

GP trainee scheme news

Information and news for GP trainees

Issue 27

Jan 2021

An important word from your lead employer

Hello, happy new year and welcome to the January 2021 edition of the Royal Free Lead Employment Service GP trainee newsletter.

Thank you for the amazing contributions so many of you have made and continue to make to support the NHS in managing this pandemic.

Important Updates:

- GP Lead employer contract
- February rotation pause
- Covid Advice line
- Current shielding advice
- Wellbeing support
- Online OH referral system
- Annual leave
- Who to email for what
- GP Travel expenses update
- E- expenses
- Study leave
- Payday
- E- payslips
- Absence reporting
- Offer/contract
- Resignations

This is **your** newsletter, if you would like anything added into it, or to have more information regarding certain topics – then please email rf.leademployerservice@nhs.net with your suggestions.

Please read through this newsletter first before you call us as the information may be in here. Our number is: 0203 758 2059

We have a long awaited update on the GP Travel expenses for GP based at a practice – please read below for more information.

We have a new and exciting process for study leave as it is moving on to e-expenses. E-expenses for GP's is a new process for us so we welcome your feedback on it.

We appreciate your continued dedication and resilience during this pandemic.

Stay safe

Lisa Fowler
Lead employment service manager
Royal Free Lead Employment Services

GP Lead employer contract

We are delighted to inform you that Royal Free London NHS Foundation Trust will be taking over as lead employer for trainees on general practice training programmes across London from 1st April 2021 and also trainees on public health training programmes across London, Kent, Surrey and Sussex from the 1st April 2021.

As you are aware we are the current lead employer for trainees on the general practice training programmes in north London and are looking forward to continue supporting trainees in these programmes and we are looking forward to building new relationships with the new trainees.

February rotation pause

As a result of the current COVID surge and the unique challenges this has resulted in across London, Health Education England (HEE) London has taken the decision to “pause” the rotation of all HEE trainees due to rotate in February 2021 for a period of 4 weeks to support both the delivery of patient care and to protect and maintain pastoral and wellbeing support of trainees.

Doctors in training have had a crucial role in the response to the COVID-19 pandemic over the past year, going above and beyond across London to care for patients. The current COVID surge has resulted in significant challenges for provider organisations in the delivery of clinical care as well as significant impact on educational capacity to support Trust and local induction to ensure a safe transition for learners to their new placements and the potential wider effects on the public of having a lot of people moving around. In addition, a significant number of trainees are already redeployed to COVID facing activity/rotas. Therefore HEE London has made this difficult decision with patient safety and learner well-being at the forefront of considerations

New starters to training programmes (e.g. GP training) will be unaffected by the pause and will start on the 3rd February 2021 as planned. The expectation is that returners from out of programme (OOP) and parental leave will also be unaffected.

Am I an exception to this?

HEE acknowledge that there will be exceptional reasons where a rotation in February 2021 will be necessary for an individual trainee. If you believe that you may be eligible for consideration of an exception to the rotation pause, you should discuss with your TPD in the first instance without delay. If an exception to the pause is agreed, this will be communicated to us by HEE, and we will confirm to the relevant individuals once we are informed.

If I am not rotating in February - what happens to my pay?

You should be paid on the basis of your current contract of employment, adjusted as necessary if you are doing extra work on a “Covid rota” (i.e. you should be paid on the basis of either your current (pre-February 2021) work schedule or your “Covid rota”, whichever is the higher. You will not be protected on the basis of your February offer, as that offer has been withdrawn and so you have been unable to take up the offer.

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| <p>Covid advice line</p> | <p>The trust has a COVID-19 (coronavirus) advice line for all staff for further information call 020 7830 2886 ext. 31275 Monday to Friday between 8am and 5pm or email rf.covidadvice@nhs.net</p> |
| <p>Current shielding advice</p> | <p>In line with the latest government advice, all extremely clinically vulnerable staff will receive a shielding letter with the latest guidance.</p> <p>Once staff shielding receive this letter, please share a copy with your line manager and the employee relations team by email: rf-tr.ER-C19@nhs.net</p> <p>Managers of staff who are shielding will be asked to provide work for them to undertake at home.</p> <p>If you are pregnant you will need your line manager to complete a covid-19 risk assessment for you.</p> |
| <p>Well-being support</p> | <p>The Trust has the REST HUB which has been set up to support trainees with Resilience and Emotional Support as we face the demands of COVID-19 – please call: 0207 317 7503 or email: rf.emotionalsupport-covidresponse@nhs.net</p> <p>This REST HUB provides information on how to access all psychological and wellbeing support services available to trainees, including links, apps and useful information to help trainees as individuals and as leaders with their resilience and emotional needs. This hub was curated by the mental health professionals currently working in our Trust and content is managed by REST.</p> <p>For individual support please see below for the care first, occupational health and peer support tabs. Trainees can also contact their GP, talk to the Samaritans (116 123 or https://www.samaritans.org/) or, in an emergency, their local A&E department.</p> <p>For more information about the psychological therapies and/or psychiatry services provided in the Trust please contact rf.psychologicaltherapies@nhs.net</p> |
| <p>Online OH referral system</p> | <p>The new online management referral process to enable managers to complete all management referrals online is now live.</p> <p>Managers would be able to log directly onto the COHORT occupational health portal. This will not only enable a quicker turnaround for all referrals from initial receipt and triage at Occupational Health to an appointment being made and a report being produced, but also enables the Manager to track and control the trail of all their referrals on one screen.</p> |

Annual Leave

During the COVID-19 emergency, we understand that different annual leave arrangements have been made in different organisations. Where possible, annual leave and time off in lieu owed to staff should be taken – it is important that rest is offered and taken.

