**Frequently Asked Questions regarding the Lead Employer Model for Health Education England (East of England)– re GP Specialty Trainees**

**Issue No 1 - 13th January 2017**

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| **Lead Employer** |
| **Q1** | **Who is the Lead Employer?** |
| A1 | St Helen’s & Knowsley Teaching Hospitals NHS Trust (StHK) will become the Lead Employer for ***all GP Trainees*** associated to HEE EOE from 1st February 2017. This role is currently undertaken by Southend University Hospital.This means StHK Lead Employer will from the 1st February 2017 be responsible for employment matters for the duration of your Training Programme, including pre-employment checks, issuing contracts of employment, salary payments etc. *Most of the Lead Employer activities can be done remotely from our base, however please be assured that we will have a presence in HEE EOE, and Trainees will not be expected to travel to our Trust.*  |
| **Q2** | **Who are the key stakeholders for GP Trainees?** |
| A2 | There are essentially four key stakeholders for GP Trainees:1. **Lead Employer** – Responsible for employment matters e.g. pay and contracts
2. **Host Placement Provider** – E.g. a Hospital or General Practice. Responsible for providing the training environment, and also day to day management and supervision e.g. confirming annual leave, information on rotas etc.
3. **HEE EOE** – Responsible for the overseeing the education and training for GP Trainees e.g. ARCP’s etc.
4. **Performers List** – When working in General Practice GP Trainees must comply with the Performers List Regulations

**NB: There are other important stakeholders e.g. the General Medical Council, BMA, Royal Colleges etc.** |
| **Q3** | **As my new employer will my place of work change?** |
| A3 | No. You will continue to work from your agreed work placements in line with your HEE EOE GP Training Programme. Under TUPE your employment will transfer and will be protected in line with TUPE regulations. |
| **Q4** | **Why have a Lead Employer?** |
| A4 | A Lead Employer model offers a number of benefits to all stakeholders.NB examples of some of the key benefits are:* An end to end Trainee employment life cycle
* Continuous management and support
* Equitable treatment of GP Trainees
* Reduced risk
* Improved governance
* Economies of scale savings for the local health economy
* Overview of regional good/bad practice
* Development of expertise
* Including for non-core services i.e. Safeguarding
* Regional ‘employment support and expertise’ working with the Professional Support Unit
* Supporting Medical Revalidation
* Regional educational training events
* Regional reporting
* Greater ability to deliver change across the local health economy
* Regional/national influence
* Continuous review of regional services
* Centralised recruitment processes (e.g. employment checks etc.)
* Linking to stream lining agendas with pro-active/preventative services
* Working closely with GMC/BMA/NCAS/JDAT/NHS Employers and other professional bodies

**NB: StHK is also a Lead Employer for all types of Doctors in Specialty Training for Health Education North West and have been for over six years. Importantly over 90% of the stakeholders (including Hosts, Trainees, HEE and the BMA) feel the Lead Employer model has improved the employment services since it was implemented.** |
| **Communication Updates** |
| **Q5** | **How will StHK as the new Lead Employer communicate with me?** |
| A5 | The Lead Employer will communicate with you 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 of 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 check your Junk Mail in the first instance if you are awaiting communications from the Lead Employer. You will have already received a number of emails from the Lead Employer and we will be providing weekly communication updates to you on key issues. We are also working closely with the BMA and appropriate nominated staff side representatives and your current Lead Employer to develop our communications framework moving forwards. Communication updates will also be accessible via our information portal **HR Direct** at[*www.leademployer.sthk.uk*](http://www.leademployer.sthk.uk)and you will shortly receive relevant log in details to enable you to access all communications including policies, contact details etc.  |
| **Q6** | **What is HR Direct?** |
| A6 | HR Direct is essentially our information portal providing 24 hour access to all Lead Employer policies, supporting processes and relevant documentation. You will shortly receive details of the generic password which will enable you to access the portal. This has been designed and is continuously developed through working closely with Trainees, BMA, Hosts and HEE.Please be aware that you should also familiarise yourself with Lead Employer policies including attendance management policy and processes for reporting absence; social media policy; internet usage; disciplinary policy and other relevant policies listed.The Lead Employer is very happy to assist you with any enquiries you may have in relation to our policies.There will be a generic password for Trainees to access and this will be sent to you shortly. The portal is being updated to ensure a designated area is available for our GP Trainees in HEE EOE and this will be available shortly.  |
| **Q7** | **How will I be able to contact the Lead Employer at StHK?** |
| A7 | Full details including both phone numbers and emails of the Lead Employer Team will be available on HR Direct shortly. In the interim:* For general project implementation queries, please contact Hayley Proudlove – HayleyProudlove2@sthk.nhs.uk
* For queries relating to employment matters, please contact gemma.adderley@sthk.nhs.uk

