

St Helens and Knowsley NHS
Trust Lead Employer Model
- A Guide for
GP Practice Managers

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1. INTRODUCTION

The aim of this guide is to give GP Practice Managers an overview of the Lead Employer Model and working relations with HEE and Host Placement Providers. Up to date information will normally be available via the Lead Employer Website, however, for ease we have produced this guide for your information.

2. OVERVIEW OF LEAD EMPLOYER

In 2017, HEE EM undertook a formal procurement exercise for a Lead Employer Organisation to employ their GPs in Speciality Training to commence in July/August 2017. Following this formal procurement process St Helens and Knowsley Teaching Hospitals NHS Trust (StHK) Lead Employer was awarded the contract for HEE EM.

From 1st July 2017, St Helens and Knowsley Teaching Hospitals NHS Trust became the Lead Employer for all HEE (East Midlands) GP Speciality Trainees for the entire period of their GP Training and for all rotations.

HEE have moved to a Lead Employer arrangement to enable the following:

1. Equitable treatment of GP Trainees.
 2. Continuous Management and support of GP Trainees throughout their training programme. One of the advantages of this approach is a reduction in absence from training, thus meaning that there will be:
 - A) Less need for extended training periods.
 - B) Fewer requirements for colleagues picking up additional duties to cover GP Trainee absence.
 - C) Fewer requirements for Locum Cover, and the associated costs.
 - D) Increased Patient Care, through having more GP Trainees in training.
- N.B.** This Continuous Management applies throughout the entirety of a GP's training post. This therefore means that Host organisations will not receive GP Trainees that have not been continuously managed and supported as they rotate. This is critical if a trainee has an underlying medical condition, both in terms of providing the Trainee with support but also reducing the risk of absence when the Trainee is placed in a Host Organisation. The Lead Employer Organisation works closely with Hosts to ensure any necessary adjustments for trainees requiring additional support can be implemented.
3. To provide a regional overview of best practice.
 4. To enable the development of expertise by the employer and assist Primary Care with some of the current national challenges such as the implementation of the 2016 contract, the National Performers List, Maintaining High Professional Standards (MHPS) where needed, and specialist advice such as safeguarding issues etc.
 5. To generate economies of scale efficiencies, including financial savings for the local health economy e.g. Block Cover Medical Indemnity, resulting in significant financial savings for the wider health economy.

6. Receive the support of all StHK Trust Specialist Departments; see Key Contact Details Section.
7. To assist Primary Care with some of the national challenges, that can also directly or indirectly impact secondary care.
8. Enabling all HEE EM Host General Practices to implement current and future changes e.g. the introduction of the 2016 Contract which has significant risk and resource implications for employers.
9. Point 8 thereby assists HEE EM / Host General Practices with the recruitment and retention of GP Trainees, and therefore in the longer-term qualified GP's this ensures HEE EM as a region is not disadvantaged.
10. Reduced risk through the Lead Employer now being responsible for ensuring all employment matters are legally compliant and up to date e.g. Information Governance and 2016 Contract changes.
11. A number of other benefits to the HEE EM Health Economy and the stakeholders involved in the education and training of the Trainees.

N.B: *Importantly the StHK Lead Employer Model has been endorsed by the GMC, BMA, Host Organisations and Staff Side Representatives.*

3. RECRUITMENT

The Lead Employer will undertake all pre-employment checks for new starters to GP Specialty Training in line with NHS Standards so there is no longer a requirement for Host Placement Providers to undertake these checks.

For CQC purposes you will be issued with a rotation and Management Information spreadsheet prior to the Trainees starting in post to confirm that all pre-employment checks have been completed, see section 4 for further details.

If there is a query regarding recruitment, please contact leademployer.eastmids@sthk.nhs.uk.

4. ROTATIONS

The Training Programme for GP Trainees in the East Midlands is for three years (20 months in General Practice and 16 months in hospital placements). Most ST1/2 Trainees in HEE EM rotate every 4 months – usually in August, December and April (these timescales vary for out of sync Trainees i.e. Less than full time (LTFT)).

GP Programme Managers are responsible for assigning placements to Trainees. Once these have been assigned, the Recruitment and Programmes Team at HEE East Midlands (HEE EM) upload these into Intrepid. Once given confirmation from HEE EM that the rotations are accurate on Intrepid, the Lead Employer will download the information and issue to Hosts via a secure method. This is usually between 12 - 8 weeks prior to rotation in line with the Provision of Information for Postgraduate Medical Training (subject to HEE providing the information).

The rotations detail:

- The Trainee's personal details
- Placement details
- Full time equivalent
- The Trainees contact details

You will also receive a Management Information Spreadsheet which confirms that all of the pre-employment checks have been completed (to satisfy CQC purposes) and this will also indicate whether there is any management information associated with the Trainee.