Pre-booked leave for February should be honoured where at all possible and the normal, contractual provisions around leave will continue to apply. However it is recognised that in the current pandemic, local employer restrictions on the taking of leave will apply with due regard given to the health and wellbeing of affected staff. Where leave cannot be taken, you can by agreement carry it over to your next placement; where this cannot be agreed, then any remaining leave owing can be paid out instead.

If you have outstanding annual leave that you are unable to take in your current placement, you may have the opportunity to take some of this leave in February if you are now not rotating.

What do I do if I have outstanding annual leave for my rotation/placement?

- a. ensure that you endeavour to take as leave the minimum leave required for health and safety reasons (14 days, including bank holidays, in a six-month period).
- b. explore with your next placement taking your leave in excess of the amount of leave you accrue in your next employment
- c. if leave cannot be used or carried over the trust will pay for the leave due.

Your practice managers and host trusts will be emailed the attached spreadsheet for undertaken annual leave. If you still have outstanding leave then we will need the approval and confirmation of number of days to be paid by your host trust/practice manager via this spreadsheet.

This spreadsheet must be sent to rf.leademployerservice@nhs.net by your host trust/practice manager (not by yourselves) no later than the 31st January (if you have a leave or rotation date in February) and no later than the 28th February (if you have a leave of rotation date in March) so that we have time to process this for the payroll deadlines.

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| <p>Who to email for what</p> | <p><u>Information for who you should contact:</u></p> <p>For any query regarding; indemnity, LTFT information, relocation, DBS update service, designated body, study leave queries, SuppoRTT for returning trainees, training allocations, adjustments to training pattern/Out of Programme, Fourteen Fish Platform and e-portfolio please go via the Health Education England PGMDE Support Portal: https://lasepgmdesupport.hee.nhs.uk/support/home</p> <p>For any policy or application queries including maternity/paternity leave, absence, special leave, cycle to work scheme, car lease scheme or if you need an employment reference please email the service desk on: RF-TR.ERService@nhs.net</p> <p>For any pay query/P60 request/P45 request/mortgage request please contact our payroll department (SBS) first via the following link: https://nhssbs.microsoftcrmportals.com/</p> <p>When you log your query - please take note of the reference number they give you as we will need this should we need to get involved. Although SBS should be able to resolve the query for you in the first instance.</p> <p>For the submission of Relocation expenses please contact: rf-tr.gpleomonthly-return@nhs.net</p> <p>For assistance with the submission of travel expenses/study leave and system queries please contact: rf-tr.expenseclaims@nhs.net</p> <p>For update information on anything to do covid; isolating, travel, latest news please contact: rf.covidadvice@nhs.net</p> <p>For any query regarding your work schedule/contract – please contact your host trust/practice manager in the first instance to ensure that they have sent us the correct information for yourself. You could also check your e-portfolio.</p> <p>For any query pertaining to returning from maternity leave, KIT days, work schedule/contract query (if you have contacted your host trust/practice first) please contact: rf.leademployerservice@nhs.net</p> |
| <p>GP Travel expenses update (when based at a Practice)</p> | <p>Sent on behalf of Jonathan Howes</p> <p>Dear Colleagues</p> <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</p> |

visits.

Schedule 11 para 16 within the T&Cs states:

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.

NHS Employers published their guidance on the 27th November at <https://www.nhsemployers.org/news/2020/11/guidance-for-gp-mileage-reimbursement>

HEE has agreed with NHS Employers how this new provision will be implemented and funded.

- HEE will fund all back dated GP mileage claims between 6th September 2019 and 27 November 2020.
- The mileage will be paid at 28p per mile and there is no cap on eligible mileage.
- Claims for the above mileage are only applicable for GP Trainees whilst based within a GP Practice
- Trainees cannot claim for any home to base miles that have already been claimed under the HEE Removal and Excess Mileage.
- From 28th November 2020 HEE will only reimburse cost of mileage and associated expenses for an average of three days a week during the reference period/rotation.
- A Practice may reimburse trainees if they wish them to undertake more than the three-day home visit average, but this will not be reimbursed by HEE.
- Work schedules should prospectively reflect when home visits will be expected to be undertaken

What do I need to do?

Even though HEE have advised the ability to claim return mileage can be backdated Royal Free was paying employees 56p per mile not 28p per mile therefore in theory we have already paid the equivalent of 28p per mile there and 28p per mile for the return journey.

