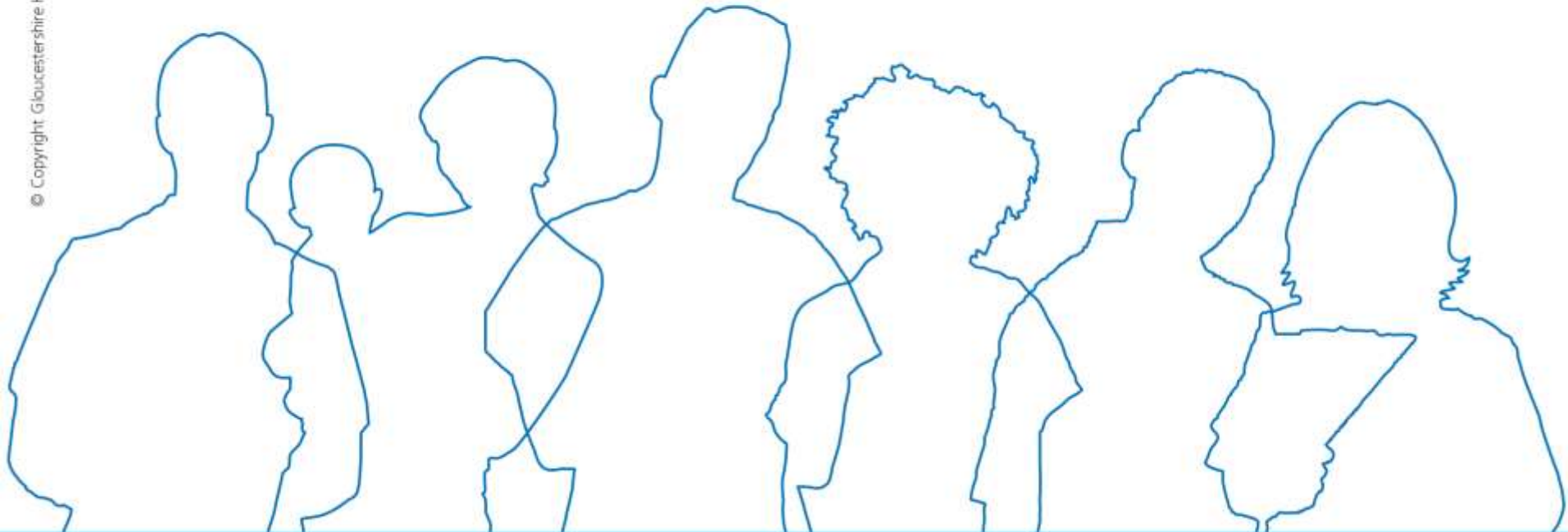


NHSE Working across the Southwest

Lead Employer Presentation

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Who are we?

Lead contacts: Ed Drain– GP Medical Staffing Officer
Kasia Fawke – GP Medical Staffing Officer

Address; Gloucestershire Hospitals NHS Foundation Trust
2nd Floor, Beacon House
Great Western Road
Gloucester
Gloucestershire
GL1 3NN

Tel: 0300 422 3144

Email: ghn-tr.gptraineer@nhs.net

The Severn School of Primary Care

- Geographical Areas Covered:
 - Bath
 - Bristol
 - Gloucestershire
 - Somerset
 - Swindon

Services Provided by Medical Staffing

- Pre-employment Checks i.e. DBS, OH
- Contracts / Work Schedules / Payroll
- Maintaining employment relationship
- [Relocation & Travel Expense Claims](#) (click on link)
- Advice & Guidance on policies
- Absence Management i.e. sickness, maternity, paternity etc.

Typical Training path of a GP Specialty Registrar

ST1 & 2 – spread across the 2 years you will do:

- 12 months hospital experience
- 6 months general practice
- 6 months community post

ST3

- 12 months GP in your Educational Supervisors practice

When do I get paid?

- Last day of the month, if this falls on a weekend or bank holiday then payment is made on the Friday before.

WARNING

Tax Alert!!

How do I get the correct tax code?

- P45
To be provided to you from previous employer
- Please email a PDF copy of your P45 to payroll as soon as you receive it to:

ghn-tr.payrolldocuments@nhs.net

What does my payslip look like?

