

Public Health HR policies and processes: Guidance for Registrars & Supervisors



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EoE Public Health Guidance for Registrars & Supervisors

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Issue	Responsibility of:	Action	Policy
Expenses Business mileage	Educational Supervisor	Approve on e-Expenses	https://sharedservices.sthk.nhs.uk/business-mileage/
Excess travel	Educational Supervisor	Approve on e-Expenses	https://sharedservices.sthk.nhs.uk/wp-content/uploads/2018/05/EoE-Policy-for-the-Reimbursement-of-Removal-or-Rotational-Travel-Expenses-for-Doctors-in-Training.pdf
Study leave & expenses	Educational Supervisor	Approve on study leave form?	
Annual leave	Educational Supervisor	Add A/L to ESR	https://sharedservices.sthk.nhs.uk/wp-content/uploads/2018/05/Attendance-Management-Policy-v18-March-2017.pdf
	Clinical Supervisor	Ensure A/L recorder on registrars calendar	
Maternity /paternity / adoption leave	Educational Supervisor	Complete risk assessment every trimester	https://sharedservices.sthk.nhs.uk/wp-content/uploads/2020/03/LE-Maternity-Paternity-and-Adoption-Policy-Jan-2018-review-31.7.2020.pdf
Special Leave	Educational Supervisor		https://sharedservices.sthk.nhs.uk/wp-content/uploads/2020/03/Special-Leave-Policy-revised-March-17-review-31.7.2020.pdf
Sick leave	Educational Supervisor	Complete a return to work interview. Inform TPD if sickness exceeds 14 days to adjust CCT.	
	Clinical Supervisor	Registrar to inform you (please check ES informed on return to work or if exceeds 14 days)	
Relocation (& MPhil expenses)	TPD		

Expenses

Business mileage

This is a Lead Employer policy; further information can be found [here](#).

Business mileage is for claiming mileage that was incurred during service provision other than home to base (separate to excess mileage). All claims must be completed within three months of the original date of the claim. Submission deadlines can be found [here](#).

This can be accessed through 'Employee Online', a web-based portal. In the link above, there is access to: new user forms, new approver forms, claimant user guide and manager approval guide.

Registrar - To claim through the system, you must have an account set-up on e-Expenses.

Supervisor – The **Educational Supervisor** needs to approve a registrar's claim, you must be set-up as an 'approver'. This can be done by completing a 'New Approver' form (this can be found on the link above). If you are already set-up a manager approval guide can be found [here](#).

Excess travel

This is a HEE policy administered by the Lead Employer. More information can be found [here](#).

Excess travel is the distance from a registrar's home address to the location of a new workplace, from their original base. This does include the mandatory Health Protection placement. All claims must be completed within three months of the original date of the claim.

Registrar – complete the form via the above link and return to lead.employer@sthk.nhs.uk. Submission deadlines can be found [here](#).

Supervisor – The **Educational Supervisor** must sign-off this form.

Relocation

This is a HEE policy administered by the Lead Employer. More information can be found [here](#).

Relocation expenses can only be claimed once during training and is limited at £8000. With the importance of the MPhil in the first year of training, there is a local policy on the overlap between studying of the MPhil and relocation expenses. This document can be found [here](#).

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MPhil

StRs are eligible to claim for some expenses occurred through studying the MPhil. These expenses are aligned to HEE's policy for Reimbursement of removal or rotation travel expenses for doctors in training.

We recognise that this policy does not fully align to PH Trainees studying the MPhil and that some areas of the policy will not cover this situation.

Registrar – To discuss with TPD and submit a form to HEE relocation team, copying in the relevant TPD.

Supervisor – No action for either Supervisor.

TPD – To notify Head of School and HEE Account Manager of relocation proposal and note in the central database.

Study leave

The Lead Employer simply administer this process on behalf of Health Education England who are the policy owners for inclusion in your monthly pay. The policy, application form and guidance can be found [here](#).

