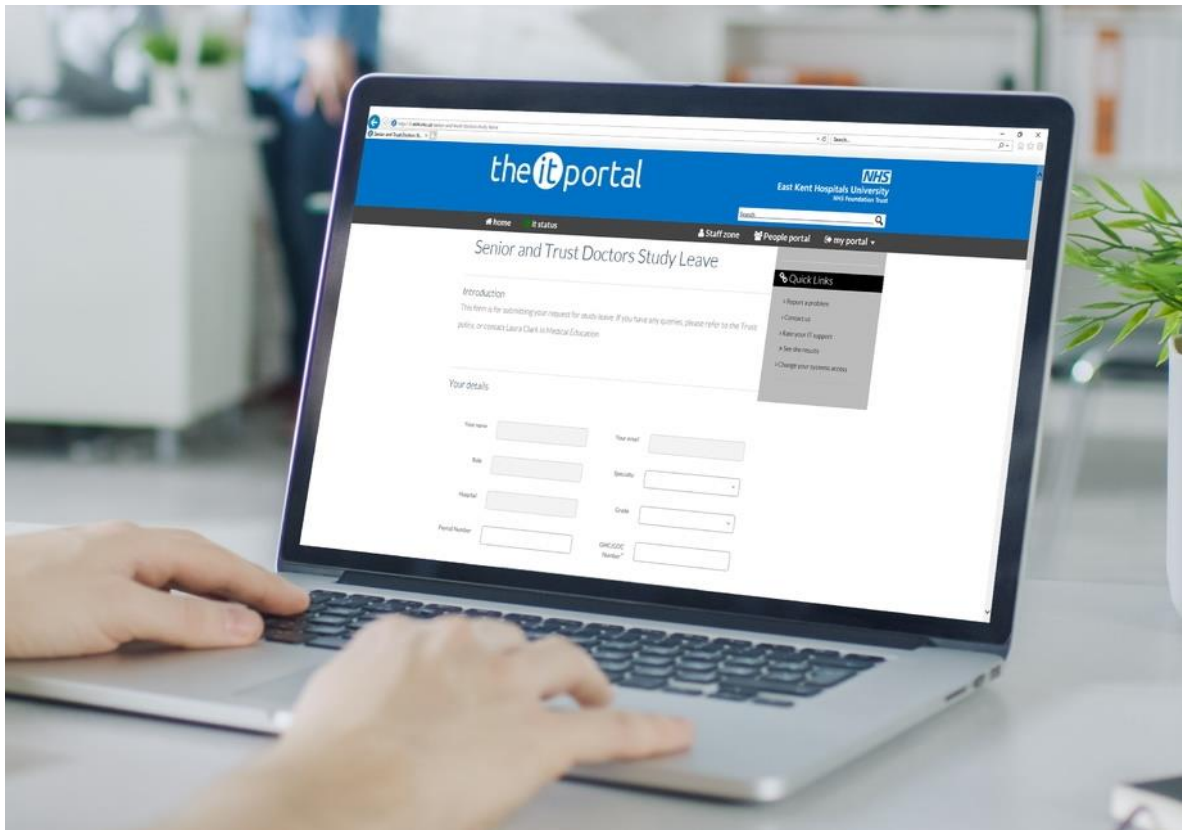


Senior Study Leave Electronic Form Approvers' User Guide



Version 1

September 2019

This is the second part of the Electronic Senior Study Leave application process; comprising a quick guide for all approvers, including **DSAs** and **Clinical Leads**.

DSA Approval Process

As soon as the applicant has submitted their form it will go through two stages of approval: one by the DSA, and the second by the Clinical Care Group Director or Service Lead Approval.

Initially the DSA will receive an email in their NHS Inbox from “**IT Service Support Team**”, with the subject line: “**FOR ACTION: Approval by DSA**”

Application for Study and Professional Leave : RN67433 Approval by DSA / BAM

Approval of DSA / BAM

Please action this form submitted by [redacted] [Click here to respond.](#)

Your details	
Your name	[redacted]
Role	[redacted]
Hospital	QEQM Hospital
Payroll Number	[redacted]
Specialty	Acute Internal Medicine
Grade	Consultant
GMC/GDC Number	436546576
Number of contracted PAs (if applicable)	5
Comments	

Click on the blue text [Click here to respond.](#)

If prompted, log into the People Portal using your AD username and password. You will see the following screen:

Review action

You need to review the following request and respond

Application for Study and Professional Leave : RN67433

Approval by DSA / BAM

Approval of DSA / BAM

This action is waiting for response.

