




## GP Specialty Registrars – Frequently Asked Questions Factsheet

(September 2020)


| Lead Employer |   |
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| <b>Q1</b>     | <b>Who is the Lead Employer?</b>  |
| A1            | <p>Gloucestershire Hospitals NHS Foundation Trust (GHNHSFT) became the Lead Employer for <b><i>all GP Specialty Registrars</i></b> 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 &amp; 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:</p> <p>Richard Giles – Medical Staffing Manager<br/>Jennifer Harris – Medical Staffing Officer (Recruitment issues, contracts of employment + salaries).<br/>Kerry Cole – Medical Staffing Officer (Maternity leave, Travel and Relocation expenses, sickness and annual leave issues).</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 <a href="mailto:ghn-tr.gptraineer@nhs.net">ghn-tr.gptraineer@nhs.net</a></p>  |
| <b>Q2</b>     | <b>Why have a Lead Employer?</b>  |
| 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"><li>➤ An end to end Trainee employment life cycle</li><li>➤ Continuous management and support</li><li>➤ Equitable treatment of GP Trainees</li><li>➤ Reduced risk</li><li>➤ Improved governance</li><li>➤ Economies of scale savings for the local health economy</li><li>➤ Overview of regional good/bad practice</li><li>➤ Development of expertise</li><li>➤ Including for non-core services i.e. Safeguarding</li><li>➤ Regional ‘employment support and expertise’ working with the Professional Support Unit</li><li>➤ Supporting Medical Revalidation</li><li>➤ Regional educational training events</li><li>➤ Regional reporting</li><li>➤ Greater ability to deliver change across the local health economy</li><li>➤ Regional/national influence</li><li>➤ Continuous review of regional services</li><li>➤ Centralised recruitment processes (e.g. employment checks etc.)</li><li>➤ Linking to stream lining agendas with pro-active/preventative services</li><li>➤ Working closely with GMC/BMA/NCAS/JDAT/NHS Employers and other professional bodies.</li></ul> |

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| <b>Q3</b>      | <b>When do I get paid and which pay scale am I on?</b>   |
| 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><a href="https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/pay-circulars">https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/pay-circulars</a></p> |
| <b>Q4</b>      | <b>Where will my payslip be sent?</b>  |
| 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>If you have any issues accessing your payslips please contact <a href="mailto:ghn-tr.payroll@nhs.net">ghn-tr.payroll@nhs.net</a></p> <p><br/>Log_In_Guide_for_N<br/>on_Smartcard_Users.</p>  |
| <b>Q5</b>      | <b>How will you know which tax code to put me on?</b>  |
| 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 <a href="#">HMRC Starter Checklist</a> 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>   |
| <b>Q6</b>      | <b>How will my student loan be deducted from my salary?</b>  |
| A6             | <p>We will make student loan deductions if any of the following apply:</p> <ul style="list-style-type: none"> <li>• you provide us with a P45 stating that student loans deductions need to continue</li> <li>• you tell us that you are repaying a student loan on the HMRC Starter Checklist</li> <li>• HMRC sends us a Start Notice form SL1 because you are now eligible to start repaying your student loan</li> </ul> <p>If you have a query about your student loan, you should contact the <a href="#">Student Loans Company</a>.</p>  |
| <b>Pension</b> |  |
| <b>Q7</b>      | <b>Where can I find more information about the NHS Pension?</b>  |
| 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 <a href="#">here</a></p>  |
| <b>Q8</b>      | <b>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?</b>   |
| A8             | <p>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.</p>  |

