

## ABOUT US

### HR GP TRAINEES SUPPORT TEAM

Southend University Hospital NHS Foundation Trust as the Lead Employer is your employer during your training period with Health Education East of England. We provide you with the following services;

- Recruitment and Selection
- Pre and post-employment checks
- Contracts of employment
- Travel expenses
- Payroll services
- The issuing of rotation correspondence
- Acceptance of resignations
- Management of attendance and sickness
- Liaison with members of Health Education East of England

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- Human Resources advice AND Occupational Health

For further information related to your employment and any of the above please refer to our web page on the HEEoE website:

[https://heeo.e.hee.nhs.uk/gp\\_lead\\_employer](https://heeo.e.hee.nhs.uk/gp_lead_employer)

## HOST TRUSTS/ORGANISATIONS

Host Educational providers/Organisations are the hospital or location where you will work and carry out your training. They provide a local induction and inform the Lead Employer about the following:

- Pay banding
- Sickness and absences
- Human Resource issues
- Mandatory Training

## HEALTH EDUCATION EAST OF ENGLAND

HEEoE provides services related to your training programme. They advise and approve on specialty posts, programmes, rotations, ARCP and College issues:

- Approves and provides post & programme details to the Lead Employer Team.
- Provide details of rotation placements to the Lead Employer

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- Notify issues emerging from the ARCP or college exams and reviews or other factors which impact on Certificate of Completion of Training (CCT) dates to the Lead Employer
- Out of programme requests
- Requests for and management of Less than Full Time Training
- Inter-Deanery transfer (IDTs)

For further information on issues related to your training and any of the above listed please refer to the HEEoE website:

<https://www.hee.nhs.uk/hee-your-area/east-england>

## **INFORMATION**

### **INDUCTION AT THE HOST ORGANISATION**

You will receive an induction at the Host Organisation each time you rotate, which you must attend. The Host Organisation will advise you regarding local and departmental policies and procedures. This will include information relating to accommodation, car parking facilities, fees, ID badges etc.

You will receive email notification from your Host Organisation regarding induction arrangements.

### **CHANGES TO YOUR PERSONAL INFORMATION**

All employees are requested to notify the Lead Employer in writing of the following changes:

- Change of address

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- Change of name
- Change of email address
- Change of telephone numbers
- Change of bank details.

All changes should be emailed to the GP trainees Team:

[GP.Trainees@southend.nhs.uk](mailto:GP.Trainees@southend.nhs.uk)

#### **PAY BANDS/ROTAS/PATTERN OF WORK**

Queries relating to the allocation of pay bands, rotas and patterns of work must be made to the Medical Personnel Department at the Host Organisation where you will be working.

#### **NOTIFICATION OF ROTATIONS AND FUTURE PLACEMENTS**

If required you will be rotated to various work locations throughout your employment. Future rotational placements will be confirmed as soon as possible in line with the Allocation & Rotation process.

The Host Organisation will provide you with the name of your Assigned Educational Supervisor.

#### **RESIGNATION FROM EMPLOYMENT**

In line with your appointment, you are entitled to receive the 3 months' notice of termination of employment and are required to give the Trust the same notice.

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All resignation letters should be emailed to

[GP.Trainees@southend.nhs.uk](mailto:GP.Trainees@southend.nhs.uk)

OR

Posted to the following address:

HR GP Trainees Support Team

Education Centre

Prittlewell Chase

Westcliff-on Sea

Essex

SS0 0RY

The notice period will not commence until receipt is confirmed/acknowledged.

**STUDY LEAVE**

Please refer to the relevant HEEoE policy:

[https://heeo.e.hee.nhs.uk/gp\\_lead\\_employer](https://heeo.e.hee.nhs.uk/gp_lead_employer)

**LESS THAN FULL TIME TRAINING**

Please refer to the relevant HEEoE policy:

[https://heeo.e.hee.nhs.uk/less\\_than\\_full\\_time\\_training](https://heeo.e.hee.nhs.uk/less_than_full_time_training)

**INTER-DEANERY TRANSFERS**

Please refer to the relevant HEEoE policy :

[https://heeo.e.hee.nhs.uk/Inter\\_Deanery\\_Transfers](https://heeo.e.hee.nhs.uk/Inter_Deanery_Transfers)

**POLICIES AND PROCEDURES**

Policies which are applicable to you during your employment may be found ay our website:

[https://heeo.e.hee.nhs.uk/gp\\_lead\\_employer](https://heeo.e.hee.nhs.uk/gp_lead_employer)

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### ANNUAL LEAVE

For doctors in training on the minimum, 1<sup>st</sup> or 2<sup>nd</sup> incremental point of the pay scale for doctors in training, your entitlement to annual leave will be a minimum of twenty five **(25+2 statutory)** days per annum (pro rata for less than full time employees).

