



## WELCOME TO THE LEAD EMPLOYER

In preparation for your commencement of speciality training and employment with St Helens & Knowsley NHS Trust (StHK) as your Lead Employer, please find below an overview of the most frequently asked questions raised by new Trainees which we hope will be of support as part of your orientation and induction process.

We appreciate you may also have some individual questions which our team are on hand help you with.



### StHK – LEAD EMPLOYER

You will be employed by StHK for the duration of your training programme.

We are a Lead Employer Trust employing speciality trainees across 4 Health Education Regions: - Cheshire & Mersey, West Midlands, East of England and East Midlands.

We have designated employment services teams to assist you with your employment queries and who are contactable by email or phone as follows:-

<b>Cheshire and Mersey</b>	<a href="mailto:lead.employer@sthk.nhs.uk">lead.employer@sthk.nhs.uk</a>	0151 290 4441/0151 478 7672/ 0151 290 4126/0151 290 4433
<b>West Midlands</b>	<a href="mailto:leademployerwestmids@sthk.nhs.uk">leademployerwestmids@sthk.nhs.uk</a>	<b>Surnames A – L</b> 0151 290 4376 <b>Surnames M – Z</b> 0151 290 4375
<b>East of England</b>	<a href="mailto:leademployereoe@sthk.nhs.uk">leademployereoe@sthk.nhs.uk</a>	<b>Surnames A – L</b> 0151 290 4430 <b>Surnames M- Z</b> 0151 290 4442
<b>East Midlands</b>	<a href="mailto:leademployer.eastmids@sthk.nhs.uk">leademployer.eastmids@sthk.nhs.uk</a>	0151 290 4446

#### KEY STAKEHOLDERS:-

- The **Lead Employer** is your legal employer and is responsible for your key employment matters.
- **HEE** are responsible for overseeing the education and the training for Speciality Trainees.
- **Host Organisations** are responsible for providing your training placement, local supervision and management.

## COMMUNICATION PATHWAYS

### How will the Lead Employer communicate with me?

We communicate with our Trainees by email as this ensures you receive communications in a timely manner. This is now the preferred method for reasons including audit trail, information governance and ensuring the best use of NHS resources.

For this reason it is important that you inform the Lead Employer immediately should you change your contact details. As you may also be aware, on occasion unfamiliar email addresses may not always be delivered immediately to your inbox and may be delivered to your Junk Mail; you should therefore ensure your junk mail is checked regularly.

We also send regular communication updates to Trainees and publish general updates via our Trust website at [www.sthk.nhs.uk](http://www.sthk.nhs.uk) which also gives you access to our policies, contact details etc.

### How will I be able to contact the Lead Employer at StHK?

The best way to contact the Lead Employer is through our generic email accounts as outlined on page 1 above. We aim to respond to all queries within 48 hours.

### I am a speciality Trainee outside of the Cheshire and Mersey Region. Does this mean I have to travel to Merseyside for meetings?

You will not be expected to travel to Merseyside. 99% of our role can be performed remotely, however if there was a specific scenario that required a face-to-face meeting i.e. long term sick, grievance meetings, welfare meetings then StHK have designated teams who ensure there is a regional presence throughout all of our regions.

***Please be aware that the Lead Employer are required to go through security questions with you to verify your identity prior to discussing any matters in relation to your personal information***

## INDUCTION

### Will I be required to attend an Induction with StHK as my new employer?

You must attend your Host inductions at the commencement of your employment and thereafter upon each change of placement. Your Host Organisation will liaise with you directly confirming the times and venue of your induction. A presentation by the Lead Employer is also shared during your Host induction programme.

In addition to the above, speciality Trainees must also complete an e-training package covering statutory and mandatory training requirements which is undertaken through Health Education England.

## HEALTH, WORK & WELL-BEING

### How do I contact Health Work and Well-Being?

Our HWWB Centre is based at Whiston Hospital in Merseyside.

The Lead Employer HR Team are responsible for undertaking management referrals to HWWB where health concerns are identified or a review is required due to an absence from work in line with the Lead Employer attendance management policy. They will also undertake health checks as required as part of the pre-employment checks process.

HWWB offer a number of services. ***Please refer to our Trust website for further details.***

**HWWB can be contacted at:-**

[Well.being@sthk.nhs.uk](mailto:Well.being@sthk.nhs.uk)

0151 430 1985

**If I require a Health, Work & Well-Being appointment, will I have to travel to Merseyside?**

You will not be expected to travel to Merseyside. We have hub and spoke arrangements within all of our regions outside of Cheshire and Mersey. Therefore in these circumstances an appointment would be undertaken by one of our designated providers within your region of training in conjunction with our HWWB Department.

The team consists of specialist nurses and occupational health doctors, psychology support and physiotherapy services.

The team are on hand to provide support and advice including recommendations where work place adjustments may be required.

