

GP Specialty Registrars – Frequently Asked Questions Factsheet

(August 2023)

Lead Employer	
Q1	Who is the Lead Employer?
A1	<p>Gloucestershire Hospitals NHS Foundation Trust (GHNHSFT) became the Lead Employer for <i>all GP Specialty Registrars</i> through Health Education South West (HESW), Severn Postgraduate Medical Education from April 2013.</p> <p>This means GHNHSFT will be your Employer for the duration of your training (GP StR 1, 2 & 3) and is responsible for employment matters for the duration of your Training Programme, including pre-employment checks, issuing contracts of employment, salary payments etc.</p> <p>Contacts: Richard Giles – Head of Recruitment & Resourcing Ed Drain – GP Medical Staffing Officer Kasia Fawke – GP Medical Staffing Officer</p> <p>On the following pages you will find answers to the most frequently asked questions that we receive regarding employment with us. We will be pleased to help you regarding any matters or queries that you may have; therefore please contact us on ghn-tr.gptraineer@nhs.net</p>
Q2	Why have a Lead Employer?
A2	<p>A Lead Employer model offers a number of benefits to all stakeholders.</p> <p>Examples of some of the key benefits are:</p> <ul style="list-style-type: none">➤ An end to end Trainee employment life cycle➤ Continuous management and support➤ Equitable treatment of GP Trainees➤ Reduced risk➤ Improved governance➤ Economies of scale savings for the local health economy➤ Overview of regional good/bad practice➤ Development of expertise➤ Including for non-core services i.e. Safeguarding➤ Regional ‘employment support and expertise’ working with the Professional Support Unit➤ Supporting Medical Revalidation➤ Regional educational training events➤ Regional reporting➤ Greater ability to deliver change across the local health economy➤ Regional/national influence➤ Continuous review of regional services➤ Centralised recruitment processes (e.g. employment checks etc.)➤ Linking to stream lining agendas with pro-active/preventative services➤ Working closely with GMC/BMA/NCAS/JDAT/NHS Employers and other professional bodies.
Q3	When do I get paid and which pay scale am I on?

A3	<p>Our Trusts payday is on the last working day of each month, the only exception to this is if that falls on a weekend or bank holiday, when it is paid on the previous banking day (Monday to Friday).</p> <p>The link below provides the basic rates of pay per annum for a Specialty Registrar (for both pay scale codes MN37 and MS 01, 02 + 03 depending on contract worked). Please note that from August 2017, all new trainees will be employed under the 2016 Junior Doctor’s Contract.</p> <p>https://www.nhsemployers.org/articles/pay-and-conditions-circulars-medical-and-dental-staff</p>
Q4	Where will my payslip be sent?
A4	<p>Trust payslips are electronic and can be viewed through ESR. Please follow the guidance attached below.</p> <p>Please note that paper payslips are no longer issued.</p> <p>Please ensure you have informed us of your NHS email address so that we can set you up to access the system.</p> <p>If you have any issues accessing your payslips please contact ghn-tr.payrollqueries@nhs.net</p> <p>SmartCard Users ESR Self Service Log-In Guide</p>
Q5	How will you know which tax code to put me on?
A5	<p>Upon receipt of your P45 from your previous employer, ensure that you send parts 2 and 3 to us as soon as possible thereafter, retaining part 1a for your records. Alternatively we will require you to complete the HMRC Starter Checklist and return this to us before your first pay day. It is important that you return these forms otherwise you may pay more tax than necessary.</p> <p>Should you have any queries regarding your tax code, please contact HMRC:</p> <p><u>Contact Details</u></p> <p>HMRC - Telephone 0300 200 3300. Ask for ‘083 GNT’ and have your National Insurance number ready. (Found on your payslip).</p>
Q6	How will my student loan be deducted from my salary?
A6	<p>We will make student loan deductions if any of the following apply:</p> <ul style="list-style-type: none"> • you provide us with a P45 stating that student loans deductions need to continue • you tell us that you are repaying a student loan on the HMRC Starter Checklist • HMRC sends us a Start Notice form SL1 because you are now eligible to start repaying your student loan <p>If you have a query about your student loan, you should contact the Student Loans Company.</p>
Pension	
Q7	Where can I find more information about the NHS Pension?
A7	<p>Further information can be found in the NHS Pension Scheme Guide which was provided to you with your Conditional Offer of Employment letter or on the NHS Pensions website - please click here</p>