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|            | <b>Relocation &amp; Expenses Claims</b>  |
| <b>Q9</b>  | <b>Can I claim removal expenses on taking up my GP training post and to whom do I apply?</b>   |
| A9         | <p>To see if you are eligible to claim expenses, please open the attached relocation guidance which provides full details on this subject:</p> <p><br/>Relocation Guidance</p> <p>The guiding principle behind the provision of financial assistance for the purposes of relocation is that a GP Specialty Registrar should not be financially disadvantaged by reasonable costs incurred through a move in the interests of the service, or to further their training. However, GP Specialty Registrars are not expected to profit materially from reimbursements in respect of this financial assistance.</p> <p>These guidelines are not necessarily intended to cover fully the costs of relocating to a new area but to provide reasonable financial assistance and are at the discretion of our Trust. You must obtain written confirmation from us of eligibility to claim financial assistance towards relocation to the new area prior to taking up appointment and making any claim.</p> <p><b>Claims for expenses in connection with the removal of effects must be made within three months of the incurring authorised expenditure.</b></p>  |
| <b>Q10</b> | <b>How do I claim for travel expenses and what can I claim?</b>  |
| A10        | <p>As your employer, you will need to make any travel claims through us on the attached Travel &amp; Expenses Claim form below.</p> <p><br/>Travel and Expenses Claim form</p> <p>The claim form requires your signature and either your Clinical/Educational Supervisor or Practice Manager while in General Practice, to certify the claim and then forwarded to us by emailing them to <a href="mailto:ghn-tr.gptraineer@nhs.net">ghn-tr.gptraineer@nhs.net</a> for payment to be made in your next available pay.</p> <p><b>UPDATED AUGUST 2019</b> No mileage allowance shall be payable to a GP Registrar for their normal daily journey between their home and their hospital or practice premises, except that a mileage allowance shall be payable for one return journey on any day between their home and the hospital or practice premises, when they subsequently use their car for a patient home visit on that day. For clarification where a possible home visit is subsequently cancelled on the day you have used your car to travel to work, we will still allow you to make the relevant home to base claim. Under no other circumstances will a home to base claim be allowed.</p> <p>Each days travel claim should be shown on two lines 1) home to base (hospital or practice) return mileage, and 2) Base to home visit return mileage which should show the postcode of the home visit in the journey details.</p> |

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|  | <p>If you were to undertake any local mandatory training/induction at a different location away from your base hospital or practice, you can claim for this mileage.</p> <p>If you are required to attend a non-residential on-call (i.e. called in from home) then you are able to claim the full return mileage of that trip from your home to base (not restricted to the 20 mile rule) whether based in a hospital or General Practice.</p> <p>Mileage is not claimable when attending your normal GP teaching day.</p> |
| <b>Q11</b>                                       | <b>When should I claim travel?</b>  |
| A11  | <p>Travel claims should be sent to us on a monthly basis and they must be done within <b>three months</b> 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>  |
| <b>Leave</b>                                     |   |
| <b>Q12</b>                                       | <b>How do I apply for annual leave?</b>   |
| 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. Should you have any further questions around annual leave please do not hesitate to contact the Lead Employer at <a href="mailto:ghn-tr.gptrainee@nhs.net">ghn-tr.gptrainee@nhs.net</a></p>                  |
| <b>Study Leave &amp; Expenses</b>                |   |
| <b>Q13</b>                                       | <b>How do I apply for study leave and/or expenses?</b>  |
| A13  | <p>All matters to do with study leave are administered by Health Education England. Further information can be found on their website – please click <a href="#">here</a></p>   |
| <b>Maternity, Paternity &amp; Adoption Leave</b> |   |
| <b>Q14</b>                                       | <b>What are my entitlements for Maternity, Paternity or Adoption Leave?</b>   |
| A14  | <p>It is important that in all cases you notify your GP Programme Administrator and ourselves by email with the GP Change Form*</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>   |
| <b>Sickness Absence &amp; Emergency leave</b>    |   |
| <b>Q15</b>                                       | <b>What should I do if I am off sick?</b>   |
| 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>  |