N.B. this will be documented as either 'yes' or 'no', but the details of the management information will be sent directly to the relevant host organisation via secure e-mail due to the sensitivity of the information.

5. CONTRACTS

The Lead Employer issue all Trainees with run-through contracts on commencement of their GP posts (or for TUPE trainees when their existing contract comes to an end), that cover their entire period of Specialty Training. This therefore means that practices are **no longer** required to issue honorary/or employment contracts to trainees whilst training in your practice as you are covered by the employment contract issued by StHK and the Service Level Agreement between HEE EM and StHK.

Most GP Trainees in the East Midlands are on the 2016 Terms and Conditions of Service (TCS), however a small number of ST3 GP Trainees in the East Midlands have remained on the 2002 Terms and Conditions (as they TUPE'd on their previous contracts). These trainees will **not** transfer to the 2016 Terms and Conditions, unless they need a new contract e.g. following an ARCP

N.B. Due to the nature of issuing run-through contracts, the contract will contain the details relevant to the commencement of that post i.e. grade/salary and trainees will not be reissued with contracts whilst moving through their training (unless their contract is extended).

In terms of pay, the contract will feature only the basic salary afforded to the grade of the trainee and will not take account of any work schedule elements or pay protection afforded to the Trainee. Where there is a requirement to assess a trainee for pay protection, we will write to them to advise of the process and the information we require.

N.B. This is for information purposes only as this is all calculated and managed by StHK as the employing organisation.

If there are any queries regarding contracts, please contact leademployer.eastmids@sthk.nhs.uk.

6. 2016 TERMS AND CONDITIONS OF SERVICE (TCS)

The 2016 Terms and Conditions of Service (TCS) was implemented nationally for GP Trainees in GP Practices from 2nd August 2017, as per NHS Employers implementation timeline. The contract was drawn up between NHS Employers and the BMA. Most GP Trainees are on the 2016 TCS, bar a few exceptions (see section 5). The full version of the

Terms and Conditions is available on the NHS Employers website:
<http://www.nhsemployers.org/~media/Employers/Documents/Need%20to%20know/TCS%20for%20NHS%20Doctors%20and%20Dentists%20in%20Training%20England%202016%20%20Version%203.pdf>

There are a number of differences from the 2002 to the 2016 Contract, but the main differences that impact you as a Practice Manager are:

- Work Schedules (section 7)
- Exception Reporting and the Work Schedule Review Process (Section 8 / 8A)
- The Guardian of Safe Working Hours (Section 8)
- Changes to Out-of-Hours working (allocation of time off in lieu) (section 9)

N.B. there are many other differences between the 2002 / 2016 contract, however StHK as the employer of the trainees assume responsibilities for these (i.e. pay, pay protection, contractual terms, locum work, etc.). If a trainee queries any employment related aspects of the 2016 Terms and Conditions please refer them to leademployer.eastmids@sthk.nhs.uk so that we may advise them.

Please see the FAQ below for implementing the new contract in GP settings and the Memorandum of Understanding (MOU) in relation to the responsibilities of Hosts and Lead Employer in the implementation of the 2016 Terms and Conditions of Service.



NHS Employers FAQs
for Implementing the



MOU 2016
Contract.pdf

7. WORK SCHEDULES

Trainees on the 2016 Terms and Conditions must have a Generic Work Schedule prior to commencing in post. It is the responsibility of the Host Placement Provider to produce this for the post and forward to the Lead Employer.

The Code of Practice states the Lead Employer should issue generic work schedules to the Trainees 8 weeks before commencing in post, therefore in order to meet this deadline the Lead Employer should have your Practices generic templates 12 - 8 weeks before.

N.B. Please note, if you have already sent generic templates for ST1/2/3's, these will be stored in our library of work schedules and you will not be required to resubmit these each rotation – (see section 7A).

The work schedule should include (in reference to the templates in Section 7A):

- Placement Details / Educational supervisor and Practice Manager Contact Details
- The Distribution of Hours and Scheduled Duties for the Trainee
- The Respective Pay for those Hours (these are already built in to the templates as the pay for trainees under the 2016 contract is standard)
- Details of the Training / Educational Opportunities during their Placement (again, these are standard and taken from the core competencies of GP Training from the GP school)

7A. CREATING GENERIC WORK SCHEDULES

The work schedules required 12 - 8 weeks before trainees are set to rotate into your practice are generic, thereby meaning that they are not necessarily specific to one trainee, but present a generic timetable that the trainee should work to for their grade (ST1/2/3).

N.B. A personalised work schedule should be agreed by the Educational Supervisor upon the trainees commencement in your practice (based on learning needs and the opportunities within the placement), however the Lead Employer do not need a copy of this.

You should send StHK a generic ST1/2/3 work schedule to leademployer.eastmids@sthk.nhs.uk, for us to store in our library of work schedules to issue to all future trainees rotating into your GP Practice. Please amend the generic templates below to suit (The sections you are required to review are highlighted in yellow) and return to the generic East Mids e-mail address.



