

**Health Education West Midlands**

**POSTGRADUATE SCHOOL OF GENERAL PRACTICE**

**GP Practice Placement Notification Form**

**2015**

**Trainees are required to be included on a Medical Performer List in order to work in General Practice. It is the responsibility of the GP trainee to ensure and maintain membership of a Medical Performers List**

*All parts to be completed*

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| **Part A - GP Trainee** | | | | | |
| Surname |  | | First name | |  |
| Home address |  | | Telephone | |  |
| Sex | |  |
| DOB | |  |
| GMC No |  | | NTN | |  |
| Email |  | | National Insurance No | |  |
| **Part B – Proposed Trainer and Training Practice** | | | | | |
| Surname |  | | First name | |  |
| Practice | ` | | VTS: | |  |
| Telephone | |  |
| E-mail | |  |
| **Part C – Placement Details** | | | | | |
| **Start date** DD / MM /YYYY | | **End Date** DD / MM / YYYY | | **ST1 🗆 ST2 🗆 ST3🗆** | |
| **Working week: Full time 🗆 Deanery approved for less than full time? 🗆 Yes (state %)** | | | | | |

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| **Part D – Medical Performers List -** *In the UK it is a legal requirement for all GP trainees to have applied for the Medical Performers List BEFORE they work in a GP training practice.* |
| *Please tick the correct response:* 🗆 Performers List Application submitted  🗆 Currently on Performers List |
| **Name of Medical Performers List:** |

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| **Part E - Previous NHS experience -** | | | | | | | |
| **LAST TWO NHS HOSPITAL POSTS** | | |  | |  |  | |
| **Specialty**  *e.g. ENT* | **NHS Hospital Trust**  e.g. City Hospital | **Start date**  *dd/mm/yyyy* | | **End date**  *dd/mm/yyyy* | | **Grade**  *E.g. F2* | **Fulltime *%*** |
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|  |  |  | |  | |  |  |
| **ALL GP REGISTRAR TRAINING POSTS** | |  | |  | |  |  |
| **Trainer**  *E.g. Dr Jones* | **Practice**  *E,g, Treetops Surgery,* | **Start date**  *dd/mm/yyyy* | | **End date**  *dd/mm/yyyy* | | **CCG** | **Fulltime** *%* |
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| **Page 2: Name of GP Trainee:** | |
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| **Part F – Trainers Service Level Agreement** | |
| This Service Level Agreement is between Health Education West Midlands, the approved Trainer ("The Trainer") as stated in Part B and the GP trainee as stated in Part A. Whereas the Trainer has, with the approval of Health Education West Midlands and following agreed procedures, appointed the GP trainee to be a GP trainee all parties agree to the establishment of this Service Level Agreement (SLA) on the terms and conditions set out below and understand that this agreement in itself does not constitute a contract of employment. The entitlement to allowances as set in the "Directions to Health Education West Midlands concerning GP Registrars (with amendments)” will be determined by the date of commencement of the placement and the grade of the doctor at the time. Any dispute between any of the parties with regard to the provisions of this agreement shall be referred to the Board of Health Education West Midlands School of General Practice. The decision of the Committee shall be binding on all parties | |
| **Trainee:**  I certify that *(please tick as appropriate)*   * I have checked the information on this form, and it is correct and complete to the best of my knowledge. * I understand that knowingly to make a false declaration may result in disciplinary action and/or civil action and/or prosecution. The matter may also be reported to the General Medical Council. * I will be responsible for my car insurance including business use and enclose a copy of my car insurance policy. * A copy of my most recent NHS pay slip is attached * A copy of my GMC certificate is attached * I have applied or have evidence of membership of a Medical Performers List. * I have a valid UK full driving licence and / or can provide my own transport for the purpose of home visits.   **Signed: Date:** | |
| **Trainer:**  I certify that (please tick as appropriate)   * I have checked the information on this form, and it is correct and complete to the best of my knowledge. * I understand that knowingly to make a false declaration may result in disciplinary action and/or civil action and/or prosecution. The matter may also be reported to the General Medical Council. * A BMA model employment contract will be offered to the GP Trainee   **Signed: Date:** | |
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| **Part G - GP Training - Funding Authority** | |
| I confirm the authority for the Local Area Team (as stated in Part D) to calculate salaries and make payments to the approved GP training practice in accordance with "Directions to Health Education West Midlands concerning GP Registrars (with amendments)” | |
| **Signed:**    **Area Director (on behalf of Director of Postgraduate GP Education)** | **Date:** |