\****Please always include GP EoE in the subject header in your email communications*** |
| **General Employment Matters** |
| **Q8** | **I currently have my own personal and private medical indemnity cover. Do I need this in the east of England?**  |
| A8 | One of the many benefits that you will enjoy as a GP specialty trainee in the East of England is that your professional indemnity has been arranged and paid for on your behalf for your full three year training period; this will ensure adequate and appropriate indemnity and access to medico-legal assistance is in place for your entire programme whether in hospital or general practice. This scheme is in tandem with our host employer arrangement so that your contractual and indemnity arrangements are as simple and consistent as possible over the three years. HEEoE have arranged your professional indemnity through MDDUS. The HEEoE/MDDUS scheme includes benefits such as an enhanced educational package and access to professional indemnity for your time in general practice. In addition you will also enjoy medico-legal assistance during your hospital rotation and access to assistance for involvement in Good Samaritan acts, coroners reports etc. This UK wide defence organisation has been in existence for over 100 years and throughout that time has enjoyed an enviable reputation for providing a quality personalised service - see [**www.mddus.com**](http://www.mddus.com) When you join the east of England GP specialty training programme you are automatically enrolled in the MDDUS scheme, so do not require any additional indemnity cover. |
| **Q9** | **Will I be required to attend an Induction with StHK as my new employer?** |
| A9 | No. The Lead Employer will issue a welcome presentation via email to transferring Trainees and new starters. This will provide an overview of key roles and responsibilities including important information as to who to contact should you have any query.  |
| **Q10** | **My Tier 2 Visa is due to expire and I am required to apply in February. Will StHK support me with my application?** |
| A10 | It is very important for GP Trainees to be aware that it is the individual’s personal responsibility to ensure that they have the right to live and work in the UK.If you require assistance you must ensure that you the contact the Lead Employer well in advance. |
| **Q11** | **I commenced GP Training prior to August 2016 and am currently on a run through 2002 TCS for Junior Doctors until the end of my training period. Will this remain in place or will I transfer to the new 2016 contract?** |
| A11 | Yes. In line with TUPE regulations your current contract of employment will transfer with you and you will remain on this until the expiry of your current given contract.  |
| **Q12** | **I am a GP Trainee that commenced my training from the August 2016 changeover with a fixed term 2002 TCS contract taking me up to August 2017. Will this remain in place?** |
| A12 | Yes. In line with TUPE regulations your current contract of employment will transfer with you and you will remain on this until the expiry of your current given contract. However, it is then our intention thereafter to issue you 2016 contracts from August 17 to take you through to the end of your current training period. Further information will follow in the next communications that will be issued by the Lead Employer during week commencing the 16/01/17.NB: The transfer to the 2016 contract for such Trainees is not as a result of the TUPE transfer.  |
| **Q13** | **I currently have work place adjustments implemented to support a long term health condition. How can I ensure my future Host Trusts are aware of this?** |
| A13 | The Lead Employer is working closely with Southend as your current employer to ensure appropriate adjustments are identified and support plans are maintained beyond 1st February. As part of the due diligence information exchanged between Southend and StHK as your new employer, matters such as live disciplinary warnings/current restrictions to practice are also disclosed.As part of this process the Lead Employer will write to all Trainees to ensure longer term adjustments and regular health reviews are continued in these circumstances.  |
|  | **Performers List** |
| **Q14** | **I am due to commence a GP practice placement in February. Do I need to apply directly to the Performers List?** |
| A14 | All new GP specialty trainees recruited in August 2016 and for February 2017 are being placed on the Medical Performers List through an automatic process using relevant information you shared with HEE and your employer; you should receive an email confirming your admission to the list within the first 2 months of your placement. You will also be contacted if NHS England has any concerns arising from the information you have previously shared with us. So you need take no action. It is expected to take several months for the national Medical Performers List website to show your inclusion, so you need not worry if you receive the confirmatory email but don’t appear on the national electronic list; you will be included in the Performers List under these circumstances. |
| **HWWB Matters** |
| **Q15** | **I am currently on Long-Term Sick and will not be returning to Training before 1st February. Is there anything I need to do?** |
| A15 | In these circumstances you should contact the Lead Employer as a matter of priority to inform them of your current absence and likely duration. Arrangements will then be made for a member of our HR Team to contact you directly to ensure you continue to receive support including implementation of work place adjustments as may be required. We will also ensure that you continue to receive support from HWWB where identified.You should also inform the Medical HR Manager or General Practice Manager where you have been scheduled to rotate to. |
| **Q16** | **Who do I contact if I need to advise I am unfit to attend work?** |
| A16 | It is important that you familiarise yourself with the relevant contact name and details at each of your 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 ensure patient care and also support for yourself.You should also email the Lead Employer at lead.employer@sthk.nhs.uk (**include GP EoE in the email subject header)** advising of your absence and reason. Further details will shortly be issued around absence reporting. |
| **Payroll Matters** |
| **Q17** | **Who will pay me from 1st February 2017?** |
| A17 | Your salary from 1st February will be paid by StHK. You will be paid directly into your bank account on the 28th 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 will obtain your details from your current employer through a direct data transfer which will enable this. |
| **Q18** | **How do Trainee’s claim business expenses?** |
| A18 | * All business expenses incurred up to 31st December will be paid by Southend as your current employer/payroll provider.
* Any outstanding business expenses that you have from 1st January 2017 will be paid by StHK payroll services.