When modifying the standard template to suit your practice, the main rules set out in the 2016 contract that you should consider are:

1. The timetable should total 40 hours (for Full Time Trainees and pro rata for less than full time, LTFT).
N.B. HEE East Midlands fund the trainees for 40 hours, if you decide to schedule to trainees for more than 40 hours, then this will be re-charged directly to your practice. Therefore you should stick to the 40-hour working week to avoid charges to your practice.
2. Meal breaks must be included within the 40 hours - Any shift of more than five hours must include a 30-minute paid break. If the shift exceeds nine hours, then it should include two paid 30 minute breaks. Breaks are paid time and must be included in the working week.
3. There must be a 70/30% split of clinical and educational time (see the 'Working Pattern' section in the templates above for further supporting information)
4. You must not schedule split shifts; the trainee's working day should be continuous and not include unpaid breaks.

N.B. In cases where we have not received generic work schedules for your Practice, we have issued the standard template for GP Practices but this is not acceptable and could also cause further issues down the line for you with:

- Potential conflict with the trainee
- Potential exception reports (see section 8)
- Increased need for personalisation

N.B. If you wish to amend your generic work schedules, simply e-mail the Lead Employer Team with the new work schedules and request that this supersedes your previous submission.

8. EXCEPTION REPORTING / GUARDIAN OF SAFE WORKING HOURS / DEAN OF MEDICAL EDUCATION

Exception Reporting informs the Host/Employer when work varies significantly and/or regularly from the Work Schedule e.g. hours, education, support.

The Lead Employer has provided an electronic system for GP Trainees to exception report whilst in GP Practice (via the Allocate system). Log-in details have already been communicated to the trainees alongside a user guide for accessing the system.



2016 Junior Doctor
Terms and Conditions

Exception reports must be sent by the trainee within 14 days of the exception occurring (7 days if they are making a claim for pay). Upon submission, reports will go to the clinical supervisor and the either the Guardian of Safe Working Hours if the exception is relating to hours, or the Dean of Medical Education (Head of School) if it is in relation to a training concern.

The Lead Employer has appointed a Guardian of Safe Working Hours for all GP Trainees whilst in GP Practice, Peter Arthur. Peter's main responsibilities include:

- Acting as the champion of safe working hours for doctors
- Providing assurances to doctors/employers that doctors are safely rostered
- Receiving copies of exception reports in respect of safe working hours
- Escalating issues in relation to working hours to an executive director
- Requiring intervention to mitigate any identified risk
- Requiring a work schedule review to be undertaken
- Intervening in any instance where the safety is compromised
- Distributing monies received as a consequence of financial penalties

N.B. Outlined above is the situation only when trainees are in GP Practice. When in Trusts, trainees must link in via the Trusts exception reporting system and Trust Guardian.

8A. WORK SCHEDULE REVIEW PROCESS

A work schedule review can be requested by the doctor, educational supervisor, manager, or the guardian (usually following continual exception reports if the work schedule varies significantly and regularly from the agreed work schedule). The process considers safe working, working hours, educational concerns and/or issues relating to service delivery.

There are three levels to the work schedule review process:

1. Level 1 – informal resolution – the Clinical Supervisor must arrange a meeting with the trainee within 7 days of the exception report occurring. This can lead to the following outcomes:
 - No change to the work schedule

- Prospective documented changes are made to the work schedule
 - Time off in lieu or compensation for additional hours worked (N.B. out of the GP Practices budget so the recommendation is to allocate Time off in Lieu)
 - Organisational change (e.g. changes to the surgery allocation)
2. Level 2 – if the trainee is not satisfied with stage 1 then the Trainee, Service Representative, Clinical Supervisor and nominee of Guardian (hours concern) or Director of Medical Education/DME (GP Head of School) (training concern) are required to meet to discuss the exception report.
 3. Level 3 – If trainee not satisfied with stage 2 – this is conducted as final stage of Lead Employers grievance procedure alongside the DME/nominated deputy/GP Head of School present.

For further advice on the work schedule review process you can either contact the Lead Employer Team, or observe NHS Employers guidance:

- <http://www.nhsemployers.org/~media/Employers/Documents/Need%20to%20know/Guidance%20for%20managing%20exception%20reporting%20GP%20setting.pdf>
- <http://www.nhsemployers.org/your-workforce/pay-and-reward/medical-staff/doctors-and-dentists-in-training/rostering-and-exception-reporting>

8B. POTENTIAL FINANCIAL PENALTIES FOR BREACHES IN THE 2016 TERMS AND CONDITIONS

Following the Safe Working Hours and Constraints rules set out in Schedule 3 of the 2016 Terms and Conditions of Service, penalties can be applied if (some) rules are breached. The main rules to be aware of in a GP Practice setting that may lead to a fine if broken are:

- Minimum 11 hour break every 24 hours – In exceptional circumstances where rest reduced to fewer than 8 hours, time will be paid at a penalty rate & doctor not expected to work more than five hours the following day as this is a high risk to patient safety. A guardian of safe working hours fine will apply in this circumstance.
- The guardian of safe working hours fine will apply if breaks are missed on at least 25 per cent of occasions across a four week reference period. Breaks should be taken separately but if combined must be taken as near as possible to the middle of the shift.
- Max 72 hours work in any 7 consecutive days - The guardian of safe working hours fine will apply if this rule is breached.