## ABSENCE MANAGEMENT

**Who do I contact if I need to advise that I am unfit to attend work?**

It is important that you familiarise yourself with the relevant contact name and details at each of your Host placement organisations and you must report your absence as soon as possible and by no later than 2 hours prior to your shift commencing. As you will know this is important so that arrangements can be made to cover your shift ensuring the delivery to patient care is not impacted and also to ensure the appropriate support is available for yourself as may be required.

## PAY AND STAFF SERVICES

**Who pays my salary?**

StHK are your employer and responsible for processing your pay and associated deductions. You will be paid directly into your bank account on the 28<sup>th</sup> of each month. Where this date falls on a weekend or bank holiday you will be paid on the working day immediately prior to this date.

We have designated teams available to assist you with any queries you may have as follows:-

<b>Cheshire &amp; Mersey</b>	<a href="mailto:LeadEmployerPayroll@sthk.nhs.uk">LeadEmployerPayroll@sthk.nhs.uk</a>
A-G	0151 430 1130
H-O	0151 430 1547
P-Z	0151 430 1927
Public Health & SPA	0151 430 1130
<b>West Midlands</b>	<a href="mailto:Westmidpayroll@sthk.nhs.uk">Westmidpayroll@sthk.nhs.uk</a> / 0151 430 1927
<b>East of England</b>	<a href="mailto:Foepayroll@sthk.nhs.uk">Foepayroll@sthk.nhs.uk</a> / 0151 430 1547
<b>East Midlands</b>	<a href="mailto:Eastmids.payroll@sthk.nhs.uk">Eastmids.payroll@sthk.nhs.uk</a> / 0151 430 1130

**How will I access my payslips?**

Your payslips will be accessed electronically via ESR self-service. Further information on how to access payslips will be sent prior to first salary payment.

**Am I entitled to Pay Protection under the 2016 Contract?**

All trainees commencing 2.8.17 will be on the 2016 Terms and Conditions of Service and are all currently being reviewed individually to assess eligibility for pay protection. It is our aim that all August salaries will reflect this pay protection where applicable; however in a small number of cases we may require further information to ensure the pay protection is correct. When this is the case, a small number of trainees may not have their pay protection applied until September, if this happens then any back pay due will be paid. **Nb:** you do not need to send any information to us at this time; if further clarification is required we will contact you directly.

To assist you in understanding pay protection and how this is applied please review **Schedule 2** and **Schedule 14** of the TCS:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/medical-staff/doctors-and-dentists-in-training>

**I was already on the 2016 contract with my previous employer, therefore how will my pay protection transfer?**

If your salary was processed via ESR (this is the system most NHS organisations use) then we have been advised that your pay protection will transfer over when you become our employee on the 2<sup>nd</sup> August 2017. In a small number of cases we may not have this information therefore if you have evidence of your pay protection via a certificate or formal letter then please forward to the applicable Lead Employer mailbox as outlined on page 1 above. This will be applied in line with national terms and conditions of service.

**How do Trainee's claim business expenses?**

The Trust will be implementing e-Expenses for Trainee's for any official business claims. This will not cover course fees/expenses or excess travel claims, but strictly official business expenses.

Further information will be sent out to you in the next couple of weeks.

**How do I apply for Removal Expenses and Study Leave expenses?**

Trainees will be required to apply in line with HEE policies; however the Lead Employer will administer removal expenses and process these payments. Please email your designated employment services team for more information (contact details as per page 1 above).

HEE will administer study leave expenses and will process these payments to StHK Payroll. Please contact HEE for further information.

**I am in a Hospital Placement and I am required to pay the Trust for car parking fees, how will this be done?**

Your Host organisation will advise the Lead Employer should you require staff car parking. You would be required to fill in the appropriate forms at your Host organisation and the relevant deductions would be communicated between your Host organisation to the Lead Employer.

Upon leaving your placement you should email our designated payroll teams as above to ensure your deductions are stopped.

This also applies to other local deductions such as mess fees.

**Where should I send my P45?**

Please scan and email your P45 to us as soon as possible to the relevant payroll email address to avoid any incorrect payment of Tax. Alternatively these can be sent to:

2<sup>nd</sup> Floor Court  
Alexandra Business Park  
Prescot Road  
St Helens  
WA10 3TP

In the absence of P45 details being received, the tax code from your July payslip (if we have a copy) will be applied on a Non-Cumulative basis. If we have neither a P45 nor July payslip, then OT tax code will

apply which is for basic tax.

**If I need to contact HMRC what is the address and contact number?**

The contact number for HMRC is 0300 200 3300 - further contact details can be found here <https://www.gov.uk/contact-hmrc> .

The tax office number will be found on your first payslip should you require this.

**LEAVE ARRANGEMENTS**

**How do I apply for annual leave?**

Leave requests should be submitted at least 6 weeks in advance and should be submitted directly to your Host organisation who is responsible for approving your leave. You must obtain approval for your leave prior to booking holidays and flights.

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 a member of our designated employment services teams as outlined on page 1.

**Who do I notify of forthcoming paternity, adoption or maternity leave?**

You will need to inform the General Practice Manager/Medical Staffing Manager of your Host organisation to enable local planning/cover etc. You should also contact a member of the Lead Employer team to ensure all paperwork can be completed for you within the required timeframes and so that we can also provide you with any necessary support and advice.

