LEAD EMPLOYER TEAM

INFORMATION PACK

FOR DOCTORS ON ROTATION

Revised February 2014
THE LEAD EMPLOYER TEAM (LET)

The Lead Employer Team at The Pennine Acute Hospitals NHS Trust is your employer during your training period with the North Western Deanery. We provide payroll, accounting, recruitment, administration, 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
- The Issuing of rotation correspondence
- Acceptance of resignations
- Management of attendance and sickness
- Liaison with members of the North Western Deanery
- Human Resources advice
- Occupational Health
- Immigration and applications to the Home Office

For further information please refer to our website: http://www.pat.nhs.uk/Jobs-and-Training/Lead-Employer.php

HOST ORGANISATIONS

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

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

To access information on Host Organisations within the North Western Deanery please refer to the NWD website:

NORTHERN WESTERN DEANERY

The North Western Deanery provides services related to your training programme. They advise on and approve Specialty posts, programmes, rotations, ARCP and College issues:

- Approves and provides post & programme details to the Lead Employer Team
- Provides details of rotation placements to the Lead Employer Team
- 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 Team
- Deals with “Out of Programme” requests
- Deals with requests for and manages “Less than Full Time Training”
- 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 the on the NWD website:

Acute Hospital Specialties
http://www.nwpgmd.nhs.uk/hospital-medicine

GP Trainees
http://www.nwpgmd.nhs.uk/general-practice

Dentistry
http://www.nwpgmd.nhs.uk/dentistry/welcome

... or follow the NWD website link at http://www.nwpgmd.nhs.uk
ABOUT YOU

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. You are required to provide the Host Organisation with your telephone/mobile contact details. The relevant form will be sent out with the rotation email you will receive from your Medical Staffing HR Officer.

CHANGES TO YOUR PERSONAL INFORMATION

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

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

All changes should be emailed to the Lead Employer Team using the ESR 2 Form. Please email the form to the Medical Personnel HR Officer responsible for your specialty, view the contact list here.

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. Further information relating to hours of work in line with European Working Time Directive can be found on the Lead Employer Website at this link. Less than full time trainees will receive pay band in line with this information.

You are contractually required to work with Host Organisations in monitoring hours of work.

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 NWD 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 following notice of termination of employment and are required to give the Trust the same notice as detailed below:

- Locum Appointment for Training: 1 month
- Specialty Registrar (Core Training): 1 month
- Specialty or Specialist Registrar: 3 months

All resignation letters should be emailed to LeadEmployer@pat.nhs.uk

OR posted to the following address:

Lead Employer Team, Room 024, Ground Floor, Trust Headquarters, North Manchester General Hospital, Deltaunays Road, Crumpsall, Manchester, M8 5RB

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

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 from the TPD/TPDC Chairman and Postgraduate Dean.

EWTD (EUROPEAN WORKING TIME DIRECTIVE)

The European Working Time Directive 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.

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, must complete an “Opt-out” form, gain approval from The Pennine Acute Hospitals NHS Trust Lead Employer Team and must 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)

EWTD states individuals must have a 20 minute rest break in work periods over 6 hours. However, The New Deal Rule dominates the break requirements, giving Doctors in Training 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).

If you opt out of the 48 hour limit, you can only work up to the overall 56 hour limit across all employments in line with The New Deal, including locum work. Rest requirements must be met by law. The Lead Employer Team may consider disciplinary action against anyone who breaches the EWTD/New Deal Regulations.

ARE YOU REGULARLY WORKING OVER 48HRS PER WEEK?

If your answer is “Yes”, you need to complete and return a Lead Employer Team (LET) Opt-out Form.
STUDY LEAVE
Please refer to the relevant North Western Deanery’s policy for
Acute Trainees
GP Trainees

OUT OF PROGRAMME
Please refer to the relevant North Western Deanery’s policy for
Acute Trainees
GP Trainees

LESS THAN FULL TIME TRAINING
Please refer to the relevant North Western Deanery’s policy for
Acute Trainees
GP Trainees

INTER-DEANERY TRANSFERS
Please refer to the relevant North Western Deanery’s policy for
Acute Trainees
GP Trainees

PAYMENT OF SALARY
Payment of salary is always made on the last Wednesday of the month except for the month of December, which is confirmed separately.