N.B. If in GP practice the template work schedule and rules are followed, the practice will normally be compliant. However the rules outlined above should be considered when managing the out of hours requirements of GP Training.

If, as a result of an exception report, a fine is levied as per the 2016 TCS, this will be done so through the Guardian of Safe Working Hours. The penalty rates and fines are outlined on page 8 of the Pay and conditions circular:

<http://www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/FINAL%20Pay%20and%20Conditions%20Circular%20MD%2012017.pdf>.

9. OUT OF HOURS (OOH)

GP Specialist Trainees (GPStRs) must be competent in the provision of OOH care in order to attain a Certificate of Completion of Training (CCT).

The current educational and contractual requirements are that a GPST must have completed 6 hours of OOH training for each month that they are in a GP training post during their training (pro rata for LTFT trainees). Therefore for 4 month full time placements (ST1/2) trainees are required to complete 24 hours, and trainees in 12month placements (ST3's) are required to complete 72 hours which must be spread across the year in a safe pattern compliant with the working hours provisions of schedule 3 of the 2016 TCS. Trainees are required to book their out of hours training, which must be scheduled in accordance with availability and with agreement of their Clinical Supervisor.

When 6 hours 'Out of Hours' is worked time in lieu (TIL) will need to be provided from within the Standard 40 hour week in the work schedule.

This can sometimes be allocated at the discretion of the GP Practice and the trainee and need not always necessarily be in the same week. However dependent on when the out of hours is worked it may be necessary to structure the TIL to ensure compliance with the contract's maximum working day and minimum break requirements, namely:

- Minimum 11 hour rest period – penalties if less than 8 hours (see section 8B)
- Maximum 13 hour working day
- A maximum of eight shifts of any length can be rostered on the trot

(see schedule 3 of the terms and conditions of service and refer to section 8B above regarding potential fines).

9A. PAY FOR OUT OF HOURS

The 2016 contract breaks down pay into various 'work schedule' elements as opposed to the banding system used in the 2002 contract. Therefore in order to ensure trainees are getting paid correctly for their work they should adhere to the below rules when booking their shifts (agreed between NHS Employer and the BMA):

ST1/2 (4 month placement):

- no more than 2 weekends in 4 months
- no fewer than one and no more than 8 of these hours to attract night enhancement (21:00 – 07:00).

ST3 (12 month placement):

- No more than 6 weekends per year
- no fewer than 12 and no more than 22 of these hours to attract night enhancement (21:00 – 07:00).

N.B. This is not your responsibility to monitor, as it is the Trainees responsibility to ensure they are scheduling in this pattern to ensure that their pay is correct, but you should ensure that you are allocating Time in Lieu appropriately for the hours worked in OOH.

10. NATIONAL PERFORMERS LIST

NHS England has agreed that all GP registrars seeking to join the National Medical Performers List (NPL) from the August 2017 recruitment cohort onwards, will not be required to submit an application form (NPL1) or undertake a face to face identity check.

A list of trainees to be added to the NPL will be sent by HEE East Midlands to NHS England at the beginning of their training and they will remain on the NPL for the entire duration.

N.B. The Lead Employer provide NHS England with assurance that all pre-employment checks have been undertaken in line with NHS Standards.

However, **it is the responsibility of trainees** to inform the Performers List of any changes to their circumstances such as:

- Resignation/Removal from training
- Dismissal
- Failure to achieve CCT or
- Referral to the GMC

11. MEDICAL INDEMNITY

St Helen's and Knowsley NHS Foundation Trust have arranged for all East Midlands GP trainees under our employment to be covered by block cover Medical Indemnity Insurance.

The mandatory Medical Indemnity cover will be supplied by the national provider MDDUS. This cover is paid for by Health Education East Midlands and permits trainees to work and train within non-NHS placements to the standards required for registration onto the Performers List (i.e. GP Practices).

The Block Cover arrangement improves governance, and also reduces workload for Trainees, HEE, Employers and all other parties involved whilst also securing financial savings for the wider NHS that can be directed to Patient Care.

12. MATERNITY, PATERNITY, ADOPTION AND SHARED PARENTAL LEAVE

The Lead Employer Employment Services Team processes all Maternity/Paternity/Adoption/Shared Parental Leave.

