

2011

**WEST MIDLANDS WORKFORCE DEANERY  
POSTGRADUATE SCHOOL OF GENERAL PRACTICE  
FORM R7  
Notification of placement in a GP training practice**

Trainees are required to be included on a PCT 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 PCT Medical Performers List

*All parts to be completed*

**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		PCT:	
		Telephone	
		E-mail	

**Part C - Placement Details**

Start date	DD / MM / YYYY	End Date	DD / MM / YYYY	ST1 <input type="checkbox"/>	ST2 <input type="checkbox"/>	ST3 <input type="checkbox"/>
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Working week: Full time  Deanery approved for less than full time?  Yes (state %)

**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 to West Midlands PCT  
 Currently on Performers List of a West Midlands PCT

Name of Medical Performers List PCT:

**Part E - Previous NHS experience -**

**LAST TWO NHS HOSPITAL POSTS**

Speciality 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 %

**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	PCT	Fulltime %

**Part F – Trainers Service Level Agreement**

This Service Level Agreement is between the NHS West Midlands ("The Deanery"), 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 the Deanery 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 the "Directions to Strategic Health Authorities 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 NHS 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 West Midlands PCT 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:**

**Part G - GP Training - Funding Authority**

I confirm the authority for the Primary Care Trust (as stated in Part D) to calculate salaries and make payments to the approved GP training practice in accordance with "Directions to Strategic Health Authorities concerning GP Registrars (with amendments)"

**Signed:**

**Date:**

**Area Director (on behalf of Director of Postgraduate GP Education)**

## Returning the R7 to the Deanery

**R7 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, evidence of Performer List) to be sent to the Area Programme Office below (do NOT send direct to the deanery as this will delay payment of the GPR salary and trainers grant).**

**Please return to your local office:**

<b>Birmingham &amp; Solihull</b>	Dr Andrew Carson GP Education Office Victoria Road Health Centre, 229 - 233 Victoria Road, Birmingham B6 5HP	Tel: 0121 328 8413  Email: <a href="mailto:debra.petriedolphin@nhs.net">debra.petriedolphin@nhs.net</a>  or  <a href="mailto:carolharper1@nhs.net">carolharper1@nhs.net</a>
<b>Black Country</b>	Dr Tony Robinson GP Education Office Clinical Education Centre Russells Hall Hospital Dudley, DY1 2HQ	Tel: 01384 321 096 Ext: 1096  Email: <a href="mailto:BCTrainers.GPVTs@dgoh.nhs.uk">BCTrainers.GPVTs@dgoh.nhs.uk</a>
<b>Coventry &amp; Warwickshire</b>	Dr Kathi Wheatley GP Education Office RCGP Midland Faculty Birmingham Research Park, 97 Vincent Drive Birmingham, B15 2SQ	Tel: 0121 414 8276  Email: <a href="mailto:Bianca.mahoney@rcgp.org.uk">Bianca.mahoney@rcgp.org.uk</a>
<b>Herefordshire &amp; Worcestershire</b>	Dr Vic Schrieber GP Education Office RCGP Midland Faculty Birmingham Research Park, 97 Vincent Drive Birmingham, B15 2SQ	Tel: 0121 414 8275  Email: <a href="mailto:Kate.faulkner-elliott@rcgp.org.uk">Kate.faulkner-elliott@rcgp.org.uk</a>
<b>Staffordshire and Shropshire</b>	Dr Amjad Khan GP Education Office Room 1.54 Keele University Medical School Keele Staffordshire ST5 5BG	Tel: 01782 734724  Email: <a href="mailto:k.t.delay@pmed.keele.ac.uk">k.t.delay@pmed.keele.ac.uk</a>

## **TERMS AND CONDITIONS OF SERVICE LEVEL AGREEMENT**

### **1. Workforce Deanery Responsibilities**

- 1.1. The Deanery shall instruct, and contract with the Primary Care Trust to pay to the Trainer in arrears at the end of each completed calendar month;
- 1.2. The Deanery shall instruct, and contract with the Primary Care Trust to pay to the GP Practice such sums in respect of:
  - 1.2.1. the GP Registrar's salary;
  - 1.2.2. the GP Registrar's Expenses;
  - 1.2.3. the Trainer's Grant;as authorised by the Deanery and as contained in the current *Directions to Strategic Health Authorities*<sup>1</sup> concerning GP Registrars.
2. 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.
3. 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. The
4. Resources allocated for GP trainee study leave which will be used for attendance at appropriate courses within the Workforce Deanery. 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 West Midlands Workforce Deanery Study Leave Guidelines
5. To ensure PCTs have accurate trainer approval/re-approval information

