**Payments for GP trainee salaries and expenses – transfer of operations to PSCE/Capita central offices**

Payments to practices for GP trainee salaries, expenses and the GP Trainer’s Grant are now being administered by Primary Care Services England (PCSE).

We have received the following information following a telephone conversation that HEE Wessex had with PCSE on 22 July 2016 in relation to payments for GP trainee salaries and expenses.

**Salaries for GP ST1, ST2 and ST3 trainees**

The trainee completes the PAY1 form and sends it to GP School, Health Education England Thames Valley, Thames Valley House, 4630 Kingsgate, Oxford Business Park South, Oxford OX4 2SU.

The GP School will check and process the form and send to PCSE authorising them to set up the payments to the practice. The GP School will send the form by email to lasca.payments@nhs.net with a copy to the Practice Manager.

PAY forms must be received by PCSE by the 10th of the month for inclusion in that month’s payment to the practice.

PCSE have said that the Practice will be able to access a statement on Open Exeter showing the payments made to them for each month.

The PCSE will inform the Practice of the trainee’s salary at the start of their placement. If you have any queries about your trainee’s salary please email lasca.payments@nhs.net and quote: **Thames Valley – GPR salary (trainee name) – start date** in the subject line.

NHS Employers (<http://www.nhsemployers.org/about-us/contact-us>) can advise on your trainee’s salary. Unfortunately, Health Education England, Thames Valley is unable to provide any salary advice.

**Payments**

The cut-off date is the 10th of the month for inclusion in the end of the month payments to practices. Practices can access a statement of their payments on Open Exeter.

**Trainees’ Expenses**

The claim forms will be circulated to Practice Managers (copy attached with this email).

Claims for MDU and Travel must be submitted on the attached PCSE claim forms by email to lasca.payments@nhs.net

The subject line should read: **Thames Valley – GPR Travel expenses – due date (eg 3 Aug 2016)**

Please request a delivery and read receipt and keep a copy and a record of everything that you submit.

**National Performers List**

All GP ST3 trainees should already be on the National Performers List as they will have had a previous GP placement (but please check). Provided the PAY1 form has been submitted in time, practices should receive payment form PCSE for these trainees.

Trainees going into a practice for the first time (ST1 or ST2), must apply for the National Performers List. Previously it was sufficient for a trainee to submit their NPL1 form before starting in the practice and they then had a three month period of grace to provide all of their documents and for their application to be approved.

However, PCSE have said that they will not pay a GP trainee’s salary until the trainee has attended for a face to face document check. The trainee will be unable to do this until they have all of their NPL documents including DBS and Occupational Health. We are aware that there may be delays with DBS and we are seeking clarification and confirmation of this from the local Area Team. We apologise for this uncertainty and will keep you updated on all developments.

**PCSE contact details**

Enquiries about GP trainee payments should be emailed to lasca.payments@nhs.net

The subject should be in this format:

**Area - Payment type - Due date**

e.g. **Thames Valley – GPR salary – 3 Aug 2016**

We recommend that you request a delivery and a read receipt for your email.