Submitted by [redacted]@nhs.net) Friday, 06-Sep-19, at 15:00

☐ I confirm that cover has been arranged

What type of cover has been arranged?

☐ Locum

☐ Internal

Your Response

Comments

You have 2 actions to respond to...

The approver must verify the details of the request before proceeding. Once confirmed, use the green button to approve the request. If for any reason you need to reject the request, use the comments field to provide details before clicking on the red button.

Alternatively, you can log into the People Portal (<https://hr.ekhuft.nhs.uk/>) and click on **My Actions** to see all the forms that require your approval.

Your Response

Comments

I agree to approve this request

I reject this request

Request Status: Waiting approval

- Approval by DSA / BAM
 - Waiting for response from
 - Approval by Clinical Care Group Director / Service lead
 - This action will start on approval of the previous one.
 - To be actioned by
 - Approval by Medical Education
 - This action will start on approval of the previous one.
 - To be actioned by Medical Education


The details


💡 You have 2 actions to respond to...

Once you have clicked on the relevant form you can approve or reject the request.

Clinical Care Group Approval Process

Once the request is approved by the DSA it advances to the next stage of approval: the Clinical Care Director or the Service Lead. The Clinical Lead will receive an email in their NHS Inbox from "IT Service Support Team", with the subject line: "FOR ACTION: Approval by Clinical Care Group Director..."

 **IT Service Support Team** **FOR ACTION: Approval by Clinical Care Group Director / Se...** Fri 06... 51 KB

 Fri 06/09/2019 15:20
IT Service Support Team <ekh-tr.ITServiceSupport@ekhuft.nhs.uk>
FOR ACTION: Approval by Clinical Care Group Director / Service lead
(EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

Application for Study and Professional Leave : RN67433 Approval by Clinical Care Group Director / Service lead
Please action this form submitted by . [Click here to respond.](#)

Your details	
Your name	
Role	
Hospital	OEOM Hospital
Payroll Number	
Number of contracted PAs (if applicable)	5
Comments	
Your email	@nhs.net
Specialty	Acute Internal Medicine
Grade	Consultant
GMC/GDC Number	436546576

Click on the blue text [Click here to respond](#).

If prompted, log into the People Portal using your AD username and password. You will see the following screen:

The screenshot shows the 'thepeopleportal' interface for East Kent Hospitals University NHS Foundation Trust. The header includes the NHS logo and a search bar. The main content area is titled 'Review action' and states 'You need to review the following request and respond'. It displays a request for 'Application for Study and Professional Leave : RN67433' with an approval by the Clinical Care Group Director. The status is 'This action is waiting for response.' and it was submitted by a user at 15:00 on Friday, 06-Sep-19. A 'Your Response' section has a 'Comments' field. A green callout box at the bottom right says 'You have 2 actions to respond to...'. Navigation links for 'home' and 'my portal' are in the top bar.

The approver must verify the details of the request before proceeding. Once confirmed, use the green button to approve the request. If for any reason you need to reject the request, use the comments field to provide details before clicking on the red button.

Alternatively, you can log into the People Portal (<https://hr.ekhuft.nhs.uk/>) and click on **My Actions** to see all the forms that require your approval.

The screenshot shows the 'My actions' section of the People Portal. It features a table with columns: SUBMITTED, BY, REQUEST, and FOR. Two requests are listed: 'Junior Study Leave' submitted on 04/07/2019 and 'Application for Study and Professional Leave' submitted on 06/09/2019. A 'Showing 2' indicator is present below the table. The footer includes a 'Home' link and the copyright notice '© 2017 East Kent Hospitals University NHS Foundation Trust'. A green callout box at the bottom right says 'You have 2 actions to respond to...'. Navigation links for 'home' and 'my portal' are in the top bar.

SUBMITTED	BY	REQUEST	FOR
04/07/2019		Junior Study Leave	
06/09/2019		Application for Study and Professional Leave	

Once you have clicked on the relevant form you can approve or reject the request.