

Lead Employer Team INFO BRIEF, Issue 4 - November 2013

WELCOME TO THE 4TH ISSUE OF THE LEAD EMPLOYER TEAM INFO BRIEF

Following your August start or rotation, you should now have settled in to your new location. This very hectic time meant we had to move some 3000 Trainees through 37 Hospital Trust sites and between 250 GP Practices.

As usual, this mass migration of Trainees can, and often does, highlights certain issues, which require remedial action on behalf of the Lead Employer and you, the individual Trainee.

You will all have been sent Declaration of Interest forms electronically, which you are required to complete and return. We require these forms for audit purposes **If you have not already done so, can you please ensure you complete and return the form by 8th November 2013 at the latest?**

In this age of electronic communication we have resorted to using whatever electronic means are at our disposal in order to communicate with you; it keeps running costs to a minimum and ensures we can communicate swiftly where the Mail system would take up to 5 days to achieve the same response.

This has highlighted a number of issues.

Firstly you are required to ensure the Lead Employer has your up to date and current email address. We understand some of you may change your email address when you change internet supplier, however, can you please ensure you inform us of the new address?

We recently sent out a Global email and had a large percentage 'bounce' back because the email address either no longer existed or was entered incorrectly on your induction paperwork.

Secondly, if you inform us of an email contact address, you are required to check the email inbox on a regular basis (at least once per day).

Again, when a very important email was sent out to a group of Trainees recently, a number of you failed to check your inboxes and failed to respond to an urgent request for action. In this instance, I instructed my team to suspend those affected from their work- place and to suspend the pay of any Trainee who failed to complete the required paperwork.

Lastly, can I urge you to consider the professionalism of your position when deciding on a new email address. All too often we have to send out emails to cuddlyslippers@whoever.com or similar, and whilst you may think the email address is amusing, think how the GMC or the Coroner will view YOU if you have to stand before them and listen to someone giving evidence state they sent the documentation to you at absolutelybonkers@morebeersplease.com.

Enough said!

Can I please also remind you, your work life as a professional is governed by specific rules and procedures?

You have a duty to respect a patient's right to confidentiality, to be honest and open and to act with integrity at all times. You should therefore refrain from referring to patients on Social Media sites. The Lead Employer Team will take disciplinary action against any trainee who breaches patient confidentiality or brings their Host Trust/Education Provider in to disrepute.

Kind regards,



Gary J. Watson
Lead Employer Team

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NEXT EDITION DUE IN FEBRUARY

IMPORTANT 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 passport regardless of your VISA expiry date.

For application purposes, please get in touch if you need a letter confirming your employment with us.

URGENT - STC Trainee Representatives

All STC Trainee Representatives are requested to email Dr Natalie May, ST6 Emergency Medicine (with Paediatric Emergency Medicine) /Chair of the Trainee Forum, at nataliemmay@gmail.com with their name, Specialty & contact details.

TRAINING AWAY FROM PLACE OF WORK

ELECTIVE PERIODS AND/OR TRAINING OUTSIDE OF THE UK MAINLAND AND UNDERTAKING TRAINING AWAY FROM YOUR AUTHORISED PLACE OF WORK

The North Western Deanery and the Lead Employer Team have had to resolve issues where Trainees have been working outside the Training Programme without the knowledge or approval of the Postgraduate Medical Dean or Designated Deputy.

These episodes have created problems for the Trainee in terms of GMC prospective approval of the time and compliance with their contract of employment, for the Lead Employer in terms of duties to their Employee, and for the Postgraduate Medical Dean as Responsible Officer for the Trainee. The principles for taking time Out of Programme are set out in the Gold Guide (June 2010) paragraphs 6.66 to 6.88.

The North Western Deanery has developed the following Guidance.

Trainees are **NOT** permitted to carry out training in any Hospital or Healthcare Establishment, be it Public (NHS) or Private, other than the one they have been placed in under their normal rotation, without the written authorisation of the Postgraduate Medical Dean.

1. Under NO circumstance is a Trainee permitted to work outside the UK Mainland (either to train or gain experience) without the written authorisation of the Postgraduate Medical Dean.
2. Any Trainee who wishes to seek a training opportunity elsewhere, short or long term (other than at their designated place of work) is to apply to the North Western Deanery through the normal Out Of Programme channels. <http://www.nwpgmd.nhs.uk/time-out-of-programme>.
3. Host Education Providers (Host Trusts, GP Practices etc) including Clinical /Educational Supervisors and Training Programme Director's, DO NOT have the necessary authority to grant a Trainee the ability to attend training away from their designated place of work.
4. Any Trainee who leaves their designated place of work, or is found to have left their designated place of work, to train elsewhere without the correct written authorisation from the North Western Deanery, will be expected to return to their designated place of work immediately and upon their return, may be subjected to disciplinary action.