ASSIGNMENT NUMBER 12345678		EMPLOYEE NAME MR A N OTHER			LOCATION GRH		
DEPARTMENT CHERRY WARD		JOB TITLE Nurses Band 5 - Cherry Ward			PAYSCALE DESCRIPTION Review Body Band 5		
	SAL/WAGE 23208.00		INC DATE 01 OCT 2023		STANDARD HRS 19		PT SAL/WAGE 11758.72
	TAX OFFICE NAME Bootle		TAX OFFICE REF		TAX CODE 1257L CUMUL		NI NUMBER NB123456T
PAY AND ALLOWANCE (- = MINUS AMOUNT)					DEDUCTIONS (R INDICATES REFUND)		
DESCRIPTION	WKS/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	86.06	86.06	11.8589	1021.43	PAYE	201.52	
Basic Pay Arre				232.40	NI A	103.40	
Bank Holiday EN Arre				3.27	Pension	91.01	
Night Duty EN	49.50	14.85	11.8689	176.25	Car Parking	4.34	
Night Duty EN Arre				8.34	Staff Lottery	1.00	
Saturday EN Arre				9.42			
Sunday EN Arre				18.57			
Unsocial EN	4.50	1.35	11.8689	16.02			
Unsocial EN Arre				2.73			
WTD Pay				26.81			
OSP Average Pay Arre				1.47			
Year to date balances (This employment only)					This Payslip Summary		
GROSS PAY 7638.84		TAXABLE PAY		7180.30	PENSIONABLE PAY	7518.79	UNPAID PAY - 3462.76
NI LETTER A		TAX PAID		907.50	TAX PERIOD	6	NET - TAXABLE PAY OVER TOTAL
NI PAY 7638.84		PREVIOUS TAXABLE PAY		0.00	FREQUENCY	Monthly	PAYMENTS TO DATE
OTHER NI PAY		PREVIOUS TAX PAID		0.00	PERIOD END DATE	30 SEP 2022	TOTAL DEDUCTIONS 491.27
NI CONTRIBUTIONS 482.96		PENSION CONTRIBUTIONS		458.34	PAY DATE	30 SEP 2023	
PENSIONABLE PAY 7638.84		EMPLOYEE NO		12345678	PAY METHOD	BACS	NET PAY 1115.52
SD REF NUMBER							

What does my payslip look like?

Assignment Number	This is an important identifier and should be quoted in all pay related queries and correspondence you may have. If you have more than one post, these are indicated by the addition of -2 or -3.
Tax & NI Information	Useful information that you may need if you have to contact your tax office for any reason.
Salary/Wage	This box shows the full-time salary paid.
Incremental Date	Shows the date of your next increment or when you reached the maximum point.
Standard Hours	The number of hours you are contracted to work.
Payscale Description	The Payscale that you are currently paid on.
Salary/Wage	This box shows the actual salary paid. The amount will be pro-rata for part-time staff.

List of Common Abbreviations Used on the ESR Payslip	
ARRS	Arrears payment
EN	Enhancement payment (eg. unsocial)
OT	Overtime payment (eg. Saturday)
NNI	Payment not subject to NI contributions
NP	Non-Pensionable
NT	Payment not subject to income tax
NW	Payment not subject to working time directive
OMP	Occupational maternity pay
OSP	Occupational sick pay
R	Refund
SMP	Statutory maternity pay
SSP	Statutory sick pay
WTD	Working time directive

Pay & Allowances	<p>Monies that you are entitled to receive will be shown here. Basic Pay is for the current month. Any Enhancements, Additional Basic Pay or Overtime will be from shifts you worked in the previous month.</p> <p>Enhancements are paid at a percentage of the hours worked. For example, night duty for a Band 5 nurse is paid at 30%. You will see in the payslip example 49.50 hours have been worked at night. However only 30% of this is paid (14.85)</p> <p>Any line with Arrs on the end will relate to any corrections that have been made in a previous pay period.</p>
Deductions	Your total earnings will be assessed each period and any resulting statutory and/or voluntary recoveries will be shown here. This example shows a deduction made for entry into the Staff Lottery.
Year to Date Balances	This area shows totals for income tax (including details from previous employment), national insurance and pension from the beginning of the tax-year. (April – Week 1 or Month 1), up to and including the current pay period.
This Period Summary	This section provides details relating to your current payment. Totals of payments and deductions are shown together with details about the pay period itself and when you can expect your Net Pay to be paid.
Net Pay	The amount of pay that will be transferred to your Bank Account.

