

# Information Pack for Doctors in Training from the Lead Employer Service, St Helen's & Knowsley Teaching Hospitals NHS Trust

*“As a HR team we are very proud of the support we provide to our trainees. Being an established Lead Employer for Specialty Doctors in training for the last 6 years (Cheshire & Mersey) we continue to implement improvements to service delivery benefiting all of our stakeholders with regular and positive feedback from host trusts, the trainees and the British Medical Association. The quality of service was also noted in a recent General Medical Council (GMC) survey.”*

**Spencer McKee, Assistant Director of HR for the Lead Employer Service,  
St Helens & Knowsley Teaching Hospitals NHS Trust**

## **Welcome note**

**Dear trainees,**

We would like to welcome all GP Speciality trainees from the East Midland to the Lead Employer Service at STHK and Health Education England – East Midlands (HEE EM).

## **About Us**

The Lead Employer Team at St Helens & Knowsley Teaching Hospitals NHS Trust will be your employer for the full duration of your GP training period with HEE EM.

We provide payroll services, support with recruitment and selection, administration support, occupational health services and human resource advice on the following:

- Recruitment and selection
- Pre-and post-employment checks
- Contracts of employment
- Travel expenses
- Payroll services
- Issuing rotation correspondence
- Acceptance of resignations
- Attendance management
- Occupational Health
- Immigration and applications to the Home Office

If you have any questions or if there is anything a member of the team can do to assist you, please let us know. We will be happy to help.

**Lead Employer Service**

St Helen's & Knowsley Teaching Hospitals

NHS Trust

Court Building

2<sup>nd</sup> Floor

Alexandra Park

Prescot Road

St Helens

WA10 3TP

e-mail: [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

This information pack includes details you may want to know such as pay dates and leave entitlements, as well as introducing you to some of the services provided by the Lead Employer Service.

We wish you the very best and extend a very warm welcome to you upon your employment with the Lead Employer.

Lead Employer – Employment Services Team

## **Working in Partnership**

### **Health Education England**

#### **East Midlands (HEE EM)**

HEE EM provides services related to your education and training programme.

They recruit, advise on and approve posts, programmes, rotations, ARCPs and college issues:

- Approves and provides post & programme details to the Lead Employer Service
- Provides details of rotation placements to the Lead Employer Service
- Notifies 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 Service
- Deals with "Out of Programme" requests
- Deals with requests for and manages "Less than full Time Training" (LTFT)
- Manages Inter-Deanery transfers (IDTs)
- Manages all study leave requests and expenditure

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

[GP Trainees - https://heem.hee.nhs.uk/general\\_practice\\_home](https://heem.hee.nhs.uk/general_practice_home)

### **Host Organisations**

Host Trusts / GP Practice and Hospices are the location where you will work and carry out your training. When commencing a new placement with each Host organisation they will provide a local induction and will also inform the Lead Employer Service about the following:

- Pay banding / additional pay elements
- Sickness and absences
- Human Resource issues
- Mandatory Training
- Training matters

### **BMA**

- You can obtain general advice through the BMA website at [www.bma.org.uk](http://www.bma.org.uk)

## **About You**

### **Changes to your Personal Information**

As a GP Specialty Registrar you will be provided with access to Intrepid (training database via HEE EM and ESR (Electronic Staff Record via the Lead Employer) for which you are responsible for updating any personal information changes such as the areas outlined below:

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

All changes should also be emailed to [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

### **Visa Information**

If you do not hold a British or EEA passport, you must inform us immediately about any changes to your immigration status, and we always need to receive a copy of any renewed visa **AND** passport, regardless of your visa expiry date.

### **Letters Confirming Employment**

Requests for letters to confirm employment for the purpose of visas need to be requested by emailing [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

(Please include *GPEM* in the email subject header) in the first instance.

## **Registration and Licence to Practise**

You are required to hold a current Licence to Practise and to be registered with the General Medical Council throughout the duration of your employment.

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

## **Rotation**

### **Induction at Host Organisation**

You will receive a local 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. In addition to this you will be required to undertake an e-induction through HEEM as your Educational provider.

### **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/GP Practice Manager at the host organisation where you will be working in the first instance.

Less than full time trainees will receive pay banding in line with NHS Employers Equitable Pay Guidance.

**You are reminded that you are contractually required to work with host organisations in monitoring hours of work.**

## **Leave**

### **Annual Leave**

The annual leave year runs from first Wednesday in August. Your entitlement to annual leave will be:

#### **2002 Contract:**

Point of salary Scale	Annual Leave Entitlement
Point 00 – 02	27 Days
Point 03 – 09	32 Days

#### **2016 Contract:**

Point of salary Scale	Annual Leave Entitlement
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Less than 5 years Service in NHS	27 Days
5+ years service in the NHS	32 Days

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.

