

# Information for new trainees Curriculum Study Leave



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## Information for New Trainees

Welcome to the East Midlands. Thank you for choosing us!

To help you understand how we manage your Study Leave, we have put together this information sheet. The system we use is designed to be straightforward and efficient, and the details below will guide you through everything you need to know!

Firstly, Study Leave in the East Midlands is called **Curriculum Study Leave (CSL)** because we believe your study leave should always be relevant to your curriculum requirements. It's been that way since August 2013 when we introduced a new online approval process.

### Allowances

- The usual allowance is 30 days per year. As a rule, the 30 days are split into **Internal** and **External** allowances. Usually, you'll get 20 days for internal teaching, and 10 days for everything else (external leave, exam leave and private study for revising before an exam). There are differences though, so check if unsure.
- Trainees who work LTFT, or who start/leave training part-way through the year, receive a pro-rata entitlement.
- The CSL Policy available on our website ([https://www.eastmidlandsdeanery.nhs.uk/policies/study\\_leave](https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave)) has further information regarding study leave processes, rules and requirements

### How to apply

- We use a system called **Intrepid Leave Manager**. This is linked to our central trainee database to manage trainee information – including where you train, your ARCPs and CSL.
- You will be sent an email before you start with login credentials for Leave Manager. You don't need to do anything to receive this, as we've already got your details. Look out for an email from [noreply@intrepidonline.co.uk](mailto:noreply@intrepidonline.co.uk) as it could go into your Junk folder meaning you could miss it! It's important though, so you might want to add that address to your contacts.
- Your application will go to between one and three approvers. They will receive an email to let them know about it. When it's been considered, you'll be notified of the outcome. To claim money back, once you've attended the event, submit your claim to your Trust Study Leave Co-ordinator or, for GP trainees, your GP Programme Office. Trust Study Leave Co-ordinators are based at your local Education Centre, and can give you details of their claims process, or you can ask your local HR department.

### And finally...

- The leave year runs from August to August (changeover dates), regardless of progression/start dates.
- Your allowance and all applications made will be recorded on Leave Manager.
- Queries should be directed to your local Study Leave Co-ordinator. A list is available on our website: [https://www.eastmidlandsdeanery.nhs.uk/policies/study\\_leave](https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave).
- Our CSL Policy is published on our website too – please take the time to familiarise yourself.
- For policy, access or technical queries, email us on our dedicated mailbox: [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk).

## **Course Bookings**

### **Information for New Trainees**

The majority of courses run by Postgraduate Medical and Dental teams, and particularly those run by Schools, are managed through an online course booking management system we call **Course Manager**.

Course Manager provides an online portal for delegates to book a place on a course, provide evaluation after attendance, and then download an electronic certificate (as many times as you need to). Where a fee is applicable, online payment is possible using a Debit or Credit Card. It reduces the administrative time required to manage bookings, enabling us to provide you with a better service.

You can sign up for Course Manager yourself at <https://secure.intrepidonline.co.uk/CourseManager/EMD/>; see the instructions on the next page.

You may browse all the courses on offer without logging in (use the search windows provided). Alternatively, when you log in, you will see all courses that are applicable to you (this is a filtered list based on your 'delegate type').

This system is separate to Leave Manager – which is used by trainees in our region to apply for Curriculum Study Leave. Single sign-on to both systems can be enabled, but it is important to remember that applying for leave, and booking onto a course, are two separate actions.

If you have any queries please email us: [ESD.EM@hee.nhs.uk](mailto:ESD.EM@hee.nhs.uk).

## How to Register and book onto a training session (event)

1. Go to the Course Manager website for the East Midlands (always use this link – do not use Google):  
<https://secure.intrepidonline.co.uk/CourseManager/EMD>
2. Click on the 'Register here' button on the left of the screen.