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#### Returning the form to Health Education West Midlands

***GP Practice Placement Notification Form to be signed by Trainer and Trainee, and a copy to be retained by both parties. Pages 1-2 ONLY and accompanying paperwork (copies of payslip, GMC certificate, car insurance,) to be sent to Health Education West Midlands at***

*Health Education West Midlands*

*General Practice*

*St Chad’s Court*

*213 Hagley Road*

*Birmingham*

*B16 9RG*

*For the attention of the appropriate Area Administrator*

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| ***Birmingham & Solihull*** | *Jackie Nichols* | *Tel: 0121 695 2321*    *Email: Jacqueline.nichols@wm.hee.nhs.uk* |
| ***Black Country*** | *Anita Powell* | *Tel:* ***0121 695 3092***  *Email:*  ***anita.powell@****wm.hee.nhs.uk* |
| ***Coventry & Warwickshire*** | *Bianca O’Mahoney* | *Tel: 0121 695 3027  Email:* Bianca.OMahoney*@wm.hee.nhs.uk* |
| ***Herefordshire & Worcestershire*** | *Catherine English* | *Tel: 0121 695 2494*  *Email:Catherine.english@wm.hee.nhs.uk* |
| ***Staffordshire and Shropshire*** | *TBC* | *Tel: 0121 695 2427*  *Email:* [*GPS.Sadmin@wm.hee.nhs.uk*](mailto:GPS.Sadmin@wm.hee.nhs.uk) |

**TERMS AND CONDITIONS OF SERVICE LEVEL AGREEMENT**

1. **Workforce Deanery Responsibilities** 
   1. NHS Health Education West Midlands shall instruct, and contract with the Local Area Team to pay to the Trainer in arrears at the end of each completed calendar month;
   2. NHS Health Education West Midlands shall instruct, and contract with the Local Area Team to pay to the GP Practice such sums in respect of:
      1. the GP Registrar's salary;
      2. the GP Registrar's Expenses;
      3. the Trainer's Grant;

as authorised by the NHS Health Education West Midlands and as contained in the current *Directions to NHS Health Education West Midlands* concerning GP Registrars.

