

**LEAD EMPLOYER SERVICE FOR DOCTORS IN TRAINING IN THAMES VALLEY**

**Code of Practice for Host GP Practices**

This document sets out the minimum set of obligations to be undertaken by Host GP Practices providing educational placements for GP Trainees.

In accepting a GP Trainee, Host GP Practices are accepting these obligations and those set out in the Memorandum of Understanding.

This document should be read in conjunction with the Service Specification for the Provision of Lead Employer Services for Doctors and Dentists in Training.

1. **Day to Day Management**

The Host Practice should:

1. assume responsibility for the day-to-day management of Trainees whilst on rotational placement
2. provide a safe working environment to look after the health, safety and well-being of Trainees whilst on rotational placement to the same extend as that if they were the Host Organisation’s own employees
3. Conduct appropriate risk assessments to ensure a safe working environment is provided in line with the Lead Employer Maternity and Attendance Management Policies.
4. **Induction, Statutory and Mandatory Training**

The Host Practice is responsible for:

1. Ensuring that all Trainees on rotation placement complete the Host’s local Induction and training requirements.
2. Ensuring that all Trainees on rotation placement are up to date with their statutory and mandatory training requirements.
3. Ensuring alignment and where required compliance with regional and national Streamlining Programmes, working with partners, including the Lead Employer and HEE to ensure that any relevant trainee information is recorded, stored and accessed in line with agreed streamlining processes in order that future host organisations are able to access updated records.
4. **OH&WB**
5. The Host will be responsible for flu jabs and emergency treatment following needlestick injuries.
6. If the GP School considers that additional health screening, monitoring or immunisation programmes are required beyond that provided by the Lead Employer, the GP School will meet such costs and work with the Lead Employer to secure such additional programmes and screening.
7. **Employee Services**

The Host should use the relevant Lead Employer Policies and Procedures to process day to day management of Employee Service issues:

**4.1 Annual Leave**

* Receive and process annual leave requests from Trainees, utilising the ESR/Allocate Employee Self-Service facility.
* Issue approval to requests as per local Host guidelines.
* Deal with any queries arising out of annual leave procedures within 5 working days.

**4.2 Maternity, Paternity & Adoption Leave**

* Where a Trainee notifies the Host of an intention to take maternity, paternity or Adoption Leave, direct the Trainee to the Lead Employer to complete the necessary application documentation.
* Undertake a pregnant worker formal risk assessment within 10 working days of notification of pregnancy. The Trainee and Lead Employer must be notified of risk assessment outcomes within 5 working days.

**4.3 Special Leave**

* Receive and process the relevant forms from the Trainees.
* Send acknowledgement to the Trainees when leave has been approved.
* Record leave via Manager Self Service on ESR on a monthly basis, by the 3rd day of each month.
* Deal with queries arising out of Special Leave procedures within 5 working days.

1. **Resignations**

The Host should:

1. Notify the Lead Employer and HEE within 3 days when any Trainee seeks to resign or leaves their post without prior agreement.
2. Notify the Lead Employer of any annual leave that is outstanding when a Trainee resigns from their post within 2 weeks of the Trainee resigning.
3. **Policy Management**

The Host Practice should:

1. Fulfil its obligations in line with the Supplier, Authority and Host Practice policies listed as per Appendix D of the Lead Employer Service Specification.
2. Ensure all Host Practice policies are compliant with employment law and other relevant legislation.
3. **Rotations**

The Host Practice should:

1. On receipt of rotational information from the Lead Employer, provide work schedule information to the Lead Employer in order that all trainees are able to receive this information at least 8 weeks in advance of their rotation start date in line with the Code of Practice and the HEE Thames Valley Allocations and Rotation Process.
2. Notify the Lead Employer if a Trainee fails to start in post within 24 hours of the expected commencement date.

NB: All Host Organisations are obliged to take any Trainees who rotate to them. However they have the right to refuse the opportunity to have a Trainee where reasonable and legitimate grounds exist.

1. **Revalidation**

The Host Practice should follow the HEE(TV) exception reporting process and ensure that where there is a Serious Untoward Incident involving a trainee or where a trainee is involved in a capability/conduct issue, that HEE (TV) and the Lead Employer are notified.