Pay scales are reviewed nationally on an annual basis. Current rates of pay can be accessed via the NHS employer’s website:
http://www.nhsemployers.org/Pages/home.aspx

ANNUAL LEAVE
A draft policy is currently being negotiated at the Joint Local Negotiating Committee (JLNC) and will be communicated to you separately once agreement has been finalised.

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

For those trainees on the third incremental point of the pay scale or above, the annual leave entitlement is thirty (30) 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.

PUBLIC HOLIDAYS
You are entitled to eight (8) days public holidays per year, pro rata for Less than full time employees.

CAR LEASING SCHEME
The remainder of your contract must be at least 3.5 years to be eligible.

Please email pennine.leasecars@pat.nhs.uk for more information, quotes and application forms.

BIKE SCHEME
Please follow this link for bike scheme information.

REGISTRATION AND LICENCE TO PRACTISE
You are required to hold a current Licence to Practise and to be registered with the General Medical Council and, where required, the General Dental Council throughout the duration of your employment.

MANDATORY TRAINING ATTENDANCE
Your attendance at Mandatory Training provided by your Host Organisation is essential and compliance will be monitored → See Core Skills Register Project

REMOVAL AND ASSOCIATED EXPENSES POLICY
This policy is currently being reviewed by the Joint Local Negotiating Committee (JLNC).

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 during search for accommodation
- Continuing commitments
- Expenses on removal
- Form of undertaking
- Allowances and rates

All administrative arrangements and queries relating to the policy should be sent to the Payroll Accounts Manager at NMGH, email: steve.langham@pat.nhs.uk

POLICIES AND PROCEDURES
Policies which are applicable to you during your employment with the Lead Employer Team may be found at our website:

LETTERS CONFIRMING EMPLOYMENT
Requests for “To Whom It May Concern letters” for the purpose of visas need to be emailed to LeadEmployer@pat.nhs.uk in the first instance.
JOINT LOCAL NEGOTIATING COMMITTEE (JLNC)

The Joint Local Negotiating Committee consists of elected representatives of doctors and dentists in training employed by both Lead Employer Organisations in the North Western Deanery, a BMA Full Time Officer together with management representatives from the two Lead Employer Teams.

The JLNC meets bi-monthly to discuss, negotiate and determine terms and conditions of employment including policies and procedures.

If you have any views you wish to raise with JLNC Staff Side Representatives please email

localnegotiatingcommittee@gmail.com

For further information access our website:


SICK PAY

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


CHILD CARE VOUCHERS

Further information can be obtained by contacting Victoria Cooney on 0161 918 4032 or email Victoria.cooney@pat.nhs.uk

VISA AND IMMIGRATION 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. For application purposes, please get in touch if you need a letter confirming your employment with us: LeadEmployer@pat.nhs.uk

TAX QUERIES

You should address tax queries to the Her Majesty’s Revenue & Customs Office on Tel No: 0845 3000627 quoting the Employer Reference Number 080/ZN126 and your National Insurance Number.

PENSIONS

A Pension Questionnaire is provided in the New Starter pack, should you have any issues surrounding NHS pensions, please see the following information:

Pensions - Auto Enrolment Notice
Pensions - Auto Enrolment FAQs

Alternatively, you can direct your questions to the

Payroll Department at NMGH

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 payroll department.

Contact details are available here or ask for the information to be faxed to the Payroll fax number 0161 720 2786.

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 NMGH by the 10th day of each month. The latest forms can be found on our Documents page

FOR GPSTS ONLY

You will be required to register yourself on the National Medical Performers List; we will write to you with instructions on how to do this.

You must be registered on the NMPL prior to rotating into a practice placement.

If you have chosen to opt out of the MDDUS scheme we provide, you must provide proof of your Medical Indemnity Insurance and submit a certificate for each renewal period AND each change of circumstances resulting in a change of your cover; this will also be needed to reimburse you where applicable.

Failure to maintain membership may necessitate exclusion from work without pay and you may be subject to disciplinary action.