Your Specialty School Manager can provide guidance and support if you identify circumstances that do not appear to fit with the guidance. Contact Details are available at:

Acute Trainees: <http://www.nwpgmd.nhs.uk/hospital-medicine>

GP Trainees: <http://www.nwpgmd.nhs.uk/general-practice/contact-information>

REMINDERS * REMINDERS * REMINDERS * REMINDERS

ALL TRAINEES & GP EDUCATORS:

MOST OF OUR CORRESPONDENCE WITH YOU WILL BE VIA EMAIL, PARTICULARLY FROM THIS EMAIL ADDRESS: LeadEmployer@pat.nhs.uk, which has now replaced the old helpdesk email address: paht-leo.helpdesk@pat.nh.uk (Emails will initially be forwarded).

Please ensure you are able to receive these emails and always update your details and double check your new settings when you change your email address.

Please submit your Declaration of Interest (Standards of Business Conduct) by **8th Nov 13**

ALL TRAINEES WITH NEW POST COMMENCED IN 2013:

Please submit a signed copy of your contract by 8th November 2013



**Junior Doctor
Advisory Team**



Health Education North West

Junior Doctor Advisory Team

The Junior Doctor Advisory Team (JDAT) is an independent team of doctors working out-of-programme within the North West and Mersey deaneries. The JDAT is a successor body to the local regional action teams, which were formed to ensure all Trust rotas became compliant with the rules on working hours set out in the new junior doctor contract (the New Deal).

The functions of JDAT have evolved significantly in recent years. We are now a service that primarily provides guidance to Trusts and Trainees on rotas, banding, monitoring and pay.

For Trainees, we provide the point of contact within the North West and Mersey for enquiries about rotas and working conditions. We try to facilitate good working relationships and communication between departments and their Trainees, in particular where interests in training, working hours and service provision collide. In this regard, we are able to address Trainee concerns directly or involve Trusts in discussion, to achieve a resolution that considers service provision. In addition, our placement within the deaneries allows us to feedback any potential effects of inefficient or demanding rotas on training.

We work closely with staffing departments to draw up and 'sign-off' new and amended junior doctor rotas, as well as providing best practice advice to Trusts on achieving valid monitoring episodes. With the benefit of personal clinical experience and a bank of precedent data on best practice, we aim to provide a clinical perspective to help resolve situations where rota patterns struggle to provide adequate service provision. We are also able to advise on specialist issues such as leave, less-than-full-time training and reacting to Band 3 monitoring outcomes.

If you represent the Trust on these issues, or are a trainee with concerns about your rota, pay or working hours, feel free to contact us:

nwd.jdat@nw.hee.nhs.uk

Alternatively, check out our website for more information:

<http://nw.hee.nhs.uk/our-work/jdat>

2014

Apply now!

DRAGONS' DEN

From idea to implementation



Have an idea that could improve service delivery?

Want to change doctors' training or working environment?

Want to get recognition and funding for your Quality Improvement Project?

This is your opportunity!

Our five Dragons are leaders in medical care, doctors' training and management in the North West and Mersey.

Shortlisted entrants will present their ideas to the panel. Winners will receive the funding and support to install and develop their ideas.

Application deadline: **20th December 2013**

Event date: **11th February 2014**

Visit our website for more information:

www.nw.hee.nhs.uk/our-work/jdat/north-west-junior-doctor-dragons-den



**Junior Doctor
Advisory Team**

NHS

Health Education North West

FREQUENTLY ASKED QUESTIONS

[Payroll Staff Benefits](#)

[Recruitment and Rotations](#)

[Terms and Conditions](#)

The new Lead Employer Team

Helpdesk Email Address is:

LeadEmployer@pat.nhs.uk

KEEP YOUR PERSONAL INFORMATION

(Email addresses, phone numbers, home address, emergency contacts)

UP TO DATE AT ALL TIMES

The Joint Local Negotiating Committee (JLNC) meets every two months to negotiate and agree upon the local policies governing junior doctors employed by the Lead Employer Organisation. There are nine junior doctors on the JLNC (who represent Hospital Speciality, GP and Psychiatry Trainees). We are keen to represent your views to the Lead Employer Organisation and would welcome your feedback on any employment issues in the North Western Deanery. Which policies/local processes work well? Which areas you would like to see improved?