Q8	I have a NHS Pension Added Years and/or Additional Pension contract that I have taken up in a previous post, who do I inform?
A8	It is your responsibility to inform us that you have an Added Years and/or Additional Pension contract. Please ensure this information is provided on the NHS Pension New Employee Questionnaire form provided with your Offer of Employment letter.
	Relocation & Expenses Claims
Q9	Can I claim removal expenses on taking up my GP training post and to whom do I apply?
A9	<p>From 1 November 2020, the new arrangements for the payment of relocation and excess mileage expenses came into effect for doctors and dentists in training, and public health trainees. These have been developed through close coordination with the BMA and following discussion with the RJDC in Peninsula and Severn and apply to all trainees across the South West from the 1st November 2020.</p> <p>The policy outlining relocation and excess mileage claims can be found on the Deanery website along with guidance on submitting claims.</p> <p>Please note that you will need to complete the ‘eligibility form’ before submitting any claims.</p> <p>For more information on the new arrangements, please visit https://www.hee.nhs.uk/news-blogs-events/news/new-national-arrangements-payment-relocation-expenses-costs</p> <p>Claims for expenses in connection with the removal of effects must be made within three months of the incurring authorised expenditure.</p>
Q10	How do I claim for travel expenses and what can I claim?
A10	<p>In July 2019, NHS Employers, the British Medical Association and Department of Health and Social Care (DHSC) agreed to reflect provisions in the terms and conditions of service for NHS Doctors and Dentists in Training (England) for additional mileage/expenses for GP trainees. This provision allowed doctors working in GP practices to be reimbursed for certain travel costs where they may be required to use their personal vehicle for home visits.</p> <p><i>Schedule 11 para 16 within the T&Cs states:</i></p> <p><i>Doctors working in a GP practice setting who are required to use their own vehicle on the expectation that home visits may be required to be undertaken shall be reimbursed for the cost of mileage from home to principal place of work, and any associated allowances.</i></p> <p>NHS Employers published their guidance on the 27th November at https://www.nhsemployers.org/articles/guidance-gp-trainee-mileage</p> <p>Details regarding your eligibility for excess mileage under this provision and the process for submitting a claim is available on the HEE SW website, please click on the relevant link below to access.</p>

	https://severndeanery.nhs.uk/about-us/policies-and-procedures/severn-relocation-guidance/show/gp-home-visit-mileage-2
Q11	When should I claim travel?
A11	<p>Travel claims should be sent to us on a monthly basis and they must be done within three months of the expenditure. Please ensure all claims are made within the respective financial year.</p> <p>No claims, unless in exceptional circumstances, will be approved over 3 months old.</p>
Leave	
Q12	How do I apply for annual leave?
A12	<p>Leave requests should be submitted directly to your Host Organisation who are responsible for approving your leave.</p> <p>It is the Trainee's responsibility to ensure they keep an updated record of their annual leave and that importantly leave is pro-rata to be taken in line with their placements.</p> <p>Annual leave should be used in each rotation and only in very exceptional circumstances would it be considered to carry over annual leave for example, life changing events. This must be discussed and agreed with your current and future placement.</p> <p>Should you have any further questions around annual leave please do not hesitate to contact the Lead Employer at ghn-tr.gptrainee@nhs.net</p>
Study Leave & Expenses	
Q13	How do I apply for study leave and/or expenses?
A13	All matters to do with study leave are administered by Health Education England. Further information can be found on their website – please click here
Maternity, Paternity & Adoption Leave	
Q14	What are my entitlements for Maternity, Paternity or Adoption Leave?
A14	<p>It is important that in all cases you notify your ourselves and GP Programme Manager by email with the GP Change Form* at the earliest opportunity.</p> <p>Legally we must be notified at least 15 weeks prior to your expected due date.</p> <p>Shared Parental Leave/Pay is available to be applied for should you wish to apply for this, please contact us for further information.</p> <p>*The GP Change Form can be found later in section headed 'General - Who do I notify of any changes in my circumstances?'</p>
Sickness Absence & Emergency leave	
Q15	What should I do if I am off sick?