Trainees apply for parental leave using the application form in the Maternity Leave Toolkit; this must be signed by the Clinical Supervisor/Educational Supervisor and returned to leademployer.eastmids@sthk.nhs.uk. StHK will liaise with HEE EM and Host Placement Providers regarding maternity arrangements.

The Clinical Supervisor/Educational Supervisor at the Host Placement Provider will also need to complete a maternity risk assessment form for either each trimester or whenever the Trainee rotates into their placement, this can also be found in the maternity leave toolkit and must be returned to leademployer.eastmids@sthk.nhs.uk.

StHK's policy states that the Host Placement Provider should be notified in writing by the Trainee before the 15th week before the expected week of confinement (EWC).



13. LESS THAN FULL TIME

Trainee applications to become Less Than Full Time are co-ordinated and approved by HEE East Midlands. If a Trainee wishes to apply to go less than full time they must contact HEE East Midlands via lfft.em@hee.nhs.uk.

14. OUT OF PROGRAMME

Again, this is co-ordinated and approved by HEE East Midlands and for further information Trainees should contact gpprogrammes.em@hee.nhs.uk.

If you receive any questions relation to the employment arrangements during a Trainees OOP (i.e. pension contributions, etc.), please direct them to leademployer.eastmids@sthk.nhs.uk.

15. ATTENDANCE MANAGEMENT/ABSENCE

All durations of sickness absence should be recorded onto Electronic Staff Record (ESR) by a delegate at the GP Practice (usually this is the Practice Manager). This will enable the Lead Employer Organisation to monitor levels of absence and ensure appropriate review meetings can be arranged for any Trainee who has 'triggered' the Trust Attendance Management Policy.



To assist with the monitoring of absence it is very important that a return to work interview is conducted with the Trainee for all periods of absence. The trainee should also complete a self-certificate and this should be sent to leademployer.eastmids@sthk.nhs.uk, however short the absence.



If a period of sickness spans more than 7 calendar days the trainee is required to provide a GP FIT note. The Trainee should ensure a FIT note is submitted to you in line with the above timeframes. On receipt of the FIT note a copy should be scanned to the Lead Employer at leademloyer.eastmids@sthk.nhs.uk to be saved to the Trainees' electronic personal file for our records. Sometimes, a trainee will provide their FIT note directly to the Lead Employer, in this circumstance we will keep you updated and will provide the dates covered by the note to ensure appropriate cover can be sought to avoid any impact to service delivery.

In circumstances where the Trainee advises they are off with stress or Muscular Skeletal (MSK) related illnesses this should be immediately notified to the Lead Employer HR Case

Management team at LeadEmployer.CaseManagement@sthk.nhs.uk. On notification of the absence the Lead Employer will submit a referral to Health Work and Wellbeing (HWWB) as required.

N.B. There is no requirement for you as a Host Placement Provider to refer a Trainee to your own HWWB provider. Should you have any queries in this respect please do not hesitate to contact the Lead Employer. All referrals to HWWB will be undertaken by the Lead Employer (please refer to attached flow chart and see Section 20 for further details). To notify the Lead Employer of a Trainees requirement to attend Occupational Health please complete the attached referral request form and submit this to leademployer.casemanagement@sthk.nhs.uk.



Management Process
HWWB EM v7 final.pc



Referral Request
HEE EM.doc

16. DISCIPLINARY MATTERS

In circumstances where matters arise which may need to be investigated in line with the Maintaining High Professional Standards Framework (MHPS) such concerns will be managed by the Lead Employer in conjunction with the Host Placement Provider and HEE EM as the Educational Provider.

Should you wish to discuss any concerns relating to a GP speciality Trainee please do not hesitate to contact the Lead Employer Case Management team in the first instance at leademployer.casemanagement@sthk.nhs.uk.

We understand that serious concerns may also arise which require immediate intervention including a period of exclusion from the workplace. In these circumstances a review of the facts available and risk assessments would be undertaken by senior stakeholders including the Lead Employer Medical Director, Head of School/Post Graduate Dean, Area Director, Educational Supervisors, Programme Directors in conjunction with the Host Placement Provider HR and Medical Director. Where an immediate exclusion is required outside of normal office hours this will be managed in line with your local operating procedures ensuring an email update is submitted to the Lead Employer to enable advice to be sought as required e.g. from external agencies, Safeguarding teams, NCAS etc.

Matters of concern in relation to conduct, health and capability should be raised with the lead employer designated HR management team at leademployer.casemanagement@sthk.nhs.uk for advice on the process and case. The Lead Employer will also link in with the relevant Programme Director to provide local support.



Disciplinary Policy
and Procedure with P.

