

Practice Manager Fact Sheet

GP Trainees – Training and Employment

Honorary Contracts -

- The Honorary Contract is a combined educational agreement between the GP Trainee, GP Trainer and HEE
- Completion of the Honorary Contract will enable practices to claim the GP Training Grant
- This must be completed and submitted **within the first month** your trainee's GP placement
- If your trainee will be working less than full time (LTFT), it is **VITAL** your trainee has LTFT approval **before** commencing each placement
- If LTFT approval has not been granted then the contract will be rejected and the **training grant will not be paid**
- For full details, templates and guidelines please go to our website - https://heeoee.hee.nhs.uk/gp_lead_employer.

Less Than Full Time Training (LTFT) -

Trainees can apply for LTFT if they meet at least one of the following eligibility criteria –

- Own disability or ill health
- Responsibility for caring for children (men and women)
- Primary carer for ill or disabled dependent
- Short-term extraordinary responsibility

It is **essential** that trainees are in receipt a fully approved Form 1 LTFT application **prior** to commencing LTFT. A Form 2 renewal application must be submitted **each time** a trainee rotates to new Trust or GP Practice.

If you have any questions regarding LTFT, or need to apply for LTFT, please visit our website - https://heeoee.hee.nhs.uk/less_than_full_time_training or contact the LTFT team at ltft.eoe@hee.nhs.uk.

National Performers List -

- The National Performers List (NPL) ensures that GP's practising in the NHS are suitably qualified, have up to date training, have appropriate English language skills and have passed other relevant checks such as with the Disclosure and Barring Service and the NHS Litigation Authority
- It the **professional responsibility** of all trainees to ensure that they are on the National Performers List (NPL)
- From the trainee's start date they will be given a 3 month grace period to ensure that they have been included on the NPL - <http://pcse.england.nhs.uk/performer-list/>
- If a trainee is not on the NPL after this 3 month grace period then **they will not be allowed to see patients in the general practice setting** - they will still be expected to come to work, however will have to complete administrative or audit work instead

Professional Indemnity Insurance –

- For those joining the GP Training Programme from August 2013, HEE have arranged and paid for Professional Indemnity cover with Medical and Dental Defence Union of Scotland (MDDUS) for the full three years GP training
- Each Trainee will need to provide proof of membership with a medical defence organisation. This is a mandatory requirement and trainees will not be able to see patients without it.
- For further information please visit their website - www.mddus.com

Employment Queries –

- [Monthly Absence Reporting Forms](#) for trainees must be completed and returned to St Helens and Knowsley Teaching Hospitals NHS Trust - leademployereoe@sthk.nhs.uk
- Any queries relating to employment of the trainee such as salary queries, expenses, annual leave, sickness absence and reporting must be directed to St Helens and Knowsley Teaching Hospitals NHS Trust on the above email address