E-Payslips & Payroll

- You can access your payslip and personal information held on ESR at any time whether at work, home, or on the move via a smartphone.
- Online Payslips – Access to all of your historic payslips
- Total Reward Statements – Information about your pension and other benefits
- Access to Information held about you – Your address, emergency contacts etc.

For more information about ESR search the intranet or click the link below:

<https://intranet.gloshospitals.nhs.uk/hr-training/electronic-staff-record-esr/how-access-esr/>

For more information about Payroll search the intranet or click the link below:

<https://intranet.gloshospitals.nhs.uk/hr-training/pay-benefits/pay/>

It's your ESR

The MyESR App has arrived.

The MyESR App can be downloaded from your App Store!

The MyESR App is now available for all ESR Users to download and offers a great opportunity for all ESR Self Service Users on the move!

To help ensure that the App gives you all the functionality you would expect we will be applying new features and updating the App based on recent feedback from some of our pilot users.

Some of the App's key features are detailed within this flyer, but for full details of the App's capabilities please see our webpage on www.roadmapeducation.online/MyESRApp.html

To download the ESR App please go to your mobile device providers App Store, search for 'MyESR' and download the App to your device.



My Employee Self Service (My ESS)
Follow a quick link to the Internet Self Service portal providing access to the usual online Self Service function such as Payslips and Absence Calendar, whilst on the move.



My TRS
Follow a quick link to the NHS Total Rewards Statement website to view an overview of the Employment Benefits and the value of the employee NHS Pension Scheme benefits.



ESR Status
The current status of ESR services is refreshed throughout the day. You will also be sent push notifications advising of any planned system downtime or service issues.



ESR News
Read the latest ESR News publications.

- ➔ Search for the "MyESR" App via your mobile device providers App Store or scan using the QR Code
- ➔ Please direct all queries about the App to the Chat function.



Arrangements for Pay

- Basic pay
 - Basic salary at a nodal point linked to the grade and level of responsibility required in post to which you have been appointed.
- Additional hours
 - Those set out in the work schedule over 40 up to 48.
- Pay enhancement
 - An enhancement of 37% of the hourly basic rate shall be paid on any hours worked between 21.00 and 07.00, on any day of the week.
 - Where a shift is worked which begins no earlier than 20.00 and no later than 23.59, and is at least 8 hours in duration, an enhancement of 37% of the hourly basic rate shall be payable on all hours worked up to 10.00 on any day of the week.
 - Where a shift ends between 00:00 and 04:00 (inclusive), the entirety of the shift will attract an enhancement of 37 per cent of hourly basic pay.

Arrangements for Pay

Doctors in training basic pay

Grade	Stage of training	Grade code	Nodal point	Value (£)
Foundation Doctor Year 1	FY1	MF01	1	29,384
Foundation Doctor Year 2	FY2	MF02	2	34,012
Specialty Registrar (StR) (Core Training)	CT1	MC51	3	40,257
	CT2	MC52		
	CT3	MC53	4	51,017
Specialty Registrar (StR) (Run-Through Training) / Specialty Registrar (StR) (Higher-Training) / Specialist Registrar (SpR)	ST1 / SpR1	MS01	3	40,257
	ST2 / SpR2	MS02		
	ST3 / SpR3	MS03	4	51,017
	ST4 / SpR4	MS04		
	ST5 / SpR5	MS05		
	ST6 / SpR6	MS06	5	58,398
	ST7 / SpR7	MS07		
	ST8 / SpR8	MS08		

Arrangements for Pay

- Weekend allowance
 - Rostered to work at a weekend (defined as one of more shifts/duty periods beginning on a Saturday or a Sunday) at a minimum frequency of 1 in 8 across the length of the rota cycle.
- On-call availability allowance
 - Payment for average hours of work undertaken whilst on call, either in the workplace or remotely.
- Flexible pay premia
 - Paid for:
 - General Practice Training Programmes (during GP placements only)
 - Psychiatry Core Training
 - Psychiatry Higher Training
 - Emergency Medicine (ST4 and above only)
 - Dual Qualification Oral and Maxillofacial (ST3 and above only)
 - Histopathology (ST1 and above)