Any study leave request must be made at least two weeks before the course/training is due to begin. The cost of study leave will be authorised by the Educational Supervisor if it is below £600 and by the TPD if above £600.

Registrar – To check the School's regional training and ensure study leave isn't covered in the existing courses/training. Discuss the study leave opportunity with your Educational Supervisor or TPD and gain their authorisation to complete the study leave form.

Supervisor – It is the role of the **Educational Supervisor** to discuss the study leave opportunity with the registrar and approve the form if the study leave is agreed.

Leave

Annual

The Lead Employer annual leave policy can be found [here](#).

Each trainee has an entitlement to annual leave and public holidays. These entitlements will vary dependent upon certain factors which are explained below.

On first appointment, trainees will be entitled to 27 days annual leave per year. After 5 years' service, trainees will be entitled to 32 days annual leave.

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Agenda for Change t's and c's – Annual leave entitlement is 27 days, increasing to 29 days after 5 years' service and 33 days after 10 years' service.

Annual Leave for LTFT Trainees:

Annual Leave for less than full time Specialty Registrars should be calculated on a pro-rata basis. So, for example, a less than full time trainee working 60% of a full-time rota should receive 60% of the full time entitlements of annual leave, plus 60% of the entitlement to Bank Holidays. Bank holiday hours should only be deducted if this is the trainee's normal working day.

It is the role of the registrar to ensure that their annual leave is recorded on ESR and ensure their Educational Supervisor is aware.

Registrar – To discuss the requested annual leave with the Clinical Supervisor to ensure that the dates are acceptable with work commitments and with the Educational Supervisor to approve. Once confirmed, add to the registrar's calendar. Maintain an accurate record of annual leave to manage throughout training. You shall normally provide a minimum six weeks' notice of annual leave to be approved in accordance with local policies and procedures.

Supervisor – **Educational supervisors** must confirm the annual leave with the registrar and upload as appropriate to ESR.

Clinical Supervisors should agree dates chosen are acceptable with work commitments and ensure annual leave can be seen in the registrar's diary.

Maternity, Paternity, Adoption Leave

This is a Lead Employer policy and it is administered in collaboration with HEE. The Maternity, Paternity, Adoption Leave policy can be found [here](#) and the Shared Parental Leave policy can be found [here](#).

Registrar – Must inform your Clinical and Educational Supervisor and the Lead Employer no later than the end of the 15th week before expected week of confinement. It is the registrar's responsibility to ensure relevant documents are completed and sent to the Lead Employer – including MATB1 form, SC3 – Statutory Paternity form – no later than 28 days before the start of leave.

Supervisor – The **Educational Supervisor** must ensure a New and Expectant Mothers risk assessment is completed at every trimester to ensure any risk is removed from both mother and baby.

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Sickness

This is a Lead Employer policy that is administered through a Lead Employer system, locally. The registrar should report all sickness to their Clinical Supervisor and Educational Supervisor. The Educational Supervisor should then use their access to ESR to log the sickness.

Further information can be obtained from our Absence Support Team at

leademployer.casemanagement@sthk.nhs.uk

0151 290 4677

Registrar – to call or contact your Clinical Supervisor to report your sickness on the day and any subsequent days after. The trainee should explain the reason for their absence with their supervisor, with the expected date of return to work. If the sickness exceeds 7 days (including weekends), you will need to get a note from your GP to certify your sickness and return to the Lead Employer to ensure you are paid correctly. If your sickness exceeds 14 days, advise your Educational Supervisor when possible.

If you are off work longer than +28 days, this would be classed as Long-Term Sickness. This would be managed via Lead Employer HR Advisory team in order to support your return to work when fit to do so.

Supervisor – The **Educational Supervisor** should log any sick days on ESR. Upon return to work the **Educational Supervisor** must conduct a return to work interview with the completed documentation returned to Lead Employer. If the sickness has lasted longer than 14 days, inform the relevant TPD as this will impact the number of days in training and CCT.

TPD – To review CCT calculator and confirm new dates with the registrar. Once confirmed, update the central database, and inform the PH School so TIS and the Lead Employer can be updated.