1. **Management of Attendance**

The Host Practice is responsible for:

1. Notifying the Lead Employer of each and every absence from training (to include sickness, annual leave or accident) for all trainees as follows:

* Complete absence notification via the ESR Manager Self Service reporting module by the Lead Employer’s payroll deadline.
* Send copies of self-certified/doctor’s certified certificates to Lead Employer within 5 working days of receipt.
* Reporting of absence (via ESR) on Tuesdays, where the trainee is attending the VTS teaching, will be the responsibility of the VTS office.

1. Conducting Return to Work interviews for all Trainees following any period of sickness absence. Complete Return to Work interview forms and provide confirmation via ESR within 5 working days.
2. Liaising with the Lead Employer, manage and take appropriate action in dealing with trainee absence in line with the Lead Employer Attendance Management Policy.
   1. Supporting Trainees in returning to work following periods of absence by fully participating in Return to Work programmes including the accommodation of any identified reasonable adjustments necessary to meet the requirements of the Equality Act
3. **Handling Concerns about the Conduct, Performance and Health of Trainees**

Concerns about the conduct, performance and health of Trainees must be handled in accordance with the relevant HEE and Lead Employer policies and processes. The Host Practice should:

1. Advise the Lead Employer/PG Dean where any concerns about the conduct, performance or health of a trainee are raised.
2. Notify the Lead Employer/PG Dean within 1 working day (or as soon as reasonably practicable thereafter) of any concerns relating to the conduct and behaviour of Trainees which may raise concerns about fitness to practice.
3. Upon request of the Lead Employer appoint Case Investigators to carry out investigations as may be required in line with Lead Employer policy and procedure.
4. Participate in Disciplinary Hearings as requested by the Lead Employer and in line with the Lead Employer policy & procedure.
5. When informed by the Lead Employer, undertake exclusion meetings with the Trainee.
6. **Grievances, Bullying & Harassment and other Disputes**

The Host Practice must comply with its responsibilities, as per the Lead Employer Grievance policy and procedure:

1. Upon request of the Lead Employer, appoint Case Investigators to carry out investigations as may be required in line with Lead Employer policy and procedure.
2. Participate in any Grievance Panels as requested by the Lead Employer and in line with the Lead Employer policy and procedure.
3. **Employment and Other Legal Claims**

Where employment or other legal claims are submitted by trainees, the Host Practice will ensure that the Protocol for Handling Employment Tribunal and other Legal Claims is followed as set out in Annex B3 of the Service Specification.

1. **Guardian of Safe Working (“Guardian”)**

The Host Practice must:

1. Adhere to the requirements set out at Schedule 6 of Terms and Conditions of Service for Doctors & Dentists in Training 2016.
2. Adhere to the Memorandum of Understanding which sets out the responsibilities between the Lead Employer and the Host Organisation.
3. Comply with the systems which are in place that enable trainees to “exception report” as per the requirements.
4. Co-operate with the Guardian of Safe Working/Head of School of General Practice (acting as Director of Medical Education) when a trainee raises an exception report.
5. **Monitoring of Hours of Work**

The Host Practice will:

* 1. Ensure have appropriate mechanisms in place to confirm that the hours of work of Trainees meet the requirements of both the Working Time Regulations, the New Deal for Junior Doctors on 2002 TCS and the 2016 TCS.
  2. Ensure that the generic work schedule is personalised if required in line with the 2016 TCS.

1. **Travel Expenses**

The Host Practice must approve trainee expenses in line with the applicable policy and/or contract of employment as appropriate.

**16. Insurance**

The Host Practice is responsible for:

16.1 Maintaining third party and public liability insurance and appropriate clinical risk insurance cover in respect of provision of training and supervision.

16.2 Indemnifying the Lead Employer in full for and against all claims, costs, expenses or liabilities whatsoever and howsoever arising, incurred or suffered by the Lead Employer, including without limitation all legal expenses and other professional fees incurred as a result of the Host Organisation’s breach of their obligations.

It is not expected that either the HEE or the Lead Employer will be liable for any such claims.

**17. Additional Work/Extra Duties**

HEE will not fund any additional work/extra duties over and above basic banding supplement/standard work schedule template. It is expected that any extra duties worked by GP trainees in practice, including out of hours work is compensated for by equivalent time off in lieu.

**18. Communications & Liaison**

The Host practice will:

18.1 Identify a named individual, who is accountable for the management of the service at the Host Practice.

18.2 Provide the Lead Employer and HEE with regularly updated contact information for key individuals at the Host Practice

18.3 Attend relevant Lead Employer Service representative Networks/Forums as required.

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**July 2019**