**GMC REGISTRATION AND CODE OF GOOD MEDICAL PRACTICE**

Your contract of employment as a specialty Trainee is subject to you holding a current licence to practice and to be registered with the GMC.

If there are any changes to your registration with the GMC you must advise us immediately by emailing [leademployer.casemanagement@sthk.nhs.uk](mailto:leademployer.casemanagement@sthk.nhs.uk)

**POLICIES**

Please do not hesitate to contact the Lead Employer via our designated email/phone numbers outlined on page 1 should you require advice in relation to any of our policies.

You can also access our policies which are on our Trust website at [www.sthk.nhs.uk](http://www.sthk.nhs.uk)

As part of your induction process please take time to familiarise yourself with the policies at both your Host placement organisation as well as the Lead Employer.

In line with your contract of employment it is important that you comply with the law in relation to Information Governance, which incorporates all areas of processing data. This includes professional codes of practice and common law duties: specifically relating to Confidentiality, Information Security, Data Protection Act 1998, and the Freedom of Information Act 2000. All employees will be required to confirm agreement to a Declaration of Confidence.

It is important that all of us as Trust employees observe these policies and rules. Any breach of confidentiality or misuse of the employing Trust's or Host organisations e-mail, intranet/internet facilities or other information systems would be regarded as a matter of serious misconduct and may result in disciplinary action, up to and including dismissal.

**SOCIAL MEDIA** – We recognise that social media platforms are used daily for work and personal related matters.

However it is important we are all aware of the blurred boundaries between public and private life; online information can be easily accessed by others. Therefore all postings to social media websites are regarded as being in the public domain and as such potentially accessible to all.

Please do be very careful when using social media platforms such as Instagram, Facebook and Twitter, do not post anything that may lead to a challenge on your professionalism as a Doctor. As a medical professional it is also important you familiarise yourself with the GMC code of conduct on Social Media as well as Trust policies.

## LOCUM WORK

### As a specialty Trainee can I undertake locum work?

Where you intend to undertake hours of paid work as a locum, additional to the hours set out in the work schedule, under the 2016 terms and conditions of service, you must initially offer such additional hours of work exclusively to the service of the NHS staff bank (this will normally be at rates stated in Annex A of the terms and conditions). The requirement to offer such services is limited to work commensurate with your grade and competencies rather than work as a lower grade.

You must inform the Lead Employer and Host organisation prior to you initially agreeing to undertake additional hours of locum work (or private work).

As there is a risk that even with the best of intentions in undertaking locum work you could breach the maximum average 48 hour week, it is the Lead Employer's standard practice to request that you sign an 'opt out' from the Working Time Regulations if you are intending to undertake locum work. This increases your maximum average working week to 56 hours per week.

You also need to be aware that in cases where concerns arise that fatigue may be adversely affecting safety, health, competency or training progress it is the Lead Employer's practice to instruct Trainees to cease undertaking locum work. This is regarded as a reasonable instruction and of course as a Doctor you must equally be very alive to your responsibilities in this regard.

Any Trainee who wishes to undertake locum work should check with the relevant organisation whether they require separate Indemnity Insurance Cover. GP Trainees who are covered via the Trust 'Block Cover' will require separate Indemnity Insurance when undertaking Locum shifts.

## FOR GP SPECIALITY TRAINEES ONLY

### Do I need to arrange my own Medical Indemnity cover?

GP Specialty Trainees **DO NOT** need to arrange their own mandatory Medical Indemnity Cover for non-NHS placements (e.g. GP Practice/Hospices). From the 1<sup>st</sup> August 2017 all GP Specialty Trainees will automatically be covered by 'Block Cover' arrangements with a Medical Defence Organisation (a certificate will be provided to you from the provider directly).

For further information on Professional Indemnity Insurance please refer to your designated Lead Employer team (as outlined on page 1).

**As a GP speciality Trainee does my Medical Indemnity cover me whilst in hospital placements?**

Whilst in hospital placements you are covered by NHS LA insurance.

**Do I need to take out any additional cover?**

GP Trainees will also normally take out additional 'optional cover' with a Defence Union throughout their period of GP Training for matters such as e.g. if a Trainee is ever called to the GMC they will have Defence Union Cover; it is widely recommended Trainees continue to take this out. For context, this is normally a nominal fee (circa £50) and the Trainee must pay this fee themselves.

**NB:** You will be provided with Indemnity Insurance for work and elements relating to your training programme. It is your responsibility to speak to your Medical Indemnity Provider to ensure that you have appropriate cover for any other work undertaken.

**I am due to commence a GP practice placement in August. Do I need to apply directly to the Performers List?**

We have been advised by NHS England that you are no longer required to make individual applications for the Performers List. Instead HEE will provide a list of all Trainees required to be enrolled on the Performers List.

It is worth noting that enrolment on the DBS Update Service is an essential requirement for the National Performers List.



**Please do not hesitate to contact us should you have any additional questions**