For those trainees on the third incremental point of the pay scale or above, the annual leave entitlement is thirty **(30+2 statutory)** days per annum (pro rata for less than full time employees).

All annual leave must be arranged with prior permission and in accordance with the arrangements of your Host Organisation.

Where annual leave requests overlap a period of rotation between two Host Organisations, you must ensure prior authorisation is obtained by the appropriate representatives of both Host Organisations.

***All annual leave must be recorded on the leave cards issued to you at the beginning of your training (a copy of the leave card can also be found on our Lead employer web page).***

### LETTERS CONFIRMING EMPLOYMENT

Requests for “To Whom It May Concern letters” for the purpose of Mortgages, visas need to be emailed to [GP.Trainees@southend.nhs.uk](mailto:GP.Trainees@southend.nhs.uk) in the first instance.

### PAYMENT OF SALARY

Payment of salary is made on the 28<sup>th</sup> day of every month except if that falls on a weekend or bank holiday, it is paid on the previous banking day (Monday to Friday).

**TRAVEL CLAIM FORMS**

All completed travel claim forms must be authorised by your Supervising Consultant/GP Trainer at your Host organisation and submitted to the Payroll Department at Southend Hospital by the 10<sup>th</sup> day of each month. The forms can be found on our web page. Please send completed forms to:

[PayrollAdmin@Southend.nhs.uk](mailto:PayrollAdmin@Southend.nhs.uk)

**CHILD CARE VOUCHERS**

Further information can be obtained by contacting Amanda Wilkinson on 01702507133 or email [Amanda.Wilkinson@southend.nhs.uk](mailto:Amanda.Wilkinson@southend.nhs.uk).

**NATIONAL PERFORMERS LIST**

You will be required to register yourself on the National Medical Performers List (Instructions are included in your Appointment letter).

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**LEAD EMPLOYER CONTACTS**

**FIRST POINT OF CONTACT: [gp.trainees@southend.nhs.uk](mailto:gp.trainees@southend.nhs.uk)**

Name	Job Title	Contact details	Area of work
<b>MEDICAL HR</b>			
Carol Church	Head of Medical HR	01702 385344 <a href="mailto:carol.church@southend.nhs.uk">carol.church@southend.nhs.uk</a>	Overall responsibility for Medical HR team
Catly Nyinabarinzi	HR GP Contract Manager	01702 385674 <a href="mailto:catly.nyinabarinzi@southend.nhs.uk">catly.nyinabarinzi@southend.nhs.uk</a>	Liaison with Placement Providers and HEEoE and team supervision
<b>TEAM MEMBERS</b>			
<b>FIRST POINT OF CONTACT: <a href="mailto:gp.trainees@southend.nhs.uk">gp.trainees@southend.nhs.uk</a></b>			
Nicola Jones	GP Trainee Administrator	01702 385372 <a href="mailto:nicola.jones@southend.nhs.uk">nicola.jones@southend.nhs.uk</a>	Basildon, Bedford, Harlow, Kings Lynn, Luton, Norwich

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# Southend University Hospital

NHS Foundation Trust

Sue Lovett	GP Trainee Administrator	01702 385085 <a href="mailto:susan.lovett@southend.nhs.uk">susan.lovett@southend.nhs.uk</a>	Colchester, Gt Yarmouth, Hemel, Ipswich, Peterborough, Southend
Charlotte Brunning	GP Trainee Administrator	01702 385702 <a href="mailto:diane.mcgowan@southend.nhs.uk">diane.mcgowan@southend.nhs.uk</a>	Bury, Cambridge, Chelmsford, Stevenage, Welwyn Garden City, West Cambridge
<b>FINANCE</b>			
David Merryfield	Finance Manager	01702 508152 <a href="mailto:david.merryfield@southend.nhs.uk">david.merryfield@southend.nhs.uk</a>	Financial matters
David Beckett	Payroll Manager	01702 508187 <a href="mailto:david.beckett@southend.nhs.uk">david.beckett@southend.nhs.uk</a>	Payroll and pensions
<b>OCCUPATIONAL HEALTH</b>			
Catherine Paget	Senior Manager Occupational Health	01702 385544 <a href="mailto:catherine.paget@southend.nhs.uk">catherine.paget@southend.nhs.uk</a>	OH support

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