Arrangements for Pay

Weekend allowance

A doctor rostered to work at the weekend (defined as one or more shifts/duty periods beginning on a Saturday or a Sunday) at a minimum frequency of 1 in 8 across the length of the rota cycle will be paid an allowance. These will be set as a percentage of full time basic salary in accordance with the rates set out in the table below:

		Nodal point 1	Nodal point 2	Nodal point 3	Nodal point 4	Nodal point 5
Frequency	Percentage	Value (£)	Value (£)	Value (£)	Value (£)	Value (£)
1 in 2	15%	4,408	5,102	6,039	7,653	8,760
<1 in 2 – 1 in 3	10%	2,939	3,402	4,026	5,102	5,840
<1 in 3 – 1 in 4	7.50%	2,204	2,551	3,020	3,827	4,380
<1 in 4 – 1 in 5	6%	1,764	2,041	2,416	3,062	3,504
<1 in 5 – 1 in 6	5%	1,470	1,701	2,013	2,551	2,920
<1 in 6 – 1 in 7	4%	1,176	1,361	1,611	2,041	2,336
<1 in 7 – 1 in 8	3%	882	1,021	1,208	1,531	1,752
<1 in 8	No allowance	No allowance	No allowance	No allowance	No allowance	No allowance

The weekend allowance for less than full time (LTFT) staff is explained in schedule 2 paragraph 6 of the 2016 TCS.

Arrangements for Pay

On-call availability allowance*

Nodal point	Value (£)
1	2,351
2	2,721
3	3,221
4	4,082
5	4,672

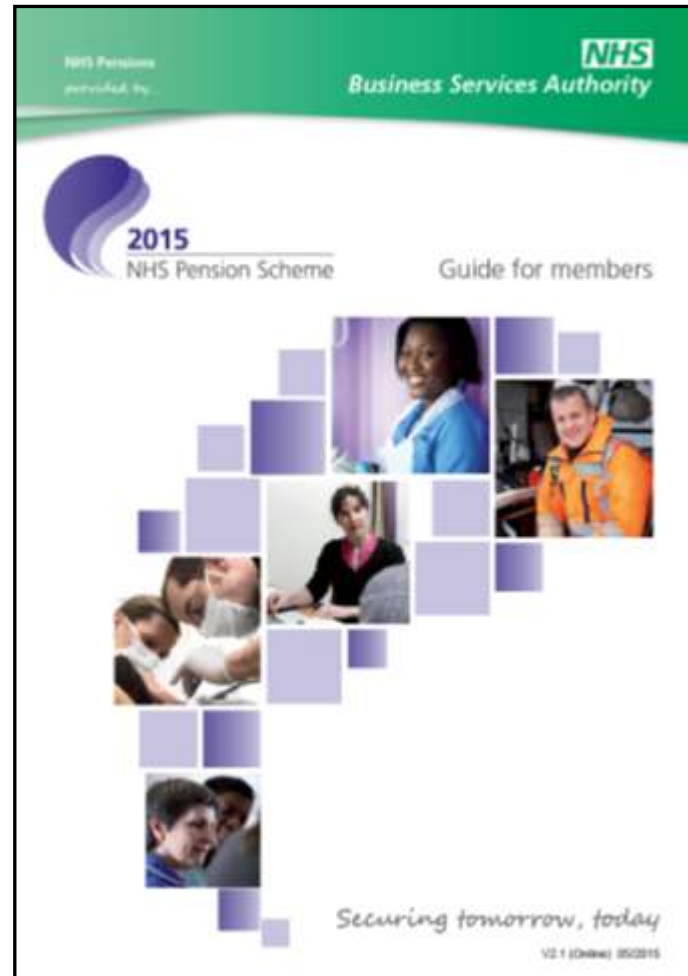
* payable only to doctors working on-call rotas, as defined in paragraphs 9-13 of Schedule 2 of the 2016 TCS.