17. GRIEVANCE/DIGNITY AT WORK CONCERNS

We understand that there may be circumstances where a Trainee feels the need to raise concerns under the above processes. In such circumstances our aim where possible will

always be to resolve these matters informally in line with the Lead Employer Grievance and Dignity at Work Policies. All levels of concerns should be notified to the Lead Employer HR

Case Management team at leademployer.casemanagement@sthk.nhs.uk for advice on the process and case. The Lead Employer will also link in with the relevant Programme Director to provide local support.



Grievance Policy and
Procedure with PA v7

18. SAFEGUARDING

Where safeguarding concerns are raised involving a GP Trainee these should be immediately notified to the Lead Employer at leademployer.casemanagement@sthk.nhs.uk. In these circumstances the Lead Employer Safeguarding team would liaise directly with external parties to ensure the relevant stakeholders are involved i.e. LADO, Police, and Social Services etc. and we would liaise directly with the Host Placement Provider and Programme Office.

19. SERIOUS UNTOWARD INCIDENTS (SUI'S) / SIGNIFICANT EVENT ANALYSIS (SEA) / NEVER EVENTS

During a period of training a Doctor in training may be involved in an SUI/SEA or Never Event following which the Host Placement Provider will be required to undertake their own internal investigation/route cause analysis (RCA). Whilst these are rare in Primary Care settings, should one of your trainees be involved in an SUI/SEA/Never Event then there is a requirement for the Host Placement Provider to formally notify the senior educational stakeholders including Head of School.

In these circumstances, there is also a requirement for the Lead Employer Medical Director to be notified to enable relevant risk assessments to be undertaken in conjunction with HEE EM, and the Host Placement Provider to provide appropriate assurances that patient safety is not impacted. In these situations it may also be necessary for interim restrictions to practice to be implemented with approval from the key stakeholders as outlined above. Should a GP Speciality Trainee be involved in an incident whilst placed with your organisation please ensure this is notified to the Lead Employer also at leademployer.casemanagement@sthk.nhs.uk for advice on the process and case.

20. HEALTH WORK AND WELL-BEING (HWWB) / OCCUPATIONAL HEALTH REFERRALS

The Lead Employer has a HWWB Hub based at Whiston Hospital in Merseyside. Where, due to illness or continued management of long term health conditions StHK require advice from HWWB, such requests are undertaken directly by our designated Lead Employer HR case management team via leademployer.casemanagement@sthk.nhs.uk.

Where face to face appointments are required these are undertaken via our 'hub and spoke' arrangements ensuring appointments are undertaken by our agreed spoke providers within the East Midlands.

Trainees may also self-refer into the service at:

- Well.being@sthk.nhs.uk
- 0151 430 1985

N.B. You should not refer Trainees to your own Occupational Health departments (unless it is a Sharps injury) all referrals must go through the hub and spoke model after being referred to HWWB by the Lead Employer HR Case Management team.

20A. HWWB HUB AND SPOKE

St Helens and Knowsley have agreed spoke organisations within the East Midlands for referrals for GP Trainees. To arrange an appointment in a local spoke organisation for a Trainee, please e-mail leademployer.casemanagement@sthk.nhs.uk or call 0151 430 1879.



Management Process
 HWWB EM v7 final.pc

20B. SHARPS REFERRALS

Where a Trainee sustains a sharps injury in the course of duty the trainee should report the incident to the Practice Manager immediately, follow the Practices local guidelines and attend the closest Accident and Emergency Department (A&E) within 1 hour for an assessment. The Practice Manager is required to inform the Lead Employer of the injury via Well.being@sthk.nhs.uk as per the process below.



Sharps injury
 process v3 final.pdf

21. PAY / PAYROLL

Expenses Deadlines

All payments for reimbursement must be received by Payroll by the following dates for processing.

Payments Due From	Month of Salary	Cut Off Date to Payroll
October 2017	November 2017	8.11.17
November 2017	December 2017	3.12.17
December 2017	January 2018	8.1.18
January 2018	February 2018	8.2.18
February 2018	March 2018	8.3.18
March 2018	April 2018	8.4.18

21A. PAY DATES

Salaries are paid on the 28th of every month except where the 28th falls on a weekend or public holiday when salaries will be paid the last working day before the 28th of the month. We pay trainees early in both December and January.

21B. PAYSLEIPS

Payslips will be available to Trainees electronically via ESR Employee Self-Service, accessible via an NHS computer network. This service is also accessible from anywhere in the UK outside of an NHS IT connection providing an individual has logged in via an NHS computer first; this is referred to as 'MY ESR'. Log-in details have been issued to each Trainee via email and the system is accessed via username and password rather than by using smartcards.

22. E-EXPENSES /BUSINESS MILEAGE

Business mileage and expenses are claimable by Trainees. E-Expenses will be used for the processing of official business expenses but not for the processing of excess travel or course expenses.