#### Public Holidays

You are entitled to 8 days public holidays per year, pro rata for less than full time employees.

#### Study Leave

Please refer to HEEEM website at [https://heem.hee.nhs.uk/gp\\_lead\\_employer](https://heem.hee.nhs.uk/gp_lead_employer)

#### **Out Of Programme**

Please refer to the HEEEM website:

[https://heem.hee.nhs.uk/out\\_of\\_programme](https://heem.hee.nhs.uk/out_of_programme)

#### **Less than Full Time Training**

Please refer to HEEEM website:

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

#### **Inter-Deanery Transfers**

Please refer to HEEEM website:

<http://specialtytraining.hee.nhs.uk/inter-deanery-transfers/>

#### **Resignation From Employment**

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

**All resignation letters should be emailed to**

[leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

The European Working Time Directive (EWTD) determines the maximum weekly working time, patterns of work and holidays plus the daily and weekly rest periods. It was enacted into UK Law as the Working Time Regulations from October 1998.

It is a contractual requirement of doctors in training not to breach Working Time Regulations.

### **Are You Regularly Working Over 48hrs Per Week?**

If your answer is “Yes”, please contact [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

#### **EWTD**

In summary, the main features of the Working Time Directive for doctors in training are:

A limit of an average of 48 hours working time each week, measured over a reference period of 26 weeks (a rolling reference period).

A doctor in training may choose to work longer by “opting out”. However, they can only work for a maximum of up to 56 hours a week as per The New Deal restrictions, you must notify the Lead Employer if this is the case by emailing: [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

It is essential that you still meet the required leave and daily & weekly rest requirements, which are:

- 11 hours continuous rest in any 24 hour period
- 24 hours continuous rest in 7 days (or 48 hours in 14 days)
- A period of 30 minutes of paid relief (rest) for natural breaks taken approximately after every 4 hours of work, e.g. if a doctor in training works 8 hours they should get one break, if they work a 12 hour shift, it should be two.
- 5.6 weeks leave, which must be work free (you cannot cover locums with the NHS or any agency during the 5.6 week leave (work free period).
- Rest requirements must be met by law. The Lead Employer may consider disciplinary action against anyone who breaches the EWTD/New Deal regulations.

#### **LOCUM WORK**

- As part of your terms & conditions, you agree not to undertake locum medical or dental work for this or any other employer where such work would cause your contracted hours (or actual hours of work) to breach the controls set out in paragraph 20 of the Terms and Conditions of Service.
- Should you be approached to undertake locum duties at a higher grade, you must (where practicable) obtain prior clearance to undertake such duties and should review this in the first instance with your GP Associate Dean and GP Specialty School at HEEEM full contact details are available on their website.
- **GMC Code of Good Medical Practice**

- The GMC Code of Good Medical Practice details the standards that doctors registered with the GMC are required to adhere to as part of their registration and employment. This includes the requirement to declare any criminal proceedings to Lead Employer as your employer.
- Further information is available from the GMC website at [www.gmc-uk.org](http://www.gmc-uk.org)

## Pay Information

We provide a comprehensive range of payroll, expenses and pensions administration related services in a professional and efficient way.

If you have your ESR assignment number this will help us to answer your query more quickly. Assignment numbers can be found in the top left hand corner of your payslip from us.

Pay & Staff Services, Whiston Hospital, Lower Ground 1, Nightingale House, Warrington Road, Prescott, Merseyside, L35 5DR.

email: [eastmids.payroll@sthk.nhs.uk](mailto:eastmids.payroll@sthk.nhs.uk)

Specific contact details are available on HR Direct [www.leademployer.sthk.nhs.uk](http://www.leademployer.sthk.nhs.uk)

### Payment of Salary

We pay employees on the 28th of each month. If the 28<sup>th</sup> of the month falls at the weekend or a public holiday, we pay employees on the working day before e.g. Friday. We will pay you earlier in December and January.

### Sick Pay

Entitlements are outlined in paragraphs 225 – 244 of the ‘Terms and Conditions of Service’

### Salary Sacrifice Schemes

We run a number of salary sacrifice schemes and all windows of opportunity and brochures will be published on HR Direct.

Our schemes have included:

- Computer Salary Sacrifice
- Bikes for NHS
- Lease Car Scheme

### Childcare Vouchers

Our childcare voucher scheme is ran through Fideliti.