LTFT allowance

A doctor who is training less-than-full time will be paid an annual allowance of £1,000. This allowance will be paid on top of the doctor's salary and will be spread over the year, paid in monthly instalments.

Those trainees who are in receipt of the £1,500 transitional LTFT allowance, which was introduced under the terms of the 2016 contract, will continue to receive this as per Schedule 15, but will not receive the £1,000 permanent allowance on top of this. Once their entitlement to the transitional £1,500 allowance ends, they will then be eligible to receive the £1,000 allowance.

NHS Pension Scheme Guide



How do I join?

- Every eligible employee is automatically a member of the scheme on joining the NHS

Pensionable salary range from 1 October 2022 (the new salary ranges have been consulted on and will be published shortly on www.gov.uk):	Contribution rates from 1 October 2022 (based on actual annual pensionable pay):	Future planned contribution rates (based on actual annual pensionable pay):
Up to £13,246	5.1%	5.2%
£13,247 to £16,831	5.7%	6.5%
£16,832 to £22,878	6.1%	6.5%
£22,879 to £23,948	6.8%	6.5%
£23,949 to £28,223	7.7%	8.3%
£28,224 to £29,179	8.8%	8.3%
£29,180 to £43,805	9.8%	9.8%
£43,806 to £49,245	10%	10.7%
£49,246 to £56,163	11.6%	10.7%
£56,164 to £72,030	12.5%	12.5%
£72,031 and above	13.5%	12.5%

Additional Benefits of Scheme

- Early Retirement
- Transferring benefits into the NHS Pension Scheme within 12 months of being eligible to have joined – previous private or occupational pensions (not existing NHS Pension benefits)
- Increasing benefits through Additional Pension Purchase
- Ill Health Retirement
- Life Assurance and Family Benefits
- Further information can be found at:
www.nhsbsa.nhs.uk/Pensions

Work Schedules

- The employer or host organisation shall design schedules of work that are safe for patients and safe for doctors and shall ensure that work schedules are adhered to in the delivery of services.
- The employer/host organisation will be responsible for ensuring that a generic work schedule is prepared for the post, which takes into account:
 - a) the expected service commitments, and
 - b) the parts of the relevant training curriculum that can be achieved in the post. This element must be consistent with the post's Application for Approval of a Training Post, which will be agreed with the postgraduate daen
- A work schedule may be subject to review from time to time

Guardian of Safe Working

- Prof Mark Pietroni (Interim)

The guardian shall:

- a) Act as the champion of safe working hours for doctors in approved training programmes.
- b) Provide assurance to doctors and employers that doctors are safely rostered and enabled to work hours that are safe/compliant.
- c) Receive copies of exception reports in respect of safe working.
- d) Escalate issues in relation to working hours.
- e) Guardian and Director of Medical Education jointly establish a Junior Doctors Forum

Exception Reporting

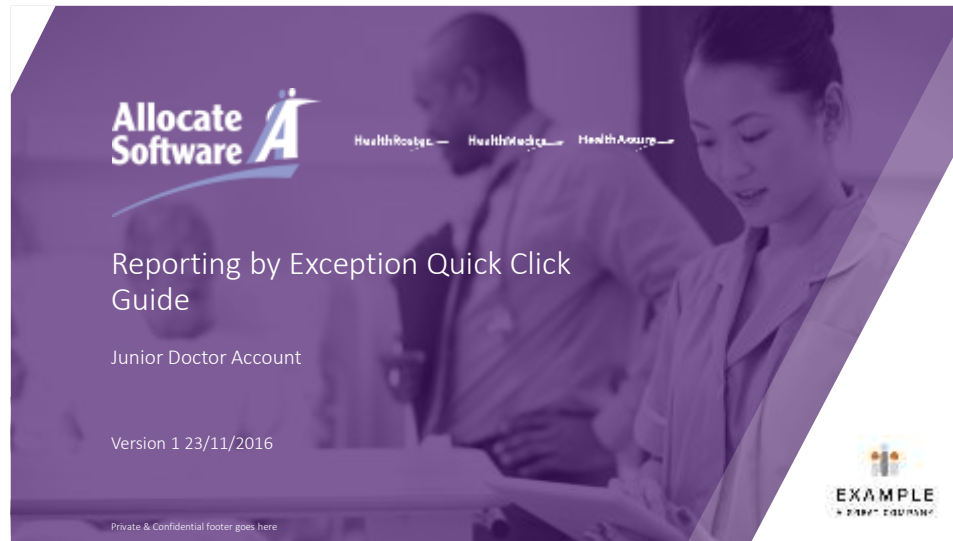
- The purpose of exception reports is to ensure prompt resolution and/or remedial action to ensure that safe working hours are maintained.
- Doctors can use exception reporting to inform the employer when their day-to-day work varies significantly and/or regularly from the agreed work schedule. Primarily these variations are likely to include (but are not limited to):
 - a) differences in the total hours of work (including opportunities for rest breaks)
 - b) differences in the pattern of hours worked
 - c) differences in the educational opportunities and support available to the doctor and/or
 - d) differences in the support available to the doctor during service commitments

