

## A helpful guide to entering the National Performers List for GP Trainees

As a GP trainee it is a mandatory requirement to be on the National Performers List. Whilst there are a number of organisations that can support you with your application, the responsibility for obtaining inclusion on the national performers list rests firmly with you as a specialty trainee. You are required to supply all of the below information in support of your application. The item that is likely to cause a most delay in the process is the Disclosure and Barring Service (DBS) check; you are required to make an application to the DBS immediately, irrespective of when you are to undertake a GP placement. **You must also subscribe to the online DBS service, which must be activated within 19 days of receiving your disclosure certificate.**

The undertakings you will be signing require you to notify NHS England within seven days of any material change to the information provided in the application, whether such change occurs before NHS England's determination of the performer's application or subsequently; this includes email addresses, home address, names and telephone numbers. It is so important that we maintain accurate contact details.

Description	Details
<b>Application Form</b>	<p>The form <u>must</u> be completed electronically along with an electronic signature. The form must be submitted to Primary Care Support England (PCSE) <a href="mailto:PCSE.enquiries@nhs.net">PCSE.enquiries@nhs.net</a> <b><u>DO NOT SUBMIT ANY OTHER SUPPORTING DOCUMENTS AT THIS STAGE.</u></b> The email subject box must state <b><u>NPL1 Form</u></b>, this will avoid any un-necessary delay in processing to the correct department. <b><u>If you are issued with a reference number please ensure this is included in the subject box of any future emails.</u></b></p> <p>Once the application is received by PCSE, they will alert a local manager (within Thames Valley area), who will contact you to arrange a face to face appointment to check your identity and to check all of your supporting documents. At the face to face appointment you must provide original documentation, along with photocopies of each.</p> <p>The National Performers List Application Form, can be found on the link below, along with the guidance on the completion of the applications and supporting documentation requirements:  <a href="https://www.performer.england.nhs.uk/Documents">https://www.performer.england.nhs.uk/Documents</a></p> <p>You need to click on <b>NPL1: National Performers List Application Form</b></p> <p>The Regulations require all specialty trainees to be on the performers list <b><u>within three months of commencing their training programme.</u></b></p> <p>You can work for a period of three months at the commencement of your training programme (<b>August, September and October</b>), whilst your application is being processed, otherwise your placement will be delayed. This is critical for those trainees whose first placement is in general practice.</p>

	<p>Applications to the Performer List need to be submitted to PCSE on the above email address prior to the start date of your training programme.</p> <p>If by the end of October your application has not been approved, this will mean you cannot commence or continue with a general practice placement until such time as your inclusion in the national performers list has been confirmed.</p> <p><b><i>Your inclusion to the medical performers list will be confirmed in writing to you.</i></b></p>
<p><b>Occupational Health Clearance</b></p>	<p>If you had OH screening at the start of your training and have been working under the supervision of a postgraduate dean without a break in service, you may seek your OH clearance certificate from the OH service which conducted your previous screening. If you have been undertaking foundation training without any break in service, you may seek your OH clearance certificate from the OH service which cleared you for foundation training, as long as the clearance includes EPP clearance. <b>It is not sufficient to submit evidence of immunisations and blood tests.</b></p> <p>If you do not already have OH clearance, you will need to apply to a SEQOHS accredited provider. The link below will direct you to a local provider:  <a href="http://www.nhshealthatwork.co.uk/find-providers.asp">http://www.nhshealthatwork.co.uk/find-providers.asp</a></p> <p>You will need to pay the fee for the initial assessment, which will be approximately £30. Any subsequent face to face appointments with Occupational Health, required as part of your list application, will be funded by NHS England South (South Central).</p> <p>Please take the original document along with a photocopy to your face to face appointment.</p>
<p><b>Clinical References</b></p>	<p>There is a requirement for the details of two referees in the application form. Please ensure both referees have agreed to provide a reference, and that they are not away on annual leave or on sabbatical. Delays in the provision of references may cause a delay in the commencement of your general practice placement.</p>
<p><b>Disclosure and Barring Service Certificates (previously CRB)</b></p>	<p>The new Enhanced Disclosure and Barring certificates are now required along with confirmation of sign up to the online update service operated by the DBS. <b><u>Signing up to the online update service must be completed within 19 days of the date of the certificate.</u></b> CRB certificates are no longer valid and will not be accepted as part of the application.  <a href="https://www.gov.uk/disclosure-barring-service-check/overview">https://www.gov.uk/disclosure-barring-service-check/overview</a></p> <p>If you have had a recent certificate issued, but you did not sign up to the online update service, then you will be required to undertake a further DBS check, which you will need to fund, including the cost of the on line update service. Currently the costs for these services are £44 for a DBS certificate and £13.00 per annum for the online update service. If you are about to have a DBS through a hospital trust, then we would suggest you consider signing up to the online update service, in order to meet the requirements of the performers list regulations, without having to pay for a full new DBS check.</p>