A15	<p>If you are sick and unable to attend work it is imperative that you personally make contact immediately on the first day of absence with:</p> <p>When in a Hospital Post:</p> <ul style="list-style-type: none"> • HR contact at hospital placement in line with local procedures • Rota Manager at hospital placement & Clinical Supervisor • GP Programme Manager and Lead employer by email with the GP Change Form <p>When in General Practice:</p> <ul style="list-style-type: none"> • Practice Manager in line with local procedures • GP Programme Manager and Lead employer by email with the GP Change Form • Educational Supervisor <p>*The GP Change Form can be found later in section headed 'General - Who do I notify of any changes in my circumstances?' Failure to notify the required people may have a serious consequence on your training and employment/pay records.</p> <p>In addition to the above, if the absence is greater than 3 calendar days, a self-certification form will be required – please click here for a copy, or a medical certificate will be required for absences over 7 calendar days. It is important that medical certificates are provided in a timely manner, failure to provide regular medical certificates to cover periods of absence may result in sick pay being withheld. Both of the above should be sent to ghn-tr.gptrainee@nhs.net</p>
Q16	What if I have an emergency at home?
A16	<p>This covers unforeseen domestic emergencies that require the immediate attendance of the employee (GP Specialty Registrar), and may include emergencies with dependants (spouse, child or parent), or for domestic emergencies such as fire or robbery in the employee's own home.</p> <ul style="list-style-type: none"> • Employees can only take one day's leave for each emergency situation, and emergency leave may be granted up to twice in any one leave year • Leave is granted to enable the employee to attend to the emergency and put in any necessary ongoing arrangements such as alternative care <p>Depending on the circumstances and any frequency of requests for emergency leave, we may consider other options in addition/instead of granting paid leave, these may include unpaid leave, use of annual leave or TOIL, change of shift pattern.</p>
Absence from Training and Additional Training Requirements	
Q17	I have been absent due to sickness, jury service or through maternity and paternity leave. Do I need to make the time up?
A17	<p>The RCGP will allow time off from the training programme for sickness absence, jury service, maternity leave or paternity leave, or carer's leave in accordance with the contractual arrangements with the current employer. However, the total, aggregated allowance for sickness absence, jury service and or maternity/paternity leave must not exceed one week in any post, up to a maximum of two weeks in a twelve month training period, and six weeks over the three-year training period.</p> <p>Any sickness and/or jury service and/or maternity/paternity leave and/or carer's leave taken in excess of this must be made up in full, but not necessarily in the speciality or post where the absence occurred.</p>