Exception Reporting (cont.)

- Your employer/host organisation will provide access to their Exception Reporting system upon commencement and will provide details on how to use this.
- The doctor should send exception reports electronically. This should be as soon as possible after the exception takes place, and in any event within 14 days (or 7 days when making a claim for additional pay)

Exception Reporting

- Allocate Exception Reporting



Too Tired To Drive Home Facilities

- Available at ED Receptions on both sites
- Sign – in and take an envelope
- **NOT FOR OVERNIGHT USE – only a rest/nap**
- **You must sign out a room for every rest period – don't just stay**
- Open to all Junior Medical Staff

Locum Work

- Where a doctor intends to undertake hours of paid work as a locum, additional to the hours set out in the work schedule, the doctor must initially offer such additional hours of work exclusively to the service of the NHS via an NHS staff bank. The requirement to offer such service is limited to work commensurate with the grade and competencies of the doctor rather than work at a lower grade that the doctor currently employed to work at. The doctor must inform their employer of their intention to undertake additional hours of locum work. The doctor can carry out additional activity over and above the standard commitment set out in the doctors work schedule up to a maximum average of 48 hours per week (or up to 56 hours per week if the doctor has opted out of the Working Time Regulations (WTR))
- Under the new Terms and Conditions of Service (TCS), a doctor opting out of the WTR weekly hours limit is still bound by all other limits set out in the WTR and in the TCS.



LOCUM'S NEST

Forget agencies



What is Locum's Nest?

Locum's Nest is an initiative founded by doctors, with the aim of improving access to locum bank work opportunities across the Trust.

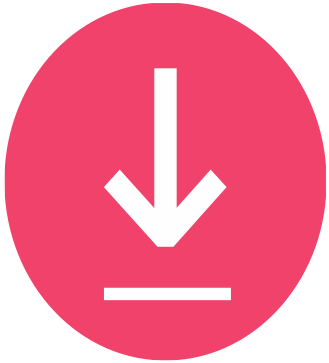
All available bank shifts for doctors in selected departments at our hospitals are live on the Locum's Nest app, which is free to download and use.



The Daily Telegraph

**TOP 5 IDEAS TO
SAVE THE NHS**

Take control of your bank shifts



Download and register in minutes. The app is free to download, and you can register using your GMC number and NHS email address or photo ID.



No more paperwork. As substantive employees, you won't need any additional paperwork to get started.



Book a shift in seconds. Browse and filter shifts by organisation/grade/specialty, and apply at the push of a button.



Digitally submit and track your timesheets. All timesheets are submitted digitally via the app. Our timesheet tracker allows you to be on top of your payments.



DOWNLOAD NOW



Claire Emmerson:
claire@locumsnest.co.uk



Annual Leave

- Annual leave year runs from the start of the doctor's appointment.
- The annual leave entitlement for a full-time doctor is,
 - On first appointment to the NHS; 27 days
 - After five years' completed NHS service: 32 days
- A doctor working less than full time will be allocated leave on a pro rata basis.
- Where the doctor's contract or placement is for less than 12 months, the leave entitlement is pro rata to the length of the contract or placement.
 - e.g.. If your leave entitlement is 27 days and have 3 x 4 mth placements, you will take 9 days in each placement. You would need approval from your next placement to carry over any outstanding leave you have not taken. It is your responsibility to obtain agreement.
- A minimum of six weeks' notice of annual leave to be approved in accordance with local policies and procedures.
- As leave is deducted from the rota before average hours are calculated for pay purposes, leave may not be taken from shifts attracting an enhanced rate of pay or an allowance. Where a doctor wishes to take leave when rostered for such a shift or duty, the doctor must arrange to swap the shift or duty with another doctor on the same rota. It is the doctor's responsibility to arrange such swaps and the employer is not obliged to approve the leave request if the doctor does not make necessary arrangements to cover the shifts.