To get set up on the E-Expenses system as an authoriser (people who will be classed as approvers to sign off/authorise claims – usually the Practice Manager) or to amend your authorisers, you should e-mail e-expenses@sthk.nhs.uk.

Claims will need to be created and submitted by claimants, then approved by the named approvers in a timely manner. The deadline is outlined in section 21 for payment in the same month. Any claims submitted and approved after the deadline are not guaranteed to be paid within the same month, but will be processed the following month.

Any queries regarding business mileage and expenses must be directed to the approver of a Trainees claim in the first instance, however if there is a specific question related to the e-expenses system, this can be directed to e-expenses@sthk.nhs.uk.



096 Expenses



096 Expenses

Approver guide v2.pcClaimant guide v2.pdf **(N.B.** these are currently being updated)

23. EXCESS MILEAGE / RELOCATION EXPENSES

This is processed by Lead Employer, all applications and claims for Removal Expenses and Excess Mileage must be emailed to Lead Employer Employment Services: leademployer.eastmids@sthk.nhs.uk



Relocation &
Associated Expenses



HEE EM Excess
Mileage Claim Form LE

(N.B. the policy is currently being reviewed within HEE EM)

Any queries regarding Removal Expenses and Excess Mileage should be directed to leademployer.eastmids@sthk.nhs.uk

24. STUDY LEAVE

Trainees are allocated 30 days per annum for study leave (this includes regular scheduled teaching such as VTS/Half/Day Release). Trainees should apply for study leave using the HEE East Midlands system, Intrepid Leave Manager Plus. There is a list of approved educational events. (This means that the Educational Supervisor does not need to approve the event as long as it is a standard application).

N.B. if the request is not on the schools approved list of standard educational events, this would require approval from the Educational Supervisor and/or Programme Director.

After the study leave has been taken, Trainees will need to complete and sign the GP Study Leave and Expenses Claim Form and send it with the receipts, certificate of attendance and copy of the approval from the Practice Manager or Educational Supervisor, in order to claim reimbursement. Trainees will need to send these to the relevant GP Programme Manager and clearly state the subject of their email as '**Study Leave Claim**'.



CSL Expenses
Reimbursement Form



CSL Expenses
Reimbursement Process

HEEEM will then pass claims to StHK payroll via the Study Leave template spreadsheet by the 8th of the month for payment in a Trainees monthly salary.

Any queries regarding Study Leave should be directed to HEE EM in the first instance via CSL.EM@hee.nhs.uk.

25. ANNUAL LEAVE

Under the 2016 Terms and Conditions Trainees are entitled to:

- 27 days or 216 hours: On first appointment to the NHS
- 32 days or 256 hours: After five years completed NHS Service (this does not necessarily need to be continuous service)

These should be split as equally between rotations. So generally for GP StR's trainees are entitled to 9 days (or 72 hours) over a 4 month placement; and ST3's are entitled to 27 days (or 216 hours) as they are in their 5th year of NHS Service (if they have completed for than 5 years service in the NHS they will be entitled to 32 days or 256 hours).

N.B. If scheduling your weekly timetable in your work schedule over a 4-day-week rather than 5-days, you will need to calculate annual leave in terms of hours as opposed to days.

Authorisation of annual leave should be via the Practice arrangements. Trainees should request leave using the below form, once this has been approved the Host with access to ESR Supervisor Self-Service should input the annual leave onto ESR (this is usually the Practice Manager). The Trainee is also required to forward a copy of the annual leave form to leademployer.eastmids@sthk.nhs.uk for our records.



Lead Employer
Annual Leave Policy



Annual Leave
Application Form

If you have any queries in relation to ESR, you should contact ESR.Helpdesk@sthk.nhs.uk

26. SPECIAL LEAVE

Special Leave is exceptional leave that may be granted to a Trainee in certain special circumstances, for example:

- Jury service
- Dependents leave
- Carers Leave
- Emergency Domestic Leave
- Parental Leave
- Bereavement Leave
- Civic Duties
- Public Duties
- Armed Forces Reserves

Should the Trainees have any queries regarding Special Leave, they should e-mail leademployer.eastmids@sthk.nhs.uk.



Special Leave Policy
revised March 17. pdf



Special Leave
application form v2 M

27. CAR PARK DEDUCTIONS

In the unlikely event that Trainees are required to pay car parking fees for use of the car park whilst on placement in your practice, we can deduct the amount Trainees have to pay in their monthly salary, with the amount refunded to the Host Placement Provider.

Host Placement Providers will need to complete the Car Parking Deduction spreadsheet for starters and leavers (one spreadsheet at the beginning/end of the rotation) and submit to eastmids.expenses@sthk.nhs.uk by the 8th of the month.



Car Parking
Deduction Spreadshe

N.B. Should a Trainee join mid-rotation; please send an ad-hoc spreadsheet to the eastmids.expenses@sthk.nhs.uk to action the deductions.