### **1. GP Trainer Responsibilities**

- 1.1. The Trainer will enter into a contract of employment, that complies with the COGPED<sup>2</sup>/BMA model contract<sup>3</sup>, with the GP trainee and within 6 weeks of the start date of the employment.
- 1.2. The Trainer shall pay to the GP Registrar a salary and allowances at the rates notified by the Primary Care Trust, which will be in accordance with the current *Directions to Strategic Health Authorities* concerning GP Registrars.
- 1.3. The GP Trainer shall keep appropriate records thereof. Such salaries shall be paid in arrears at the end of each completed calendar month
- 1.4. 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.
- 1.5. The Trainer shall keep records of all sickness absences of the GP trainee and shall notify the Deanery in writing should the aggregate absences exceed 10 working days in any six months of training.
- 1.6. The Trainer must ensure that the GP Trainee is approved for the appropriate Primary Care Trust Performers List.
- 1.7. 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.
- 1.8. The Trainer will notify the Deanery immediately and in writing should the Contract between the Trainer and the GP Registrar be terminated.
- 1.9. The Trainer will enter into an educational agreement with the GP Trainee and Deanery via and as defined by the RCGP e-portfolio or as agreed with the Deanery.
- 1.10. The Trainer will maintain their approval as a GP Training Practice during the period of training.
- 1.11. The Trainer will provide details of the local OOH provider to the registrar for Out of Hours experience.

### **2. GP Trainee Responsibilities**

- 2.1. Maintain registration with the General Medical Council.
- 2.2. Apply and maintain membership of a PCT Performers List
- 2.3. Have appropriate medical indemnity cover in order to undertake training as a GP Trainee
- 2.4. Enter into an educational agreement with the GP Trainer and Deanery via and as defined by the RCGP e-portfolio or as agreed with the Deanery.
- 2.5. Have a valid UK full driving licence and/or provide own transport for home visits

<sup>1</sup> Department of Health, England. (available from [www.nhsemployer.nhs.uk](http://www.nhsemployer.nhs.uk))

<sup>2</sup> Conference of GP Education Directors (COGPED)

<sup>3</sup> BMA Framework for a written contract of employment guidance for GP speciality registrars

## 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, PCTs, training practices and PCTs in relation to doctors in training (GPRs and Foundation doctors).

- (i) **Do GPRs (GPRs) need to be on a primary care performers list?** Yes, when employed by a GP training practice. The PCT needs to be satisfied the doctor is in training and this will be confirmed by West Midlands Workforce Deanery form R7 signed by the Postgraduate Director of GP Education. Trainees are not required to be on a medical performers list during hospital posts.
- (ii) **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.
- (iii) **If a GPR moves to a training practice in another PCT does he need to join the other PCT 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 PCT then he should offer to withdraw from that PCT's list and apply for the list with the new PCT.
- (iv) **Can the PCT remove a GPR from its performers list if they believe the doctors has moved away for more than 12 months?** Yes, the PCT 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 PCT, at least annually, or risk being removed on these grounds.
- (v) **If a GPR moves permanently to another part of the country, and does not intend to return to PCT A, how do they go about applying to PCT B?** Firstly they should apply to join the performers list of PCT B, advising them that they are already on PCT A's medical performers list and that they will be giving notice to PCT A to withdraw from its list on the date PCT B admits them to its own list. Secondly, they must give notice to PCT A that they intend to withdraw from its list because of the application to join the list of PCT B. PCT A should be told that that the withdrawal to come into effect on the date PCT B admits them onto its list. The PCTs should then liaise with each other to ensure that the changes are synchronized.
- (vi) **Are there any reasons a GPR cannot withdraw from a PCTs performers list?** Yes, they cannot withdraw from PCT A's list without the consent of the Secretary of State if one of the following applies.
  - a. Suspended by the PCT.
  - b. The PCT is holding an investigation to decide whether or not to remove or contingently remove them from its list.
  - c. The PCT 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 PCT B of the above.
- (vii) **Do GPRs require an enhanced criminal records check for their application?** Yes.
- (viii) **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 PCT.
- (ix) **Does the GPR have to undergo a PCT NHS appraisal?** No, the Deanery annual assessment process satisfies the requirements of the NHS appraisal process. The deanery will carry out this function on behalf of the PCT and contact the PCT if there are any concerns about the doctor.
- (x) **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.
- (xi) **What is the earliest time in a GP trainee's 3-year training programme they should apply for the PCT 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 PCT 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 PCT performers list for 2 years.
- (xii) **What happens to the performers list status when at the end of training?** The GPR notifies the PCT that they have received a Certificate of Completion of Training (CCT). The PCT has sight of the original certificate or more commonly simply views the updated registration details on the GMC website. The GPR notifies the PCT if they intend

to work in that PCT (PCT A) or another PCT (PCT B). PCT A retains them on the performers list until a post is secured in PCT B and they ask to withdraw from the list and make an application to PCT B.

- (xiii) **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 PCT should remove them. During a delay between end of training and obtaining a CCT the PCT should temporarily suspend them from the list until they have sight of the CCT or updated GMC registration.
- (xiv) **What happens if the PCT does not accept the GPR onto the performers list?** If the PCT 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 PCT say they do not want one and it can reach any decision the PCT could have made.
- (xv) **Do all criminal convictions need to be declared?** Yes, the 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**

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