NHS
Health Education England

Admin view - Absence list table

This is an example for 'Study leave' and 'Relocation'

Sick leave and Annual leave will be post MVP and not in L3 at this stage

We also need to confirm which 'Absence' types will be in the L3 for MVP

This type of leave is not seen as an Absence, and will only be viewed occasionally but Admin user, so not to be held with L3 Absences.

Adding an absence
The current form style will be used for this section at the top of the Absence page

Viewing list table
The tables will follow the styling and structure off the Placements table. (Content will obviously be relevant to Absence)

Editing the Table content
This again will be the same as the functionality in Placements tables show in the following pages.

Desktop Grid 50/24/5

Phone Number 9px
07265594268 16px

NHS
Health Education England

TRAINEE INFORMATION SYSTEM   James Harrison

People   Posts   Programmes   Reference   Revalidation

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Seth Kwasi Amenyo Horsu - 06fdf37

Create absence

Personal details & record ∨

Personal details & record					
Sensitive data					
Qualifications					
Programme membership	C / GDC / PH	Current Post ▼	Site / Trainer ▼	Role ▼	Status ▼
Placement	3312	EOE/812 /800/GPSTR	Sundon medical centre	Dr in training	Active
Assessment	3312	South West - Peninsular	Urology	08/05/2017	08/12/2017
Revalidation	112	South West - Severn	Radiology	08/05/2017	08/12/2017
Study leave	679	South West - Peninsular	Oncology	08/05/2017	08/12/2017
Relocations	3312	South West - Severn	Sexual health	08/05/2017	08/12/2017
Documents	112	South West - Peninsular	Urology	08/05/2017	08/12/2017
	3312	South West - Peninsular	Urology	08/05/2017	08/12/2017

Below is the example of creating a 'Study Leave' Absence

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Create absence

Absence management ∨

CREATE A STUDY LEAVE

Trust/Payee	Refreshments Costs	Other Costs * please specify	Trainee Surname
Lorem Ipsum Trust ∨	116.75	50.00	Doe
Name of Course	Lecture / Tutor / Resource Fees	Total cost (Auto)	Trainee GMC Number
Lorem Ipsum	220.00	456.75	273537151437
Course location	Materials Costs (Optional)	Number of trainees attended	Trainee GDC Number
Lorem Ipsum	316.75	1	635265181910
Dates	Room Hire / Venue Hire	Trainee Forname	
20/02/18 - 31/11/18	150.00	John	
Ends			

Starts		Course name	Total cost	Status
Future				
▸ 06/06/2018	29/01/2019	Study leave	30.00	F
Current				
▸ 02/08/2017	23/09/2017	Course	50.00	C
Past				
▸ 28/07/2017	01/08/2017	Sick leave	20.00	P
▸ 13/06/2017	27/06/2017	Study leave	10.00	P
▸ 01/02/2017	08/02/2017	Sick leave	50.00	P
▸ 03/08/2016	04/08/2016	Sick leave	10.00	P

Save

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Absence management ⌄ |

Create absence

STUDY LEAVE

Starts	Ends	Course name	Total cost	Status

Future

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Dates	Room Hire / Venue Hire	Trainee Forname	
20/02/18 - 31/11/18	150.00	John	

Starts	Ends	Course name	Total cost	Status
06/06/2018	29/01/2019	Study leave	30.00	F

Current

| 02/08/2017 | 23/09/2017 | Course | 50.00 | C |

Past

28/07/2017	01/08/2017	Sick leave	20.00	P
13/06/2017	27/06/2017	Study leave	10.00	P
01/02/2017	08/02/2017	Sick leave	50.00	P
03/08/2016	04/08/2016	Sick leave	10.00	P

Update

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Absence management ⌄ |

Create absence

STUDY LEAVE

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01/02/2017	08/02/2017	Sick leave	50.00	P
03/08/2016	04/08/2016	Sick leave	10.00	P

Update

Absence for Study leave - Updated feedback example

TRAINEE INFORMATION SYSTEM   **James Harrison**

People   Posts   Programmes   Reference   Revalidation

Updated ⊘

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Create absence

Absence management ⌄ |

STUDY LEAVE

Starts	Ends	Course name	Total cost	Status

Future

⌄

Trust/Payee	Refreshments Costs	Other Costs * please specify	Trainee Surname
Lorem Ipsum Trust ⌄	116.75	50.00	Doe

Name of Course	Lecture / Tutor / Resource Fees	Total cost (Auto)	Trainee GMC Number
Lorem Ipsum	220.00	456.75	273537151437

Course location	Materials Costs (Optional)	Number of trainees attended	Trainee GDC Number
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▶ 06/06/2018	29/01/2019	Study leave	30.00	F

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Past

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▶ 13/06/2017	27/06/2017	Study leave	10.00	P
▶ 01/02/2017	08/02/2017	Sick leave	50.00	P
▶ 03/08/2016	04/08/2016	Sick leave	10.00	P

Update