	<p>However, if your first post is in general practice you must contact your practice manager, who will request your DBS check, as your employer.</p> <p>There are different types of Disclosure and Barring certificates (Standard and Enhanced). The only type acceptable under the Regulations is an <b>Enhanced Disclosure</b> which includes a check against the barred lists for people who are working in Regulated activity (listing those people barred from working with children or adults). <b><i>A DBS certificate will be sent directly to you, as the applicant; therefore you must ensure that you present the original document along with a photocopy at your face to face appointment.</i></b></p> <p>The DBS do NOT supply PCSE with a copy of your DBS certificate, and it is mandatory that PCSE have sight of the original DBS certificate, as well as then being able to check online for sign up to the Update service.</p> <p><b><i>Please remember the online update service is an NHS England requirement and failure to comply will mean your application will not be progressed.</i></b></p>
<b>Proof of UK residency during the last 5 years</b>	<p>If you cannot prove residency within the UK during the last 5 years you should provide a police check to demonstrate a lack of criminal activity in the country or countries in which you have lived. It is your responsibility as the applicant to seek this information (guidance is provided on the DBS and Embassy website).</p> <p>Please note this excludes holidays and short term study periods, as you would still be considered to be resident in the UK.</p> <p>Most doctors are likely to have the opportunity of undertaking a period of elective study, usually during their final year, which is often undertaken outside the UK. During this period of study you would be considered to be resident in the UK.</p>
<b>Face to Face Identity Checking</b>	<p>We are required to meet with you face to face to fulfil the requirement of the performer list regulations. Once the application is received by PCSE, they will alert a local manager, who will contact you to arrange a face to face appointment to check your identity and to check all of your supporting documents. At the face to face appointment you must provide original documentation, along with photocopies of each.</p>
<b>Photo Identity Documents</b>	<p>Current passport or, where a passport is not available, an acceptable photo ID (originals only) as defined on the DBS website. This must include a work Permit – (non EEA applicants admitted to UK after April 1985 only)  <a href="https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-">https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-</a></p> <p>Please take the original document along with a photocopy to your face to face appointment.</p>
<b>Curriculum Vitae</b>	<p>You will need to enclose an up to date CV, detailing employment/training history, ensuring that any gaps in the employment history are explained in full. Please take the original document along with a photocopy to your face to face appointment.</p>
<b>Appraisal</b>	<p>A copy of your most recent appraisal/outcome statement (e.g. ARCP). Please take the original document along with a photocopy to your face to face</p>

	appointment.
<b>Revalidation</b>	Confirmation of revalidation if applicable.
<b>Evidence of membership of a defence organisation, at an appropriate level</b>	You must have suitable Medical Indemnity at all times. At the point of submitting the application you must provide your current indemnity certificate. As you may be admitted to the list before starting in a GP practice, you must agree to provide a copy of a Medical Indemnity certificate at an appropriate level of cover, to your practice, prior to commencing your placement in general practice. Failure to comply may lead to your removal from or refused inclusion to the Medical Performers List, and may impact your continued training. Please take the original document along with a photocopy to your face to face appointment.
<b>Child Protection Adult Safeguarding</b>	You must provide evidence of child protection and adult safeguarding competence at level 2 for GP Specialty Trainees. E-learning for Health is a web based learning tool provided by the department of health. Please print the certificate available upon completion of the training, or a screen shot of your activity log showing successful completion, as your evidence. Please take the original document along with a photocopy to your face to face appointment. <a href="http://www.e-lfh.org.uk">www.e-lfh.org.uk</a>
<b>Certificate of Graduation</b>	A certificate of graduation or postgraduate training from a UK or Irish Republic medical school. <b>(Overseas applicants – see below)</b> Please take the original document along with a photocopy to your face to face appointment.
<b>Applicants from Outside the UK must also:</b>	
<b>Police checks and Certificate of good standing from their relevant professional body.</b>	<p>If you cannot provide UK residency details for the last five years, you must undergo a Police Home Check.</p> <p>The police check is to identify any criminal activity you have been involved in while outside of the UK. It should be obtained by you by contacting the Home Office or Embassy (guidance is available on the DBS and Embassy websites).</p> <p>The certificate of good standing should be obtained by you by contacting your registered professional body, prior to coming to the UK.</p> <p>Where a police check or certificate of good standing is required, this should be supplied in English, if not in English, you must provide a translation that has been issued in the UK and signed by a certified translator. Please take the original document along with a photocopy to your face to face appointment.</p>
<b>Work Permit</b>	<p>Required by all non EEA applicants to the UK after 1985 only.</p> <p>Please take the original document along with a photocopy to your face to face appointment.</p>
<b>Language Checking - Trained outside the UK or Irish Republic medical school</b>	<p>A certificate indicating a pass obtained within the last two years, at the required level of IELTS 7.5 language testing (NHS England follows the stance of the regulatory bodies in regard to English Language testing which is to currently only accept a pass in IELTS at level 7.5);</p> <p><a href="https://www.ielts.org">https://www.ielts.org</a></p>

