# EoE Public Health Training Programme: Guidance for Registrars & Supervisors

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## Expenses

### Removal Relocation and Excess Mileage Expenses

The framework sets out the arrangements for the payment of relocation and associated travel expenses for all colleagues-in-training. These expenses are processed by Lead Employer with the assistance of the owners of the [framework](https://leademployer.sthk.nhs.uk/media/Documents/Policies%20and%20Forms/Removal%20relocation%20and%20excess%20milage/HEE-National-Relocation-Framework-Final-1-November-2020.pdf), NHS England.

### Excess Mileage – EASY Expenses

Excess travel is incurred as a result of rotation when the registrar’s home to place of work is more than 17 miles each way. All claims must be completed within three months of the original date of the claim.

Further information can be found, including Business related expense claims via EASY expenses [here](https://leademployer.merseywestlancs.nhs.uk/expenses-1).

Registrar - To claim through the system, you must self-register with the EASY system to create a user account.

Educational Supervisor – Approving managers will not need to self-register, as an email will be sent out with login details to access the system.

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### Relocation

Any relocation and/or excess mileage claims payable will be subject to the overall maximum

expenses limit of £10,000. With the importance of the MPhil in the first year of training, the MPhil Guidance can be found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fheeoe.hee.nhs.uk%2Fsites%2Fdefault%2Ffiles%2Fmphil_guidance_july_2023.docx&wdOrigin=BROWSELINK).

StRs are eligible to claim for some expenses occurred through studying the MPhil. These expenses are aligned to NHSE’s [Relocation and Travel Expenses policy](https://leademployer.merseywestlancs.nhs.uk/media/Documents/Policies%20and%20Forms/Removal%20relocation%20and%20excess%20milage/HEE-National-Relocation-Framework-Final-1-November-2020.pdf).

Registrar – To discuss with LE – [details here](https://leademployer.merseywestlancs.nhs.uk/policies-and-forms?policy=16).

Supervisors – No action for the Supervisors.

### Study leave

The Lead Employer simply administers this process on behalf of NHSE, who are the policy owners for inclusion in your monthly pay. The policy, application form and guidance can be found [here](https://heeoe.hee.nhs.uk/sites/default/files/eoe_phtp_study_leave_policy_-_june_23_final.pdf).

Any study leave request must be made at least two weeks before the course/training is due to begin. As per the study leave policy, study leave for PHREE days, and any activities as part of the core training offered should be approved by the ES. Any additional activities should be discussed with the ES and submitted to the TPD for consideration.

In the first year of training, there is no study leave expense as most registrars will undertake the MPhil.

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.

Educational 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 falls within commissioned activities.

For any additional activities, the ES should discuss with the registrar and application should be submitted to the TPD cc’ing the ES. Once agreed, this is to be sent to [phschool.eoe@hee.nhs.uk](mailto:phschool.eoe@hee.nhs.uk)

## Leave

### Annual Leave

The Lead Employer annual leave policy can be found [here](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=2).

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.

Agenda for Change T&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. 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 Clinical and Educational Supervisor is aware.

Registrar – To discuss the requested annual leave with the Clinical Supervisor, and ES. Once confirmed, add to your calendar. Record any annual leave booked on ESR. Maintain an accurate record of annual leave taken 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.

Clinical Supervisor – After confirming the annual leave with the registrar, ensure it can be seen in their diary.

Educational Supervisor – Review the registrar’s annual leave log regularly to ensure plans to appropriately to take leave.

### New Parent Support

This is a Lead Employer policy, and it is administered in collaboration with NHSE. Maternity, Paternity and Adoption Policy and Shared Parental Leave Policy have been merged to create the New Parent Support Leave Policy, which can be found [here](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=14).

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 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.

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.

### 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 the Educational Supervisor should then use their access to ESR to log the sickness. The Educational Supervisor should be made aware of any sickness period longer than 14 days.

Further information can be obtained from the LE Absence Support Team via email and phone:

[leademployer.casemanagement@sthk.nhs.uk](mailto:leademployer.casemanagement@sthk.nhs.uk) or 0151 290 4677

For concerns or issues with inputting sickness absence onto ESR, contact [ESR.helpdesk@sthk.nhs.uk](mailto:ESR.helpdesk@sthk.nhs.uk) for further guidance.