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|   | <p>When in a Hospital Post:</p> <ul style="list-style-type: none"> <li>• HR contact at hospital placement in line with local procedures</li> <li>• Rota Manager at hospital placement &amp; Clinical Supervisor</li> <li>• GP Programme Administrator and Lead employer by email with the GP Change Form</li> </ul> <p>When in General Practice:</p> <ul style="list-style-type: none"> <li>• Practice Manager in line with local procedures</li> <li>• GP Programme Administrator and Lead employer by email with the GP Change Form</li> <li>• Educational Supervisor</li> </ul> <p>*The GP Change Form can be found later in section headed 'General - Who do I notify of any changes in my circumstances?'</p> <p>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 <a href="#">here</a> 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 <a href="mailto:gpn-tr.gptraineee@nhs.net">gpn-tr.gptraineee@nhs.net</a></p> |
| <b>Q16</b>  | <b>What if I have an emergency at home?</b>   |
| 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"> <li>• 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</li> <li>• Leave is granted to enable the employee to attend to the emergency and put in any necessary ongoing arrangements such as alternative care</li> </ul> <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>  |
| <b>Absence from Training and Additional Training Requirements</b> |   |
| <b>Q17</b>  | <b>I have been absent due to sickness, jury service or through maternity and paternity leave. Do I need to make the time up?</b>  |
| 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>   |

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|                          | 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.  |
| <b>Q18</b>               | <b>Where do I find more information on Medical Indemnity?</b>   |
| <b>A18</b>               | All matters to do with Medical Indemnity are administered by Health Education England. Further information can be found on their website – please click <a href="#">here</a>  |
| <b>Performers List</b>   |   |
| <b>Q19</b>               | <b>I am due to commence a GP practice placement. Do I need to apply directly to the Performers List?</b>  |
| A19                      | All GP specialty trainees recruited are being placed on the Medical Performers List through an automatic process using relevant information you shared with HEE and your employer; you should receive an email confirming your admission to the list within the first 2 months of your placement. You will also be contacted if NHS England has any concerns arising from the information you have previously shared with us. It is expected to take several months for the national Medical Performers List website to show your inclusion, so you need not worry if you receive the confirmatory email but don't appear on the national electronic list; you will be included in the Performers List under these circumstances.<br>For further assistance, please contact Health Education England Bristol. |
| <b>General Questions</b> |   |
| <b>Q20</b>               | <b>What other conditions of training and employment do I need to be aware of?</b>   |
| A20                      | 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.<br><br><br>Gold Guide 2018<br>(Edition 8).pdf   |
| <b>Q21</b>               | <b>Who do I notify of any changes in my personal circumstances i.e. address, working hours etc?</b>   |
| A21                      | 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: <ul style="list-style-type: none"> <li>• Sickness Absence</li> <li>• Change of address</li> <li>• Changing email address or phone</li> <li>• Changing supervisor</li> <li>• Changing placement</li> <li>• Changing from full time training to less than full time, or vice versa</li> <li>• Taking time out of programme</li> <li>• Going on maternity or paternity leave</li> </ul> <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>  |



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| <b>Q22</b> |                         | <b>Who are my GP Programme Administrators?</b> |  |                  |
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| <b>A22</b> |                         | <b>Programme Administrator</b>                 | <b>Email</b>   | <b>Telephone</b> |
|            | <b>Bath:</b>            | Paula Cain                                     | <a href="mailto:Paulacain@nhs.net">Paulacain@nhs.net</a>                           | 01225 824894     |
|            | <b>Bristol:</b>         | Mandy Price                                    | <a href="mailto:Mandy.price@nbt.nhs.uk">Mandy.price@nbt.nhs.uk</a>                 | 0117 323 8598    |
|            | <b>Gloucestershire:</b> | Hilary Carter                                  | <a href="mailto:Hilary.carter-thompson@nhs.net">Hilary.carter-thompson@nhs.net</a> | 0300 422 3037    |
|            | <b>Somerset:</b>        | Penny Bridges                                  | <a href="mailto:Penny.bridges@ydh.nhs.uk">Penny.bridges@ydh.nhs.uk</a>             | 01935 384670     |
|            | <b>Swindon:</b>         | Siobhan Timms                                  | <a href="mailto:S.timms@nhs.net">S.timms@nhs.net</a>                               | 01793 604424     |

Information and documents attached to this Factsheet were correct as at September 2020 and therefore may be subject to change and will supersede that given here.