Absence Reporting

- When you know you will be unable to attend work, contact as soon as possible:
 1. Medical Staffing -Telephone 0300 422 2935 (24hr answer machine)
 2. Your supervisor within your department/rota co-ordinator
 3. At weekends, specialty on-call consultant and medical staffing (24hr answer machine).
- You will be asked:
 1. how long you think the absence period is likely to last
 2. when you are next on shift
- Please ensure you keep in regular contact.
- Forward a medical certificate for absence of 7 days or more to the medical staffing department.

GP Change Form

- • Sickness Absence
 - • Maternity/Paternity
 - • Change of Address
 - • Change of email/phone
 - • Changing Supervisor
 - • Changing Placement
 - • Change in hours
 - • Time out of programme
 - • Other reasons
- DOWNLOAD THE FORM FROM THE WEBSITE
 - <http://gp-training.hee.nhs.uk/gloucestershire/wp-content/uploads/sites/75/2023/09/GPST-change-form.doc>

SuppoRTT & LTFT Champion



Dr Leena Nathwani
SuppoRTT Champion
and LTFT Lead
Consultant Paediatrician
ghn-tr.supporttchampion@nhs.net

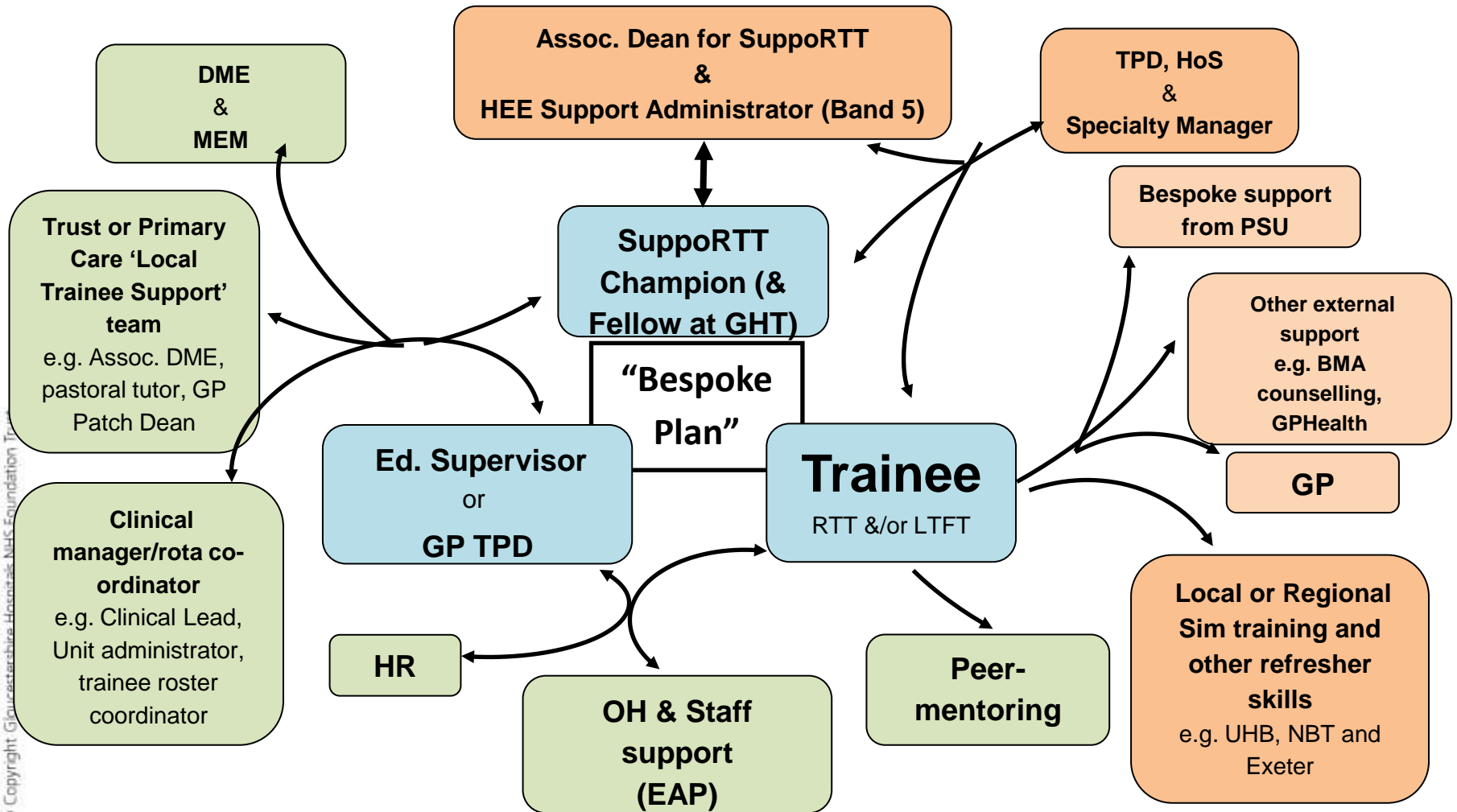
What is SuppoRTT?



