

St Helens and Knowsley Lead Employer Update - GP North West

Anne Potter – HR Service Manager
Hayley Proudlove – HR Business Partner



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The Lead Employer Team

● Employment Services

Suzanne Lea – Head of Employment Services
suzanne.lea@sthk.nhs.uk

Chloe Foo - Team Leader
chloe.foo@sthk.nhs.uk
 0151 290 4380

Employment Services Team
lead.employer@sthk.nhs.uk
 0151 290 4490

● Payroll Services

leademployerpaysroll@sthk.nhs.uk
leademployerepenses@sthk.nhs.uk
leademployer.pensions@sthk.nhs.uk

● HR Case Management

Debbie Livesey – Head of HR & Stakeholder Engagement
debbie.livesey@sthk.nhs.uk

Hayley Proudlove – HR Business Partner
hayley.proudlove2@sthk.nhs.uk
 0151 290 4512

Anne Potter – HR Service Manager
Anne.potter@sthk.nhs.uk
 0151 290 4245

Jennifer Tully – HR Advisor
jennifer.tully@sthk.nhs.uk
 0151 290 4425

● Occupational Health

well.being@sthk.nhs.uk / 0151 430 1985



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 St Helens and Knowsley
 Teaching Hospitals
 NHS Trust

Who does what?

Employment Services Team

- Pre-employment checks
- Issue contracts
- Process maternity / paternity / adoption / shared parental leave
- Process excess mileage / removal of expenses
- Process work schedule changes
- Answer generic employment-based queries



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Who does what? HR Advisory Case Management

- Provide HR advice and support
- Process occupational health referrals
- Provide guidance about key HR policies including attendance management, conduct, grievance, dignity at work.
- Manage long term sickness cases in line with Trust policy.
- Link in with HEE regarding the on-going management and support of trainees.



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Doctors & Dentist Review Group (previously DiD)

- The DDRG meets on a monthly basis and is chaired by the Postgraduate Dean/Deputy. The DDRG considers cases on an individual basis. There are three broad categories which the group use when reviewing individual referrals as follows:
 - Education
 - Conduct
 - Health
- Problems that are of a straight forward nature, will generally be handled by the Local Education Providers and will be dealt with by individual Education Supervisors, the LE HWWB department and/or Director Medical Educational/Medical director.
- Where matters of Conduct or Clinical Governance are highlighted then in these circumstances please do not hesitate to contact Lead Employer HR.
- The main purpose of any intervention will be to provide support and agree remedial action plans for doctors in training. Where possible the aim is to resolve the majority of concerns raised through on-going assistance and support. Or aim is to offer appropriate support to prevent concerns escalating to a more serious level though early intervention i.e. observed changes in behaviour, avoidance of certain shifts, absence themes etc.
- The DDRG jointly agree appropriate mechanisms for supporting cases and clear actions are noted including agreement of communication cascade to relevant parties
- The Lead Employer has a HWWB Department that provides high level and best practice services and support for all trainees.
- Our Aim is to provide an effective, fair & supportive model for any Doctor in Difficulty.



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Doctors & Dentist Review Group (DDRG)

- When would you refer a GP trainee to DDRG ?

When a trainee has caused concern to his or her supervisor about their ability to carry out their duties, which has caused unusual measures to be put in place.

- What are the triggers for raising concerns?

Patterns and repetition, sudden out of character behaviour with no obvious explanation, higher than expected levels of sickness, one offs that are more serious but that the trainee fails to rationalize.

- Who makes a referral ?

Referrals to DDRG should be made via the HoS who will determine whether a formal referral to DDRG is required. Lead Employer in conjunction with AD and HoS may also request that a trainee is reviewed at DDRG.

- Levels of concern.

3 levels of concern:

Level 1 (no harm or risk to patient, trainee and staff)

Level 2 (potential or actual harm or risk to patients, trainee or staff)

Level 3 (Harm has occurred to patients, trainee or staff, Reputations are at serious risk) **refer to HEE NW document**
(provide link to the HEE NW website)



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Attendance Management

- Reporting procedure
- Self certificates / Fit notes
- Return to Work Toolkit
- Occupational Health Referrals
- Long Term Sickness – over 4 weeks
- Welfare meetings
- Reasonable adjustments / restrictions including phased RTW
- Support services e.g. EAP / GP Health Service / Access to Work
- LE reporting mechanisms



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Management Scenario 1

- A trainee calls informing you that they have broken their arm over the weekend whilst on a night out, they want to know where they need to send their fit note?
- In addition they have asked can they come into work and do some non-clinical duties?
- What would you do?
- What policies may be of use to you?



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Conduct

- Follow the LE Disciplinary Policy & Procedure which incorporates the MHPS framework – ensuring fairness and consistency for all trainees.
- Any concerns that arise should be shared promptly with the LE who has responsibility for the trainee
- The investigation should be led by LE working collaboratively with the host organisation.
- Role of Lead Employer Medical Director, Dr Terry Hankin.
- Third parties e.g. NHS Resolution, Police, Safeguarding, NPL, GMC.
- Key steps of the process
- Support mechanisms



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Management Scenario 2

- A trainee has called to inform you that they were arrested yesterday evening due to allegations being made against them of inappropriate conduct towards a vulnerable adult during a night out.
- They have advised you that due to them not being released from the Police until the early hours of the morning they will be a couple of hours late for work.
- What would you do?
- What policies may be of use to you?



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Respect and Dignity at Work / Grievance

- Two separate policies
- Responsibility Matrix
- DAW Policy – concerns raised regarding bullying and harassment and any protected characteristics under Equality Act 2010.
- Grievance Policy – concerns / complaints regarding employment e.g. salary, banding, policy.
- Process – informal & formal.



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Management Scenario 3

- A trainee has advised that their clinical supervisor has racially discriminated against them in relation to their Work Place Based Assessments.
- What would you do?
- What policies may be of use to you?



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Lead Employer Policy Development

- StHK continues to ensure that Lead Employer Policies are regularly updated to ensure compliance with legislation and national terms and conditions and we continue to work closely with our LNC and policy sub-group to review policies and address any key matters. Please do not hesitate to contact a member of the Lead Employer team should you require further information.

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Any questions



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