28. DR'S MESS FEES

Similarly in the highly unlikely event that Trainees are required to pay Mess Fees whilst on placement, we can deduct the amount Trainees have to pay in their monthly salary.

Host Placement Providers will need to complete the attached Mess Fees Deduction spreadsheet for starters and leavers (one spreadsheet at the beginning/end of the rotation) and submit to eastmids.expenses@sthk.nhs.uk.



Mess Fees Deduction
Spreadsheet V1.xlsx

N.B. Should a Trainee join mid-rotation; please send an ad-hoc spreadsheet to the eastmids.expenses@sthk.nhs.uk to action the deductions.

29. SALARY SACRIFICE SCHEMES

We currently offer a number of Salary Sacrifice Schemes including childcare vouchers, fleet cars, home electronics, etc. For further details and information Trainees should contact Sharon Lawton within payroll Services at St Helen's and Knowsley NHS Trust via eastmids.payroll@sthk.nhs.uk.

30. UPDATING PERSONAL DETAILS

30A. TRAINEES

Personal details such as addresses and bank details, etc. should be amended via ESR self-service. Trainees are also required to inform HEE so that they have the most up-to-date details in their records and on Intrepid.

30B. CONTACT DATABASES

If there are changes in staffing within the core members of your team (Namely GP Practice Managers and Trainers) that the Lead Employer contact, it is vital that you contact leademployer.eastmids@sthk.nhs.uk with the details so that we can update our database.

Similarly, Lead Employer will send updated contact lists should there be a change to any key contacts within the team.

31. KEY CONTACTS AT THE LEAD EMPLOYER

N.B. Correct as at 7/11/17

HEE EM Senior HR Team:

Spencer McKee Assistant Director of HR spencer.mckee@sthk.nhs.uk 0151 290 4153

Debbie Livesey Head of HR and Stakeholder Engagement debbie.livesey@sthk.nhs.uk
0151 478 7671

Jim Flynn Senior Project Manager/Employment Law Lead jim.flynn@sthk.nhs.uk
07917596751

Suzanne Lea Head of Employment Services Suzanne.lea@sthk.nhs.uk 0151 290 4111

N.B: Gemma Adderley PA - Gemma.Adderley@sthk.nhs.uk 0151 290 4377

HEE EM Project Implementation Team (fixed-term appointment)

Katherine Coleman HEE EM Project Implementation Manager
Katherine.Coleman2@sthk.nhs.uk 0151 290 4388 / 07770 880213

HEE EM Employment Services Team

Elaine Gordon Employment Services Manager and Team Leader
Elaine.gordon@sthk.nhs.uk 0151 2904130

Angie McCoy Employment Services Officer Angie.mccoy@sthk.nhs.uk 0151 290 4437

Ruth Garvey - Employment Services Administrator Ruth.garvey@sthk.nhs.uk 0151 290
4439

Hannah Dingley Employment Services Assistant Hannah.Dingley@sthk.nhs.uk 0151 290
4446

N.B: Generic HR email Leademployer.eastmids@sthk.nhs.uk

HEE EM HR Policy and Casework

Jessica Massey HR Service Manager Jessica.massey@sthk.nhs.uk 0151 430 1879

Christina Waterhouse HR Advisor Christina.Waterhouse@sthk.nhs.uk 0151 290 4425

N.B. Generic E-mail: Leademployer.casemanagement@sthk.nhs.uk

HEE EM Payroll

Jill Wheeler Payroll Manager Jill.Wheeler2@sthk.nhs.uk 0151 290 1319

Leam Lock HEE EM Business Support Analyst Leam.lock@sthk.nhs.uk 0151 430 1895

N.B: Generic emails: Eastmids.payroll@sthk.nhs.uk
Eastmids.expenses@sthk.nhs.uk
Eastmids.pensions@sthk.nhs.uk

HEE EM E-Expenses

Stuart Jones Stuart.Jones@sthk.nhs.uk 0151 430 1222

Peter Kelly Peter.Kelly@sthk.nhs.uk 0151 290 4475

N.B: Generic e-mail: e-expenses@sthk.nhs.uk

HEE EM Occupational Health

HWWB Department well.being@sthk.nhs.uk 0151 430 1985

HEE EM Workforce/ESR Self-Service

Michael Foo ESR Self-Service Project Lead Michael.Foo@sthk.nhs.uk 0151 430 4127

Mandy Lucas ESR Systems Trainer/Administrator Amanda.Lucas@sthk.nhs.uk 0151 430 1204

N.B: Generic E-mail: ESR.Helpdesk@sthk.nhs.uk

HEE EM Guardian of Safe Working

Peter Arthur Guardian of Safe Working for East Midlands Trainee whilst in GP Practice
Peter.arthur@sthk.nhs.uk Via 0151 290 4383