If you are a GP Trainee, we would also be keen to hear your experience of the new lead employer arrangements for GP Trainees which came into force in April 2013.

Although we cannot offer individual advice on employment issues we can make sure that your views are heard. Please email us at: localnegotiatingcommittee@gmail.com. More information is available on the [Lead Employer website](#), where the minutes of JLNC meetings can be viewed.

Please email us at: localnegotiatingcommittee@gmail.com

HELP AND ADVICE IS AVAILABLE

If you need help or advice, please contact the LET by email LeadEmployer@pat.nhs.uk or by phone on 0161 604 5554 and ask for a Senior Member of the Team to contact you to discuss your concerns. Gary, Jon, Lisa or Kelsey will contact you.

As your employer we are here to provide advice on matters relating to your employment i.e. stress, health, bullying and harassment etc.

For general advice, information is available on line at the following links:

[Careers Advice](#)

[LET Occupational Health](#)

[PAT Counselling Service](#)

[BMA](#)

[MDDUS](#)

[GMC](#)

[GDC](#)

[LET Policies and Procedures](#)

ATTENDING YOUR OCCUPATIONAL HEALTH APPOINTMENT

If provided with an appointment for an Occupational Health review, it is your responsibility to attend. Failure to arrive or to provide adequate notice of being unable to attend the appointment is not acceptable and may result in disciplinary action being taken against you. In exceptional circumstances, an alternative appointment can be arranged following approval by the Lead Employer Team.

Please contact Jemma Bartles, HR Advisor at Jemma.Bartles@pat.nhs.uk providing details of your appointment date, time and reasons for being unable to attend.

STUDY LEAVE – REQUESTS FOR STUDY LEAVE WHILST ON MATERNITY OR PATERNITY LEAVE

Access to Study Leave whilst on Maternity or Paternity Leave will only be granted in exceptional circumstances. Retrospective requests for the granting of such Study Leave will not be considered in any case; approval can only be given once issues relating to contractual, health and safety and medical indemnity cover have been clarified with the North Western Deanery, the Lead Employer and the provider of the proposed course/conference/educational programme to which you wish to apply.

The North Western Deanery Study Leave Guidelines are available at the following link:

[http://www.nwpgmd.nhs.uk/sites/default/files/Study%20Leave%20Guidelines%20final%20doc%20\(2009%20revision\).pdf](http://www.nwpgmd.nhs.uk/sites/default/files/Study%20Leave%20Guidelines%20final%20doc%20(2009%20revision).pdf)

LET WEB PAGES

Please keep checking our Lead Employer Team web pages for up to date information

▶ ▶ ▶ [Link](#)

THE DOCUMENTS PAGE IS THE PLACE TO FIND INFORMATION AND HR POLICIES LIKE

[Attendance Management Policy](#)
[Family \(Maternity & Paternity\) Policy](#)
[Special Leave Policy](#)
[Study Leave](#)

HELPDESK INFORMATION

A helpdesk is available for any queries. You do have a designated Medical Personnel HR Officer, but please feel free to contact the helpdesk any time.

LeadEmployer@pat.nhs.uk

A member of the team will aim to contact you within 24 working hours. The LET helpdesk number is

0161 604 5554

The Lead Employer Team Medical Personnel HR Officers are each responsible for a number of Specialties. Please access the full list [here](#)

European Working Time Directive and Opting Out Arrangements

The European Working Time Regulations determine the maximum weekly working time, patterns of work and holidays plus the daily and weekly rest periods. The Working Time Directive 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 and New Deal Regulations.

You should be aware the Lead Employer Team currently does NOT hold any completed Opt-out forms submitted by Trainees.

Opt-out forms are available to download from the Lead Employer website at the following link:

<http://www.pat.nhs.uk/CubeCore/uploads/Lead%20Employer/Documents%20Policy/PATLETWTDOPPTOUTFORMOctober2013.pdf>

TACKLING NHS FRAUD

Please click [here](#) for the full message

If you suspect a fraud is happening in your area, please contact Sue Smith, Trust Counter Fraud Officer, on 0161 922 3549, Mobile: 07813188479 or e-mail: sue.smith2@pat.nhs.uk.