Registrar – to call or contact your Clinical Supervisor and Educational Supervisor to report your sickness on the day and any subsequent days after. The registrar 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.

Educational Supervisor – Educational Supervisors should log sickness days on ESR. Upon return to work your supervisor must conduct a return to work interview with the completed documentation returned to Lead Employer

### Special Leave

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](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=21).

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

Educational 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).

## Ways of Working

### Respect and Dignity at Work

Lead Employer 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 Lead Employer Respect and Dignity at Work policy.

For further guidance and support please contact the [Lead Employer Case Management HR Advisory team](https://leademployer.merseywestlancs.nhs.uk/contact-us).

The policy and guidance can be found [here](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=17).

### 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 the Lead Employer as your employer and also to inform your host organisation if your 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](https://leademployer.sthk.nhs.uk/guardians-of-safe-working).

## Policies

Lead Employer policies:

[Annual Leave](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=2)

[Attendance management](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=3)

[EASY Expenses](https://leademployer.merseywestlancs.nhs.uk/expenses-1)

[Guardian of Safe Working](https://leademployer.merseywestlancs.nhs.uk/guardians-of-safe-working)

[New Parent Support](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=14)

[Respect and Dignity at Work](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=17)

NHSE policies:

[Relocation and Travel Expenses](https://www.hee.nhs.uk/sites/default/files/documents/HEE%20National%20Relocation%20Framework%20Final%201%20November%202020.pdf)

[Study Leave (Public Health)](https://heeoe.hee.nhs.uk/sites/default/files/eoe_phtp_study_leave_policy_-_june_23_final.pdf)

## 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:

[Supervisor Self-service on ESR](https://leademployer.sthk.nhs.uk/supervisor-esr-self-service)

[Trainee Self-Service on ESR](https://leademployer.sthk.nhs.uk/trainee-self-service-esr)

If you have any questions in relation to ESR self- service, please contact: [ESR.helpdesk@sthk.nhs.uk](mailto:ESR.helpdesk@sthk.nhs.uk)

## Supervisor Specific Roles

|  |  |  |
| --- | --- | --- |
|  | **Clinical Supervisor** | **Educational Supervisor** |
| **Annual leave** | Agreed planned dates | Monitor AL log across the year |
| **Business mileage** |  | Agree & Approve on EASY |
| **Excess mileage** |  | Agree & Approve on EASY |
| **New Parent Support (including Maternity, Paternity, Adoption)** |  | Complete forms |
| **Relocation** |  |  |
| **Sick leave** | Notified of sickness | Report sickness on ESR |
| **Special leave** |  | Complete request form |
| **Study leave** |  | Approve all commissioned activities & discuss additional activities for review by TPD |

## Contacts

Public Health East of England School (NHSE) – [phschool.eoe@hee.nhs.uk](mailto:phschool.eoe@hee.nhs.uk)

Out Of Programme (NHSE) – [oop.eoe@hee.nhs.uk](mailto:oop.eoe@hee.nhs.uk)

Less Than Full Time (NHSE) – [ltft.eoe@hee.nhs.uk](mailto:ltft.eoe@hee.nhs.uk)

Lead Employer (Generic) – [Lead.Employer@sthk.nhs.uk](mailto:Lead.Employer@sthk.nhs.uk)

Lead Employer HR Advisory Team [leademployer.casemanagement@sthk.nhs.uk](mailto:leademployer.casemanagement@sthk.nhs.uk)

Lead Employer Payroll – [LeadEmployerPayroll@sthk.nhs.uk](mailto:LeadEmployerPayroll@sthk.nhs.uk)

Lead Employer ESR – [ESR.helpdesk@sthk.nhs.uk](mailto:ESR.helpdesk@sthk.nhs.uk)

Lead Employer Easy Expenses – 0151 676 5323 or email [E-expenses@sthk.nhs.uk](mailto:E-expenses@sthk.nhs.uk)