**SIGN IN**

Email address:

Password:

[→ sign-in](#)

[→ Forgotten your password?](#)

[→ Register here](#)

3. Firstly click to confirm that you are a Clinician and choose the 'Delegate Type' of 'Trainee'.
4. Complete the fields shown below – this screen shot is for Consultants but the main principle applies to all Delegate Types. The list of mandatory fields may vary by Delegate Type – all mandatory fields are written in **BOLD**. Please remember to include your dietary requirements. Whatever you record here is retained for all future bookings.

**\* Mandatory fields are shown in bold**

Email address:

Confirm email address:

Password:

Confirm password:

Are you a Clinician?:  Yes  No

Delegate type:

Job title:

**Surname:**

**Forenames:**

Known as (forename):

Sex:

Date of birth (dd/mm/yyyy):

Telephone:

**Address 1:**

Address 2:

Address 3:

Post town:

Country:

**Post code:**

Training number:

Training start date (dd/mm/yyyy):

Training completion date (dd/mm/yyyy):

Grade:

**Place of work:**

Place of work (other):

Specialty:

Educational supervisor:

Educational supervisor email:

Registration type:

Registration number:

Trust name:

Band:

Dietary requirements:

## Contacting HEE East Midlands

**All calls:** 0300 303 3603, then follow the automated instructions for the appropriate team below

### CSL queries – Faculty Support Team

CSL is managed through Leave Manager, which system allows you to leave to attend events to support your training. The system is self-service, but if you have any queries, the team can help you.

- [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk) – study leave/Leave Manager
  - [https://www.eastmidlandsdeanery.nhs.uk/policies/study\\_leave](https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave)
- [ESD.EM@hee.nhs.uk](mailto:ESD.EM@hee.nhs.uk) – Course Manager

### Rotation queries – Programmes Team

You should contact them if you have any queries about your rotation or if you have anything to tell them that affects your rotation, including (but not limited to) parental leave, compassionate leave, or long-term sick leave (lasting more than 14 **calendar** days), or you want to resign from your programme. You should also contact them if your rotation is incorrect on Leave Manager.

- Foundation: [FoundationProgrammes.EM@hee.nhs.uk](mailto:FoundationProgrammes.EM@hee.nhs.uk)
- General Practice: [GPProgrammes.EM@hee.nhs.uk](mailto:GPProgrammes.EM@hee.nhs.uk)
- Secondary Care: [SpecialtyProgrammes.EM@hee.nhs.uk](mailto:SpecialtyProgrammes.EM@hee.nhs.uk)

### Less Than Full Time (LTFT) training queries – Programmes Team

If you have (for example) child-caring or other caring responsibilities, health concerns or individual developmental opportunities, you may wish to consider working Less Than Full Time. You should also contact them if you want to change your LTFT percentage.

- [LTFT.EM@hee.nhs.uk](mailto:LTFT.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/policies/ltft>

### Out of Programme (OOP) queries – Programmes Team

If you would like to spend time out of your training programme, whether for clinical training (OOPT), clinical experience (OOPE), research (OOPR) or for a career break (OOPC), you can contact the team to discuss this.

- [OOP.EM@hee.nhs.uk](mailto:OOP.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/policies/oop>

### ePortfolio/ARCP queries – Assessments & Revalidation Team

All doctors on GMC-approved training programmes must be assessed at least annually, in line with GMC requirements. The team arranges the ARCP panel meetings, as well as providing support for the various ePortfolio systems.

- General Practice: [GPAssessments.EM@hee.nhs.uk](mailto:GPAssessments.EM@hee.nhs.uk)
- All other specialties: [Assessments.EM@hee.nhs.uk](mailto:Assessments.EM@hee.nhs.uk)

### Revalidation queries – Assessments & Revalidation Team

All fully GMC-registered doctors (usually from F2 onwards) are subject to revalidation. If you have any queries about your revalidation, you should contact the team who will be able to help. You should also return your completed Form R Part Bs to the team.

- [Revalidation.EM@hee.nhs.uk](mailto:Revalidation.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/policies/revalidation>