1. In the case of part time training, such salaries and allowances may be paid at the appropriate proportion. Trainers' grants will be paid in full.
2. The contract of employment between the GP Trainee and the Training Practice will be used for the purposes of calculating the salary supplement in accordance with the Schedules.
3. Resources allocated for GP trainee study leave which will be used for attendance at appropriate courses within the NHS Health Education West Midlands. The allocation of these resources will be by negotiation between GP Associate Director, Programme Director and the GP registrar and in accordance with the current NHS Health Education West Midlands Study Leave Guidelines
4. To ensure Local Area Teams have accurate trainer approval/re-approval information
5. **GP Trainer Responsibilities**
   1. The Trainer will enter into a contract of employment, that complies with the COGPED[[1]](#footnote-1)/BMA model contract[[2]](#footnote-2), with the GP trainee and within 6 weeks of the start date of the employment.
   2. The Trainer shall pay to the GP Registrar a salary and allowances at the rates notified by the Local Area Team, which will be in accordance with the current *Directions to NHS Health Education West Midlands* concerning GP Registrars.
   3. The GP Trainer shall keep appropriate records thereof. Such salaries shall be paid in arrears at the end of each completed calendar month
   4. The Trainer to account to the proper authorities for all deductions from the GP trainee’s salary relating to NHS Superannuation, National Insurance and Income Tax, and shall keep appropriate records thereof.
   5. The Trainer shall keep records of all sickness absences of the GP trainee and shall notify NHS Health Education West Midlands in writing should the aggregate absences exceed 10 working days in any six months of training.
   6. The Trainer must ensure that the GP Trainee is approved for the appropriate Medical Performers List.
   7. The Trainer will ensure that appropriate personal, public and vicarious liability indemnity insurance is in place for the practice in order to carry out GP training.
   8. The Trainer will notify NHS Health Education West Midlands immediately and in writing should the Contract between the Trainer and the GP Registrar be terminated.
   9. The Trainer will enter into an educational agreement with the GP Trainee and NHS Health Education West Midlands via and as defined by the RCGP e-portfolio or as agreed with NHS Health Education West Midlands.
   10. The Trainer will maintain their approval as a GP Training Practice during the period of training.
   11. The Trainer will provide details of the local OOH provider to the registrar for Out of Hours experience.
6. **GP Trainee Responsibilities**
   1. Maintain registration with the General Medical Council.
   2. Apply and maintain membership of a Medical Performers List
   3. Have appropriate medical indemnity cover in order to undertake training as a GP Trainee
   4. Enter into an educational agreement with the GP Trainer and NHS Health Education West Midlands via and as defined by the RCGP e-portfolio or as agreed with NHS Health Education West Midlands.
   5. Have a valid UK full driving licence and/or provide own transport for home visits

# Doctors in Training and the Medical Performers list

### The Medical Performer’s List regulations were introduced in 2004 in order to protect NHS patients and services, and enabling the NHS to better regulate practitioners who perform those services. This paper outlines the roles and responsibilities of the Deanery, LATs, training practices and LATs in relation to doctors in training (GPRs and Foundation doctors).

1. **Do GPRs (GPRs) need to be on a primary care performers list?** Yes, when employed by a GP training practice. The LAT needs to be satisfied the doctor is in training and this will be confirmed by NHS Health Education West Midlands form R7 signed by the Postgraduate Director of GP Education. Trainees are not required to be on a medical performers list during hospital posts.
2. **Do Foundation (F2) doctors in training need to be on a primary care performers list?** No, those doctors are exempt from the medical performers list regulations.
3. **If a GPR moves to a training practice in another LAT does he need to join the other medical performers list as well?** No, he can only be on one list at a time. If he does not intend to work again in the original LAT then he should offer to withdraw from that LAT’s list and apply for the list with the new LAT.
4. **Can the LAT remove a GPR from its performers list if they believe the doctors has moved away for more than 12 months?** Yes, the LAT has discretionary powers to remove any doctor they can demonstrate has not performed primary medical services for over 12 months. It is the GPRs responsibility to keep in touch with the LAT, at least annually, or risk being removed on these grounds.
5. **If a GPR moves permanently to another part of the country, and does not intend to return to LAT A, how do they go about applying to LAT B?** Firstly they should apply to join the performers list of LAT B, advising them that they are already on LAT A’s medical performers list and that they will be giving notice to LAT A to withdraw from its list on the date LAT B admits them to its own list. Secondly, they must give notice to LAT A that they intend to withdraw from its list because of the application to join the list of LAT B. LAT A should be told that that the withdrawal to come into effect on the date LAT B admits them onto its list. The LATs should then liaise with each other to ensure that the changes are synchronized.
6. **Are there any reasons a GPR cannot withdraw from a LATs performers list?** Yes, they cannot withdraw from LAT A’s list without the consent of the Secretary of State if one of the following applies.
   1. Suspended by the LAT.
   2. The LAT is holding an investigation to decide whether or not to remove or contingently remove them from its list.
   3. The LAT has decided to remove or contingently remove them from its list, but has not yet given effect to its decision.

The GPR would need to inform LAT B of the above.