If you have any queries about the scheme please call 0800 288 8727 or find further information and to apply visit their website: [www.fideliti.co.uk](http://www.fideliti.co.uk)

If you have any queries regarding your payments please contact Pay & Staff Services at [eastmids.payroll@sthk.nhs.uk](mailto:eastmids.payroll@sthk.nhs.uk)

## **Pensions**

Should you have any issues surrounding NHS pensions, you can direct your questions to Pay & Staff Services at [eastmids.pensions@sthk.nhs.uk](mailto:eastmids.pensions@sthk.nhs.uk)

Further information can be obtained by visiting the NHS Pensions website:

<http://www.nhsbsa.nhs.uk/pensions>

## **Mortgage Company / Letting Agency Applications**

When applying for a mortgage or rented accommodation, your mortgage provider or letting agency should send their company form or request, together with your consent to release this information, to the Pay & Staff Services department at [eastmids.payroll@sthk.nhs.uk](mailto:eastmids.payroll@sthk.nhs.uk)

## **Removal And Associated Expenses Policy**

The Policy covers:

- Travel in lieu of relocation
- Relocation
- Funding provision for removal and associated expenses
- Process for obtaining reimbursement of removal and associated travelling expenses
- Expenses on removal

Please refer to HEEoE website to review this policy.

All queries should be e-mailed to [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

## **Business 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 Pay & Staff Services by the relevant payroll deadline

***Please note that expenses must be submitted within 3 months of claim date, expenses submitted outside of this window will not be paid.***

# **Health, Work and Wellbeing**

The Health, Work & Wellbeing Centre is part of the St Helens & Knowsley Teaching Hospitals NHS Trust based at Whiston Hospital. Offering a range of services concerned with health and wellbeing.

The team is lead by the Wellbeing manager and includes a Wellbeing Physician, Nurse specialists, Physiotherapist, Chiroprapist and Holistic therapist who are all supported by a clerical team.

### **Contact Us**

Telephone Number: 0151 430 1985

e-mail address [well.being@sthk.nhs.uk](mailto:well.being@sthk.nhs.uk)

### **Opening Hours**

Monday to Friday from 8.30am – 4.30pm

### **Referral Service**

The Lead Employer can refer trainees to the wellbeing service in accordance with the Lead Employer attendance management policy. All stress and musculoskeletal injuries must be referred to the Lead Employer team at [leademployer.casemanagement@sthk.nhs.uk](mailto:leademployer.casemanagement@sthk.nhs.uk) (*include GPEEM in the email subject header*) immediately when a trainee goes off sick.

### **Immunisation Queries**

If you require immunisation history, please e-mail: [well.being@sthk.nhs.uk](mailto:well.being@sthk.nhs.uk) with a request.

### **Needle stick Injuries**

All needle stick injuries must be reported to your host organisation following their trust policy.

Information advice and support will be provided [well.being@sthk.nhs.uk](mailto:well.being@sthk.nhs.uk)

## **Useful Contacts**

### **Contact Us**

#### **Lead Employer Services**

St Helen's & Knowsley Teaching Hospitals NHS Trust  
Level 2, Alexandra Business Park, Prescot Rd, Saint Helens WA10 3TP.

**Tel: 0151 290 4430/4431**

e-mail: [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)

#### **Health Work & Wellbeing**

Tel: 0151 430 1985

e-mail : [well.being@sthk.nhs.uk](mailto:well.being@sthk.nhs.uk)

#### **Pay & Staff Services**

e-mail: [eastmids.payroll@sthk.nhs.uk](mailto:eastmids.payroll@sthk.nhs.uk)

#### **Host Organisation**

Medical Staffing

GP Practices

## Health Education England – East Midlands

[www.eastmidlandsdeanery.nhs.uk/GP](http://www.eastmidlandsdeanery.nhs.uk/GP)

### Online Information:

Lead Employer Service

[www.sharedservices.sthk.nhs.uk](http://www.sharedservices.sthk.nhs.uk)

NHS Employers

[www.nhsemployers.org](http://www.nhsemployers.org)

NHS Pension Scheme

[www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

GMC

[www.gmc-uk.org](http://www.gmc-uk.org)

BMA

[www.bma.org.uk](http://www.bma.org.uk)

Performers List

[www.performer.england.nhs.uk](http://www.performer.england.nhs.uk)

### **Medical Indemnity**

One of the many benefits that you will enjoy as a GP specialty trainee in the East Midlands 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.

We hope this overview of the Lead Employer provides the key contact numbers and reference links for you.

However should you have any queries which remain outstanding please do not hesitate to contact a member of the Lead Employer GP Employment Services team at

Tel: 0151 290 4437/4439/4446

e-mail: [leademployer.eastmids@sthk.nhs.uk](mailto:leademployer.eastmids@sthk.nhs.uk)