	<p>OR, a certificate of graduation or postgraduate training within the past two years from a recognised medical school taught and examined in English.</p> <p><b>AND</b> one of the following:</p> <p>Evidence of three months professional employment from the past two years in a country where English is the first language, and current English language capabilities necessary for the work which those included in the list could reasonably be expected to perform, are documented in the references submitted as part of the application form;</p> <p>OR, agreement to a face to face oral assessment of English language skills in a clinical context with a clinician identified by NHS England South (South Central)/HEE-TV. We would only expect to do this in very exceptional circumstances.</p> <p>Please take the original document along with a photocopy to your face to face appointment.</p>
<b>Completion of Training:</b>	
Change Notification	<p>When you have completed your training, you need to notify PCSE by submitting a NPL3 - National Performer List Change Notification Form, which can be found on the following website:  <a href="https://www.performer.england.nhs.uk/Documents">https://www.performer.england.nhs.uk/Documents</a></p> <p>If at the point of qualifying, as a GP, you also intend to move to an area outside of South Central, you will also need to submit a NPL2 - National Performer List Change of Status Form to PCSE and your new NHS England Regional Team. This will trigger an Area to Area Transfer which will ensure you are aligned to the most appropriate Responsible Officer. The transfer takes place in the background, and as long as you have submitted form NPL3, this process will be completed without interfering with your ability practice. No further actions will be required by you.</p> <p>The NPL3 and NPL2 should be submitted electronically to Primary Care Support England (PCSE) at <a href="mailto:PCSE.enquiries@nhs.net">PCSE.enquiries@nhs.net</a></p>

## **Useful contact details:**

### **Health Education Thames Valley**

Thames Valley House  
4630 Kingsgate  
Oxford Business Park South  
Oxford OX4 2SU  
T: 01865 785500 F: 01865 785501  
E: [monika.lemanska@thamesvalley.hee.nhs.uk](mailto:monika.lemanska@thamesvalley.hee.nhs.uk)

### **Primary Care Support England**

PCSE Enquiries  
PO Box 350  
Darlington  
DL1 9QN  
T: 03330142884  
E: [PCSE.enquiries@nhs.net](mailto:PCSE.enquiries@nhs.net)

### **NHS England South (South Central)**

Jubilee House  
5510 John Smith Drive  
Oxford Business Park South  
Cowley  
Oxford  
OX4 2LH  
E: [england.tv-performerslist@nhs.net](mailto:england.tv-performerslist@nhs.net)

### **NHS England Midlands and East (Central Midlands)**

Charter House  
Parkway  
Welwyn Garden City  
Hertfordshire  
AL8 6JL  
Bedfordshire – Linda Game 01707 369738  
Hertfordshire – Joan Bethell 01707 369740  
Northamptonshire – Tina Gray 01707 369743  
Milton Keynes -  
E: [psu.performerlist@nhs.net](mailto:psu.performerlist@nhs.net)

### **Primary Care Support Services (for Warwickshire)**

West Midlands Area Team  
Jubilee House  
Bloxwich Lane  
Walsall WS2 7JL  
T: 01922 603150  
E: [england.pcswalsallhub.performerlist@nhs.net](mailto:england.pcswalsallhub.performerlist@nhs.net)

## Check List Reminder

Name:	
Date application submitted electronically:	
Date by which your application must be fully processed: (three months from date of submission of application)	

No.	Information required	Submission	Date presented
1	Application Form – submitted electronically with an electronic signature	electronic	
2	Occupational Health Clearance including EPP clearance	face to face	
3	Disclosure and Barring Service Certificates (previously CRB)	face to face	
4	Face to face identity and document check appointment – arranged by local PCSE manager		
5	Photo Identity Documents	face to face	
6	Curriculum Vitae	face to face	
7	Appraisal /most recent ARCP Report	face to face	
8	Evidence of membership of a defence organisation, at an appropriate level	face to face	
9	Child Protection and Adult Safeguarding at Level 2	face to face	
10	Certificate of Graduation	face to face	
11	Police checks (advice available from relevant Embassy) as appropriate, linked to No.5. above	face to face	
12	Certificate of good standing from your relevant professional body as appropriate	face to face	
13	Work Permit as appropriate	face to face	
14	Language Checking – For those trained outside the UK or Irish Republic medical school, as appropriate	face to face	

***Your application will not be progressed without all of the above information. If the above information remains outstanding three months from the date of your application, NHS England South (South Central) Responsible Officer (Medical Director), will be asked to consider lapsing your application, possibly resulting in your training placement being ceased. At the same time HETV will be made aware of your non-compliance with the Performer List Regulations.***

***Your inclusion on the National Performer's List will be confirmed in writing, please ensure you provide this document as proof to your practice of your inclusion to the Medical Performer List in advance of the end of the 3 month grace period (end of October each year), or prior to the commencement of your general practice placement.***