	<p>Trainees should confirm with the RCGP and their deanery that their plans to make up lost time will mean that their programme of training conforms, on completion, with regulatory requirements.</p> <p>It is RCGP and GMC guidance that training periods of less than three months in duration will not normally count towards a CCT. However, in cases where a GP in training has to make up time lost through sickness, jury service and/or maternity/paternity leave; the College may be able to request that GMC accept training periods of less than three months towards a CCT as long as a full three year training programme is completed. The final decision regarding this lies with GMC.</p>
Q18	Where do I find more information on Medical Indemnity?
A18	All matters to do with Medical Indemnity are administered by Health Education England. Further information can be found on their website – please click here
Performers List	
Q19	I am due to commence a GP practice placement. Do I need to apply directly to the Performers List?
A19	<p>Update for GP Registrars</p> <p>The National Health Service (Performers Lists) (England) (Coronavirus) (Amendment) Regulations 2020 (Coronavirus Legislation) legislation exempts GP Registrars (GPRs) from the requirement to be included in the Medical Performers List when performing primary medical services whilst it remains in place. This exemption arises from the basis that all GPRs are employed by a Lead Employer that is a Designated Body and that their Responsible Officer is the HEE Dean. Should the Coronavirus Regulations be repealed before any amendment to the England Performers Lists Regulations has been enacted, GPRs will need to be included in the List and further instruction will be provided at that time.</p> <p>If you have any questions, please get in touch with your local Health Education England (HEE) point of contact.</p>
General Questions	
Q20	What other conditions of training and employment do I need to be aware of?
A20	<p>Trainees must remain GMC registered with a current licence to practise at all times while holding a current Severn GP NTN number. This is a HESW School policy, and a requirement in the Gold Guide. Voluntary erasure from the register would compromise right to a CCT. The ‘Gold Guide - A Reference Guide for Postgraduate Specialty Training in the UK’ can be found in the attachment below.</p> <p>The Gold Guide 8th edition</p>
Q21	Who do I notify of any changes in my personal circumstances i.e. address, working hours etc?
A21	<p>You will need to complete a GPST Change Form attached below. This form is to be used to communicate ANY change which may include, but is not limited to:</p> <ul style="list-style-type: none"> • Sickness Absence • Change of address • Changing email address or phone • Changing supervisor

	<ul style="list-style-type: none"> • Changing placement • Changing from full time training to less than full time, or vice versa • Taking time out of programme • Going on maternity or paternity leave <p>It is essential we hear from you if any changes take place that may affect your training. If we don't hear from you it could affect your training record or create possible pay issues.</p> <p>Severn School of Primary Care Change Form (GPST)</p>																								
Q22	Work Schedules																								
A22	<p>When in Hospital/Trust posts, your work schedule will be sent to you by your Host Organisation.</p> <p>When in a General Practice rotation we will send you a template work schedule. Your actual work pattern will be agreed with and issued by your Practice.</p> <p>We are happy to check the rota provided by your Practice for compliance.</p> <p>Please follow the link below for useful information regarding the working week:</p> <p>https://primarycare.severndeanery.nhs.uk/training/trainees/the-working-week-and-the-new-junior-doctor-contract-njdc/</p> <p>https://www.nhsemployers.org/articles/work-scheduling-templates-2016-junior-doctors-contract</p>																								
Q23	Who are my GP Programme Managers?																								
A23	<table border="1"> <thead> <tr> <th></th> <th>Programme Manager</th> <th>Email</th> <th>Telephone</th> </tr> </thead> <tbody> <tr> <td>Bath:</td> <td>Paula Cain</td> <td>Paulacain@nhs.net</td> <td>01225 824894</td> </tr> <tr> <td>Bristol:</td> <td>Mandy Price</td> <td>Mandy.price@nbt.nhs.uk</td> <td>0117 323 8598</td> </tr> <tr> <td>Gloucestershire:</td> <td>Lindsey Buckenham</td> <td>lindsey.buckenham@nhs.net</td> <td>0300 422 4292</td> </tr> <tr> <td>Somerset:</td> <td>Penny Bridges</td> <td>Penny.bridges@ydh.nhs.uk</td> <td>01935 384670</td> </tr> <tr> <td>Swindon:</td> <td>Michala King</td> <td>michala.king1@nhs.net</td> <td>01793 604424</td> </tr> </tbody> </table>		Programme Manager	Email	Telephone	Bath:	Paula Cain	Paulacain@nhs.net	01225 824894	Bristol:	Mandy Price	Mandy.price@nbt.nhs.uk	0117 323 8598	Gloucestershire:	Lindsey Buckenham	lindsey.buckenham@nhs.net	0300 422 4292	Somerset:	Penny Bridges	Penny.bridges@ydh.nhs.uk	01935 384670	Swindon:	Michala King	michala.king1@nhs.net	01793 604424
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Information and documents attached to this Factsheet were correct as at August 2023 and therefore may be subject to change and will supersede that given here.