GP Training Programme Links

Details of Programme Directors and Primary Care Medical Educators are available at the following link

http://www.nwpgmd.nhs.uk/training-programme-links
HOW TO CONTACT US

ADDRESS
Pennine Acute Hospitals NHS Trust, Lead Employer Team, Ground floor, Room 024 Trust Headquarters
North Manchester General Hospital
Delaunays Road, Crumpsall
Manchester, M8 5RB

Email Address: LeadEmployer@pat.nhs.uk
Contact Number: 0161 604 5554 (Helpdesk)

List of HR Officers: Please click here for the contact list by specialty

HOW WE CONTACT YOU

EMAIL ADDRESSES
The Lead Employer Team communicates with you via email, wherever possible.

ENSURE YOU PROVIDE THE LEAD EMPLOYER TEAM WITH A CURRENT, PROFESSIONAL EMAIL ADDRESS WHICH YOU HAVE ACCESS TO AT ALL TIMES.

If your email address changes or has changed, please let us know.
CONTACTS

FINANCE
0161 921 4936

PAYROLL
Payroll Contact List.

OCCUPATIONAL HEALTH

Link to OH Email address
0161 720 2727

LEAD EMPLOYER TEAM
LeadEmployer@pat.nhs.uk
0161 604 5554 (Helpdesk)

For a list of the HR Officers by specialty, please click here.

Online Information

Lead Employer Team Main Web Page

Joint Local Negotiating Committee

Lead Employer Team Recruitment Pages

Documents – Policies & Procedures

News - Info Brief and latest updates

Online Information

North Western Deanery
http://www.nwpgmd.nhs.uk

NHS Employers
http://www.nhsemployers.org/Pages/home.aspx

NHS Pension Scheme
http://www.nhsbsa.nhs.uk/pensions

GMC
http://www.gmc-uk.org

GDC
http://www.gdc-uk.org/Pages/default.aspx

BMA
http://bma.org.uk
Host Organisations - Contact details

Please click here for the [List of GP Practices](http://example.com)

Host Trusts - Web Sites

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<th>Host Trusts</th>
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<td>Blackpool Teaching Hospitals NHS Foundation Trust</td>
<td><a href="http://www.bfwh.nhs.uk">http://www.bfwh.nhs.uk</a></td>
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<tr>
<td>Bolton NHS Foundation Trust</td>
<td><a href="http://www.boltonhospitals.nhs.uk">http://www.boltonhospitals.nhs.uk</a></td>
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<tr>
<td>Central Manchester University Hospitals NHS Foundation Trust</td>
<td><a href="http://www.cmft.nhs.uk">http://www.cmft.nhs.uk</a></td>
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<td>Cumbria Partnership NHS Foundation Trust</td>
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<td>Greater Manchester West Mental Health Foundation Trust</td>
<td><a href="http://www.gmw.nhs.uk">http://www.gmw.nhs.uk</a></td>
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<td>Lancashire Care NHS Foundation Trust</td>
<td><a href="http://www.lancashirecare.nhs.uk">http://www.lancashirecare.nhs.uk</a></td>
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<tr>
<td>Lancashire Teaching Hospitals NHS Foundation Trust</td>
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<td>Pennine Care NHS Foundation Trust</td>
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<td>Salford Royal NHS Foundation Trust</td>
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<td>Stockport NHS Foundation Trust</td>
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<td>Tameside Hospital NHS Foundation Trust</td>
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<tr>
<td>The Christie NHS Foundation Trust</td>
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<td>The Pennine Acute Hospitals NHS Trust</td>
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<td>University Hospitals of Morecambe Bay NHS Foundation Trust</td>
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<tr>
<td>University Hospital of South Manchester NHS Foundation Trust</td>
<td><a href="http://www.uhsm.nhs.uk">http://www.uhsm.nhs.uk</a></td>
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<tr>
<td>Wrightington, Wigan and Leigh NHS Foundation Trust</td>
<td><a href="http://www.wiganleigh.nhs.uk">http://www.wiganleigh.nhs.uk</a></td>
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Please click here for the [Host Trust Medical Staffing HR Contact List](http://example.com)