Tuesday, Thursday and Friday | Julie.Flowers@southwest.hee.nhs.uk |
|  |  |  |  |
| Core Trauma and Orthopaedics | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
| Core and General Surgery | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
| Cardiothoracic Surgery | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
| Plastic Surgery | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
| Urology | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
| Oral Maxillofacial Surgery | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
| Neurosurgery | Chad Elliott | Full time Monday to Friday | Chad.Elliott@southwest.hee.nhs.uk |
|  |  |  |  |
| Higher Trauma and Orthopaedic Surgery (ST3+) | Marcelle Hardy | Wednesday and Thursday | Marcelle.Hardy@southwest.hee.nhs.uk |
| ENT (Otolaryngology) | Marcelle Hardy | Wednesday and Thursday | Marcelle.Hardy@southwest.hee.nhs.uk |
| Paediatric Surgery | Marcelle Hardy | Wednesday and Thursday | Marcelle.Hardy@southwest.hee.nhs.uk |
| Public Health | Gemma Cooke | Monday - Thursday | Gemma.Cooke@southwest.hee.nhs.uk |

**Q7. How do I use the Portal?**

A. Once you have logged in, on the left hand-side there is a tab ‘HELP’. Please click on this and then the tab ‘Users Guide’. Please then use the PDF document ‘Leave Manager – Applicant Guide’.

**Q8. What approval do I need before requesting Study Leave?**

A. Before you submit your application online you will need to obtain approval from your Educational Supervisor. Please then complete the section on the Portal stating who has given you this approval and tick the box below.

**Q9. I work in Public Health and we do not have Rota Managers, what name should I put in this section?**

A. Put the name of the person who approves your time out of work. If this is also the Educational Supervisor, please put their name down and then add a comment to explain why.

**Q10. Do I still need to follow the Training Programme study leave process or does this supersede it?**

A. Your Training Programme process still needs to be followed.

**Q11. Can I start an application and save it part completed?**

A. Currently the system does not save part complete applications. Please therefore ensure that you have all the required information before completing a form.

**Q12. Who will approve my study leave from Severn Postgraduate Medical Education (Severn Deanery)?**

1. Your School Support Manager will do this. Please see Question 6 to find out who this is.

**Q13. Can I claim for Study leave expenses through the system as well?**

1. No, all study leave expenses must be claimed through the e-travel system operated by Gloucestershire Hospitals NHS Foundation Trust. (Host employer)

**Q14. Where can I find the Severn Postgraduate Medical Education (Severn Deanery) Study leave Policy?**

1. The Study Leave Policy can be found on the Severn Postgraduate Medical Education’s website under Policies and Procedures, or can be accessed via the following link :  [Severn's Study leave policy](http://www.severndeanery.nhs.uk/about/policies-and-procedures/study-leave-policy/)

**Q15. When I enter the system, I do not have a Leave Manager on the left hand-side, what should I do?**

A. Please contact your School Support Manager. Please see Question 6 to find out who this is.

**Q16. When I click on the Leave Manager post, my post is ‘Closed’, what should I do?**

A. Please contact your School Support Manager. Please see Question 6 to find out who this is. The only exception to this will be when you are on OOP. The post will show as closed as you are ineligible to apply. See Q18.

**Q17. I have had my study leave request authorised, but I now need to change the dates of the course, what should they do?**

A. You will need to cancel this study leave request and re-submit a new one.

**Q18. I am on ‘OOP’ can I still apply for study leave**

1. Whilst on OOP you are not eligible to apply for Study Leave. When you log into the Portal, it will show your time in OOP as ‘Closed’, which means you cannot apply for Study leave. For further information please consultant the Study leave policy. Please refer to Q16 regarding accessing the policy

**Q19. I am on Maternity Leave, can I still apply for study leave**

1. Whilst on Maternity Leave you are eligible to apply for study leave, but unfortunately the system will not allow you to currently apply as you are not in a designated post on the system. We will hopefully have a solution for this soon, but in the meantime please could you complete a paper copy. Please contact your School Support manager, who will be able to provide you with a form. Please see Question 6 to find out who this is.