Alternatively call the **NHS Fraud & Corruption hotline** on **0800 020 40 60** or report online at www.reportnhsfraud.nhs.uk.

PENSIONS INFORMATION - Auto Enrolment

As part of the Auto Enrolment regulations we are required to issue letters to employees informing them of their enrolment into a pension scheme or the reasons why they could not be auto enrolled.

A **Dear Colleague Letter** will be issued to all employees who are auto enrolled into a pension scheme in the current month. That may be because you are a new starter with the Trust or have just opted into the scheme or have returned from a period of out of programme.

This does not mean your previous pension service will not be recorded with The Pensions Agency.

A **Personal Letter** will be sent to your home address held in payroll if you do not meet the criteria to be auto enrolled into the pension scheme, this may be because of your age or you are under the earnings level for that particular month. However you still have the option of opting into the NHS pension scheme providing you are not on sick leave.

A **Personal Letter** will be sent to your home address held in payroll if you cannot be enrolled into the NHS Pension Scheme but are eligible and entered into the alternative scheme (NEST) this may be because you are employed elsewhere full time and paying into the NHS Pension Scheme.

Transfers of Pensions into the NHS Scheme

If you have been a member of **NHS Pension Scheme in Scotland or Northern Ireland** and you wish to transfer this membership into the NHS Pension Scheme you will need to request a transfer from the Payroll Department as this membership is not automatically transferred.

Private Pensions may be transferrable but this must be applied for within the first **12 months** of joining the NHS Pension Scheme. Again, ring the payroll department for a transfer pack.

PLEASE NOTE : If you have been a member of the NHS Pension Scheme and are eligible to join in this employment, you **do not need to do anything** as your membership will automatically link up providing we have your correct National Insurance Number.

Please contact Carol Waite, Assistant Payroll Accounts Manager, on 0161 720 2359 or Carol.Waite@pat.nhs.uk with your pension queries.

The Lead Employer Payroll Team

...is here to assist with any queries you may have.

Please access contact details [here](#).

The Lead Employer Team **MEDICAL PERSONNEL HR OFFICERS**

are each responsible for a number of Specialties.

Please access the full list [here](#)

DECEMBER 2013 PAY ARRANGEMENTS AND DEADLINES

To meet the December 2013 payroll deadline, all original Travel Expenses and Extra Duty Claims must be received in the Payroll Department by **no later than Thursday, 5th December 2013**. Claims received after this date will be processed with the January 2014 salaries. December 2013 salaries will be paid into accounts on **Friday, 20th December 2013**.

i RECRUITMENT INFORMATION i

Provisional Timetable - exact dates will be provided in due course*

| Recruitment Rounds | Anticipated Application Window | Anticipated Interviews & Offers | Indicative Start Date |
|--|--|--|-----------------------------|
| Academic Clinical Fellowship Recruitment | 14th October - 11th November 2013 | Interviews - Late November 2013 - 10th January 2014 Offers - from 13th January 2014 | August 2014 - February 2015 |
| Round 1 - NWD will advertise all CT1/ST1 posts and some higher posts in run through specialties. | 12th November - 5th December 2013 | 2nd January - 4th March 2014 | August - December 2014 |
| Round 1 re-adverts - for any unfilled posts | 18th March - 3rd April 2014, with adverts placed from 3rd March 2014 | 15th April - 15th May 2014 | August - December 2014 |
| Initial Round 2 - NWD will advertise most ST3+ posts for the first time | 12th February - 12th March 2014 | 24th March - 15th May 2014 | August - December 2014 |

Further Recruitment

Please note that it is likely that there will be further recruitment following the end of the initial Round 2. Some specialties are likely to be recruiting to posts with start dates of February or March 2015 and any such posts are likely to be advertised in August or September 2014. There may also be some ad-hoc vacancies or remaining unfilled posts to be advertised after June 2014. All 2014 vacancies will be posted on this website in due course.

* All dates are subject to change. Further information and regular updates are available at https://www.nwpgmd.nhs.uk/recruitment_2014

CSNRO (Core Surgery National Recruitment Office)
<http://www.surgeryrecruitment.nhs.uk/applicant-bulletins>

Nominate the Lead Employer Team for A Staff Nomination Award

Nominations for the **Staff Awards 2014** are now open

If you would like to nominate the Lead Employer Team or one of its members for the award, please complete [this form](#) and email it to maxine.monksfield@pat.nhs.uk:

PLEASE NOTE:

If you have access to the PAHT network, please use [this link](#) on the Trust's Intranet home page instead..