1. **Do GPRs require an enhanced criminal records check for their application?** Yes.
2. **Do doctors on the performers list have to declare any gifts?** Yes all gifts and bequests from patients or relatives made to the doctor or spouse over an estimated value of £100 need to be declared to the LAT.
3. **Does the GPR have to undergo a LAT NHS appraisal?** No, NHS Health Education West Midlands annual assessment process satisfies the requirements of the NHS appraisal process. The deanery will carry out this function on behalf of the LAT and contact the LAT if there are any concerns about the doctor.
4. **Can a GPR commence training if they are late with their performers list application?** Yes, as long they apply to join the performers list before the date on which they are due to start. If they have applied before the start of the training practice placement, they can work as a trainee GP for up to two months to allow the paperwork to be completed. They are not allowed to start training if they leave making an application until after the date the training placement was supposed to have started.
5. **What is the earliest time in a GP trainee’s 3-year training programme they should apply for the LAT performers list?**  Trainees currently undertake 12 months in hospital posts in their first year. In their second year, they will experience a 6-month placement in general practice, and a 12 months GP placement in their third year. They should apply about 3 months before the first GP placement. The LAT should keep them on the performers list until the end of their training even if they undertake an additional hospital post during this time. For most trainees they will therefore need to be on a LAT performers list for 2 years.
6. **What happens to the performers list status when at the end of training?** The GPR notifies the LAT that they have received a Certificate of Completion of Training (CCT). The LAT has sight of the original certificate or more commonly simply views the updated registration details on the GMC website. The GPR notifies the LAT if they intend to work in that LAT (LAT A) or another LAT (LAT B). LAT A retains them on the performers list until a post is secured in LAT B and they ask to withdraw from the list and make an application to LAT B.
7. **What happens if they fail to get a CCT or there is a delay in obtaining the CCT?** The GPR will need to withdraw their name from the performers list if they fail to get a CCT, or the LAT should remove them. During a delay between end of training and obtaining a CCT the LAT should temporarily suspend them from the list until they have sight of the CCT or updated GMC registration.
8. **What happens if the LAT does not accept the GPR onto the performers list?**  If the LAT is not satisfied with references, it can ask for alternative references and would be advised to contact the Deanery. A GPR can challenge a decision of refusal to admit by appealing to the Family Health Services Appeal Authority (FHSAA), which is an independent tribunal. The FHSAA will hold a hearing unless both the doctor and the LAT say they do not want one and it can reach any decision the LAT could have made.
9. **Do all criminal convictions need to be declared?** Yes**, t**he Rehabilitation of Offenders Act does not apply to GPs so convictions are never “spent”. All police cautions and criminal convictions need to be declared but not fixed penalty notices.

# Roles and responsibilities for the medical performers list

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| **Deanery** | Notifies LAT of GPRs allocated to training practices.  Notifies LATs about GPRs transferring to another LAT.  Roll out its Intrepid database to LATs to ensure they have accurate information on trainees in their area.  Ensure all GPRs understand the Performers list regulations  Undertake NHS appraisal and inform LAT of concerns.  Consider facilitating a common medical performers list application process in the West Midlands. |
| **LAT** | Maintains the medical performers list and manages applications.  Publicise the Performers list Application process.  Ensure GPR payments are only made to those on its performers list.  Contact all GPRs on its performance list at least annually  Keep GPRs on performers list until completion of training (CCT date) |
| **Training Practice** | Verify GPRs have applied for the performers list before the start date.  Notify the Deanery of any performance issues.  Return form R7 at least 2 months before the start date.  Not all trainees to start training if an application has not been made. |
| **GPR** | Understand and comply with the performers list regulations.  Make an application before the start date of their first GP placement.  Notify the LAT of any police caution or criminal conviction.  Notify the LAT if they intend to move permanently to another LAT. |

1. Conference of GP Education Directors (COGPED) [↑](#footnote-ref-1)
2. BMA Framework for a written contract of employment guidance for GP speciality registrars [↑](#footnote-ref-2)