Special

Special Leave is exceptional leave that may be granted to an employee in certain circumstances.

(The list of examples can be found in the policy). Please be aware that there is more detail in the policy of different categories of special leave.

This is a Lead Employer policy and can be found [here](#).

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Registrar – Must inform both your Clinical and Educational Supervisor of your request for special leave as soon as possible.

Supervisor – The **Educational Supervisor** should complete an Application for Special Leave, signed by them and the registrar to then send to the Lead Employer. The application can be found in the policy (appendix 4). The ES can discuss this with the TPD if they have any queries or concerns.

Study Leave

This is a local policy that is locally administered. The policy, application form and guidance can be found [here](#).

Any study leave request must be made at least two weeks before the course/training is due to begin. Please be aware the number of study leave days registrars are entitled to varies depending on ST grade, refer to the full policy for more information.

Registrar - To check the School's regional training and ensure study leave isn't covered in the existing courses/training. Discuss the study leave opportunity with your Educational Supervisor or TPD and retrieve their authorisation to complete the study leave form.

Supervisor - It is the role of the **Educational Supervisor** to discuss the study leave opportunity with the registrar and approve the form, if the study leave is agreed. If the amount requested is above £600, it should go to the TPD for sign off.

GP's in PH Placement

PHE Honorary Contracts

Ways of Working

Respect and Dignity at Work

STHK is committed to creating a safe and fair working environment where everybody is treated with dignity and respect. Bullying and harassment of trainees is completely unacceptable.

Each trainee should take personal responsibility for their own behaviour, treating colleagues with respect and for ensuring that they comply with STHK Respect and Dignity at Work policy

For further guidance and support please contact the Lead Employer Case Management HR Advisory team.

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The policy and guidance can be found [here](#).

Guardian of Safe Working

Lead Employer would like to remind trainees of the role of our two guardians of safe working, who are responsible for monitoring arrangements under the 2016 junior doctor contract.

Exception reporting provides a mechanism to inform StHK as your employer and also to inform your host organisation if you're day to day work varies significantly and/ or regularly from your work schedule.

Further information regarding the named Guardian of Safe working can be found [here](#).

Policies

Lead Employer policies:

[Annual Leave](#)
[Attendance management](#)
[Business mileage](#)
[Guardian of Safe Working](#)
[Maternity, Paternity, Adoption Leave](#)
[Shared Parental Leave](#)
[Respect and Dignity at Work](#)

HEEoE policies:

[Excess travel](#)
[Relocation](#)
[Study leave](#)

Systems

ESR (Electronic Staff Record) is used to log absence and annual leave

Employee self-service allows you to view and update your own personal information, including home addresses, emergency contacts and bank account details. Further information can be found [here](#).

Useful documents for ESR:

[Expenses FAQ](#)
[e-Expenses User Guide](#)
[New User Set-up Authorisation Form](#)
[New Approver Authorisation Form](#)
[Manager Approval User Guide](#)

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Supervisor Specific Roles - summary

	Clinical Supervisor	Educational Supervisor
Annual leave	Y – agree dates & check calendar	Y – oversight of A/L record
Business mileage		Y – e-Expenses
Excess mileage		Y – sign form
Maternity, Paternity, Adoption		Y – sign form
Relocation		N - TPD
Sick leave		Y – record on ESR
Special leave		Y – complete form (check with TPD)
Study leave		Y – sign form

Contacts

Public Health School (HEE) – phschool.eoe@hee.nhs.uk

Out Of Programme (HEE) – oop.eoe@hee.nhs.uk

Less Than Full Time (HEE) – lfft.eoe@hee.nhs.uk

Study Leave (HEE) – studyleave.eoe@hee.nhs.uk

Lead Employer (Generic) – Lead.Employer@sthk.nhs.uk

Lead Employer HR Advisory Team leademployer.casemanagement@sthk.nhs.uk

Lead Employer Payroll – LeadEmployerPayroll@sthk.nhs.uk

Further team contact details can be found [here](#).