However if you have any queries regarding the above please email: rf-tr.gpleomonthly-return@nhs.net

E-expenses

E-expenses system for trainees based at a practice only.

The e-expenses system launched in December 2020. We wanted to streamline the process to make it a more effective and efficient system. Please see attached guidance and car user registration form.

You should submit expenses on a monthly basis, for the month that has just finished. You are only allowed to submit one claim per month.

Instead of filling in forms you will just need to submit your travel expenses online (desktop or via a mobile phone app), you will still need authorisation from your practice manager.

Instead of your practice manager needing to sign a physical paper form, you will liaise with your practice manager and send them an email informing them of what expenses you have submitted the practice manager should approve this and email back to you with confirmation, then you will need to upload this confirmation email to e-expenses.

Without this approval and confirmation email and your completed car registration form (you only need to submit this form once) you will not receive your payment for any expenses submitted.

In line with Royal Free policy, claims received more than three months after the date they were incurred will not be reimbursed

Study Leave

Study leave is moving on to e-expenses for GP trainees based at a hospital and practice as of the 1st February 2021.

How do I claim for study leave expenses?

Please see attached the E-expenses Guide and Support (Study Leave) document, and also the GP Study Leave Process (Host Trust/Practice) documents.

You need to contact your local medical education departments (if based in a Trust) /programme directors (if based in a GP surgery) with individual study leave queries and follow local processes.

All reimbursements for study leave whether in a GP or hospital post are paid via the lead employer. Royal Free are not managing individual study leave queries, only facilitating the reimbursement of study leave / educational allowance costs that have been approved locally.

Trainees need to directly upload their certification of attendance, course approval and submit their expenses in the RFL E-expenses system before 5pm on the 1st of the month in order for it to be processed.

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| <p>Pay day</p> | <p>Pay day is the last Wednesday of the month.</p> <p>MySBSPay App, allows NHS employees to view, download and interrogate their payslips and P60's, it can count down to their next pay day and use the FAQ and Chat bot functionality to raise pay related queries, thus reducing the admin burden on in-house payroll/GP teams. The MySBSPay app is available to download from the iTunes store for Apple devices and Google Play for Android.</p> <p>The latest update is particularly popular - discounts! Over 2,000 exclusive discounts are now available from hundreds of high street and online retailers, including Apple, Argos, Boots, Costa, Debenhams, M&S, Samsung and more.</p> <p>Users of the app can register and create a personal profile tailored to their interests before searching for the latest offers. The average employee can save hundreds of pounds a year on groceries, fashion, technology and travel as well as at family attractions such as Alton Towers, Thorpe Park, Go Ape and LEGOLAND® Windsor.</p> |
| <p>E-payslips</p> | <p>You will be able to view an electronic copy of your payslip from each payday via ESR employee self-service. Your e-payslips (and past P60's) are accessible at any time on any PC and on the ESR Mobile App provided you have an active ESR user account.</p> <p>Please see attached guidance for username and password resetting and how to access your payslip – where you will also be able to see your employee number.</p> <p>Please use the username and password with the email address that we have for you – please do not attempt to use your smartcard to access your Royal Free payslips as it will not work (unless you are a Royal Free GP Trainee).</p> <p><u>PLEASE NOTE</u> - remember to download and save your e-payslips as a PDF file, as you will not be able to access your payslips via self-service once your employment ends, even if the date falls throughout the month, you will not be able to access it <u>as soon</u> as your employment ends.</p> |

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| <p>Absence reporting</p> | <p>It is your responsibility to:</p> <ul style="list-style-type: none"> - adhere to the Sickness Absence Policy and local absence reporting rules - report sickness absence to line manager prior to the start of the shift and maintaining regular contact when you are absent - submit self-certificates or medical certificates promptly - attend appointments with the Occupational Health Department, when requested to do so <p>If you are on long term sickness you must also inform your employer (the Royal Free) and HEE as this may have an impact on your pay and CCT date.</p> |
| <p>Offer/contract</p> | <p>What happens if I receive an offer letter and work schedule containing the incorrect information?</p> <p>If the location details are incorrect, please let us know as soon as possible. We would also suggest you double checking your e-Portfolio. If it is also incorrect on your e-Portfolio as well, this means we have been incorrectly informed by Health Education England of where you are based. This could lead you to being paid incorrectly.</p> <p>If the salary details on the work schedule are incorrect, for instance if you are due to have additional pay supplements but these are not stated, please contact your host Trust / Practice directly. We at Royal Free Lead Employer Service cannot update any salary details on work schedules in our department. If the work schedule is then updated, we would need to receive this directly from the Trust / Practice. Unless we receive this, we would not know your salary details for example, are incorrect.</p> |
| <p>Resignations</p> | <p>In the unlikely event that you wish to resign from the GP training programme, you must give 3 months' notice.</p> <p>Please note it is your responsibility as a trainee to inform both your employer (the Royal Free) and Health Education England; you should also, as a courtesy, inform your line manager at the organisation where you are placed.</p> |