**How to Apply for Inclusion on the Devon Performers List**

You are supposed to be on the Performers List before starting your first GP placement. The application may take several weeks to process and so you should start well in advance of your GP placement.. The performers list is managed by NHS Shared Business Services. The Deanery cannot help with the process, so if you encounter any problems then you should contact Kathryn Leaning at NHS SBS. Her email address is [SBS-I.ContractsSW@nhs.net](mailto:SBS-I.ContractsSW@nhs.net" \t "_blank)

The process to apply for inclusion on the list is as follows:

1. Download and complete application form [http://www.england.nhs.uk/wp-content/uploads/2013/10/perf-list-app-form.pdf](http://www.england.nhs.uk/wp-content/uploads/2013/10/perf-list-app-form.pdf" \t "_blank)
2. Gather together all of the documents listed on the application form **except**:

* **Occupational Health** – Despite the instructions on the form you do not need a letter from a SEQOHS accredited Occ Heath department stating fitness to practice – and the Hospital Occ Health department is not SEQOHS accredited anyway so they cannot help. Instead you need to fill in an occupational health form which can be obtained from Kathryn Leaning if you send her an email (see above)
* **Disclosure and Barring Service** – you do not need a recent DBS certificate. Instead you need to obtain a DBS application form from Kathryn Leaning – she will post this to you if you email her with your address. You will need to pay for the DBS application. Currently this costs £63.80 - you pay this by cheque when you submit the form in Exeter.

1. Contact the local NHS Shared Business Services office in Exeter to book appointment to attend in person with application form and all supporting documents. Email [SBS-I.AppointmentsDevon@nhs.net](mailto:SBS-I.AppointmentsDevon@nhs.net" \t "_blank) to tell them when you intend to go for your appointment. The address for their office is Camberwell House, Grenadier Road, Exeter Business Park, EX1 3LQ.