MESSAGE FROM THE GMC:

Review of Fitness to Practice Procedures

We require volunteer GPs and Paediatricians from Grade FY2 - Consultant to assist with our GMC Pilots taking place in **Manchester** this December.

Volunteers will receive an honorarium of **£350** plus lunch and travel expenses. The days will run from 9:30pm to 4.30pm

Read more ... [Dates](#) - [Information](#)

Q: WHERE CAN I FIND THE TRAVEL CLAIM FORM?

A: Acute Trainees: Use the following link:

<http://www.pat.nhs.uk/CubeCore/.uploads/Lead%20Employer/Documents%20 Policy/TravelMileageClaimForm.pdf>

GP Trainees: Use the following link (**PLEASE DO NOT USE THE DEANERY'S RUA FORM**):

<http://www.pat.nhs.uk/CubeCore/.uploads/Lead%20Employer/Documents%20 Policy/TravelExpensesformforGPTrainees15.05.13.pdf>

Q: HOW DO I ADVISE YOU OF MY CHANGE OF BANK DETAILS?

A: To prevent problems with the payment of your salary you need to inform the Payroll Department as soon as possible of any changes using the prescribed form which can be accessed via the following link:<http://www.pat.nhs.uk/CubeCore/.uploads/Lead%20Employer/Documents%20 Policy/PersonalInfoChangeForm.PDF>

Q: I AM CONSIDERING MY RESIGNATION, WHO DO I NEED TO INFORM?

A: The Pennine Acute Hospitals NHS Trust is your employer with whom your contractual arrangement exists. As such, when tendering your resignation this must be directed to the Lead Employer Team in the first instance.

All resignation letters should be emailed to LeadEmployer@pat.nhs.uk (the Lead Employer Team helpdesk email address) or posted to the following address: Lead Employer Team, Room 024, Ground Floor, Trust Headquarters, North Manchester General Hospital, Delaunays Road, Crumpsall, Manchester, M8 5RB. You need to copy in your Host Trust Medical Staffing Lead/Manager, the Training Programme Director for your Specialty and the Specialty School Manager at the North Western Deanery.

❗ ITEMS OF INTEREST ❗ EXTERNAL TRAINING ❗

DO YOU HAVE ANY QUESTIONS, IDEAS OR FEEDBACK FOR THE NEXT BULLETIN? PLEASE SUBMIT THEM [HERE](#).

The Lead Employer Office will be closed on:

Wednesday, 25th December 2013

Thursday, 26th December 2013

Wednesday, 1st January 2014

Wishing you all a Merry Christmas and a great start into a successful and prosperous year 2014

LeadEmployer@pat.nhs.uk

The next edition of this Info Brief is due in February 2014

**POLITE NOTICE FOR ALL OF THE ITEMS OF INTEREST POSTED
BELOW:**

The following adverts are attached for your information. The Lead Employer Team does not endorse nor sponsor any of the adverts and any costs incurred whilst attending any of the advertised events are to be borne by the individuals attending and are not rechargeable. Individuals must also obtain prior approval from their host organisation.

DOCTORS WANTED!

(GPs and Paediatricians)

The Academic Centre for Medical Education at UCL is working with the GMC to review Fitness to Practice procedures and update the assessments to ensure each assessment is fair to the doctor being assessed.

Read more... [Information](#) - [Dates](#)

Please find below the link for the CSNRO October Applicant Bulletin with the latest information about the 2014 application process for prospective applicants.

<http://www.surgeryrecruitment.nhs.uk/applicant-bulletins>

Kind Regards,
CSNRO (Core Surgery National Recruitment Office)
Health Education Kent Surrey and Sussex
Email: CSNRO@kss.hee.nhs.uk
www.surgeryrecruitment.nhs.uk

follow us at [@CSNRO](#)
or find our tweets by searching for the #tags: [#CSNRO](#) and [#SpecialtyJobs](#)

MASTER FRCR 2B Course Series

Manchester and Salford Teaching Excellence in Radiology Course

20th - 21st January 2014 @ University of Salford, Greater Manchester

REGISTER NOW - EARLY BIRD RATE - £450 plus VAT

For the first time in Manchester, we are hosting the **FRCR part 2B course**, in association with the University of Salford, delivered to you in the new campus of one of the most exciting creative media hubs in Europe, Media City, Salford Quays. [Read more](#) ...