SuppoRTT Overview

- SuppoRTT is a national initiative to help improve the experience of doctors returning to their clinical training after a break of 3+ months.
- Reasons for time out might include Academic Research, Parental/maternity leave, overseas work and shielding.

Our Approach in the South West



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Period of Enhanced Supervision

- Initial period of 10 working days (FTE) upon returning to work where sensible adjustments are made to a trainee's clinical commitments, e.g:
 - Directly supervised operating lists
 - Reduced patient numbers in clinic
 - Supervised ward rounds
- Consultants within the department should be informed of the trainees return from a period of absence
- **No out-of-hours work should be undertaken during this time, unless it is in a shadowing capacity**

Our SuppoRTT team

- **SuppoRTT Champion & LTFT Lead, Dr Leena Nathwani**
- If you are a trainee or an educational supervisor who needs advice or help arranging a supported return to work, email ghn-tr.supporttchampion@nhs.net
- **SuppoRTT clinical fellow, Dr Megan Keys**
- If you have questions about SuppoRTT, want to request a peer mentor, or concerns about your own experience, email ghn-tr.supporttfellow@nhs.net
- **SuppoRTT and PGME Administrator, Suveetha Prakash**
- If you are due to return or have recently returned to training and haven't been contacted by the SuppoRTT team, please email [Suveetha Prakash](mailto:SuveethaPrakash) or call 0300 422 3058
- **SuppoRTT Clinical Psychologist, Dr Ashlyn Firkins**
- Please email [Ashlyn Firkins](mailto:AshlynFirkins)

SuppoRTT Resources

GHNHSFT

<https://intranet.gloshospitals.nhs.uk/hr-training/training-development/post-graduate-medical-education/supportt-supported-return-training/>

Regional/National

<https://severndeanery.nhs.uk/about-us/supportt-2/>

<https://www.hee.nhs.uk/our-work/supporting-doctors-returning-training-after-time-out>

Essential Information

- **Do not share passwords**
- **Do not look up any information about a friend, relative, colleague, celebrity or yourself.**
- **Accessing confidential data is strictly on a need to know basis**
- **Any of these could lead to disciplinary proceedings or possible dismissal**

Inclusion Network

Network Aims

- Enable every voice to be heard at all levels of the organisation.
- Grow a safe, respectful and inclusive space for colleagues to connect in their shared experiences.
- Proactively tackle unlawful discrimination in the workplace.
- Change and raise awareness by normalising discussions around equality, diversity and inclusion.
- Celebrate and recognise the diversity of our workforce.



More information and becoming a member of the Inclusion Network - [Click here](#)



Questions?

- If you have specific questions please contact Medical Staffing on:

Tel: 0300 422 2935

Email: ghn-tr.medical.staffing@nhs.net