**A separate communication will be issued by StHK payroll services in this respect on the week commencing 16th January 2017.** |
| **Q19** | **How do I apply for Removal Expenses and Study Leave expenses?** |
| A19 | Trainees will be required to apply in line with HEE EoE policies; however the Lead Employer will administer and process the payments. Further information will shortly be available via **HR Direct** to ensure that you can claim for your entitlements without delay |
| **Q20** | **I am currently in receipt of Childcare Vouchers how do I ensure this continues?** |
| A20 | Our payroll team are currently liaising with your current payroll provider to ensure current salary deductions through salary sacrifice schemes continue. We would however ask that on receipt of your first payslip from the Lead Employer you check that there are no anomalies to your deductions. Where you have a direct query on a payroll related matter this should be directed to leademployerpayroll@sthk.nhs.uk ***(please include GP EoE in the subject header).*** |
| **Q21** | **Will I continue to receive my annual pay increments?** |
| A21 | Yes. You will receive any annual pay increments or cost of living rises applicable to you as a GP Specialty Trainee and in line with national terms and conditions, these will always be applied. |
| **Maternity Matters** |
| **Q22** | **I will be going on Maternity Leave in February, who should I contact?** |
| A22 | 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 at lead.employer@sthk.nhs.uk 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 ***(please include GP EoE in the subject header).*** Should you have any specific questions in relation to your forthcoming maternity leave please forward these to Hayley.proudlove2@sthk.nhs.uk.  |
| **Q23** | **I am currently on Maternity Leave and due to return in March 2017 commencing a GP Practice Placement. Is there anything I need to do in respect of the Performers List?** |
| A23 | The Lead Employer will write to you in advance of your return outlining the process you will be required to undertake to join the Performers List. If you do not hear from the Lead Employer or have any questions in relation to your return to training please ensure that you contact the Lead Employer at gemma.adderley@sthK.nhs.uk ***(please include GP EoE in the subject header).*** |
| **Annual Leave** |
| **Q24** | **How do I apply for annual leave?** |
| A24 | Leave requests should continue to be submitted directly to your Host Organisation who are responsible for approving your leave. 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 the Lead Employer at lead.employer@sthk.nhs.uk (***please include GP EoE in the email subject header***). |