

**INTRODUCTION TO LEAD EMPLOYER MODEL**

**What are the lead employer arrangements?**

We will be moving from 22 Health Board employers to just 4 lead employers for doctors and dentists in training:

* NHS Grampian for the North region
* NHS Lothian for the East region
* NHS Greater Glasgow and Clyde for the West region, and
* NHS Education for Scotland (NES).

NES will become the sole employer for all GP trainees, with the 3 other lead employers covering the other specialties and foundation trainees on a regional basis.

The national programmes are allocated across the lead employers as follows:

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| --- | --- |
| **North – Grampian**  Child and Adolescent Psychiatry - National  Old Age Psychiatry - National  Intellectual Disability Psychiatry - National  Medical Psychotherapy  Medical Ophthalmology – National  *Urology (East/ North regional programmes)*  *ENT (East/ North regional programmes)*  *East Medical Microbiology (East/ North regional programmes)* | **East - Lothian**  Diagnostic Neuropathology  Plastic Surgery  Forensic Histopathology  Clinical Pharmacology and Therapeutics  Community and Sexual and Reproductive Health  Cardio-thoracic Surgery (all)  Genito-urinary Medicine  Vascular Surgery  Rehabilitation Medicine  Forensic Psychiatry  Clinical Genetics  *Core Surgical Training (East/ North regional programmes)* |
| **West - GGC**  Clinical Neurophysiology (All Scotland)  Paediatric and Perinatal Pathology  Paediatric Cardiology  Neurosurgery - National  Neurology  Paediatric Surgery  Oral and Maxillo-facial Surgery  Palliative Medicine - West  Chemical Pathology (All Scotland)  Infectious Diseases (All Scotland)  Medical Virology  Clinical Oncology  Medical Oncology  Broad Based Training | **NES**  Occupational Medicine  Public Health |

The other Boards will continue to host trainees on placement as part of the training programme, they will be known as ‘placement Boards’. Whilst the employing Boards will have employment responsibilities, the placement Boards will continue to have clinical governance responsibility for those engaged in providing clinical care to placement Board patients.

A presentation regarding the Lead Employer arrangements can be found [here](http://hub.nes.digital/media/1307/doctors-in-training-lead-employer-arrangements-presentation-2.pptx).

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**When are the lead employer arrangements being implemented?**

The lead employer arrangements are being implemented from August 2018.

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| --- | --- |
| MARCH | Confirmation of Lead Employer/Placement Board arrangements  Confirmation of allocation of Lead Employers for National Programmes |
| APRIL onwards | Employing Boards/Placement Boards begin to issue offer letters |
| MAY onwards | Pre-employment checks for ALL doctors begin (one off to support transfer to new contracts) |
| JUNE | Banding supplement allocated to doctors |
| JULY | Payroll info finalized and contracts will begin to be issued once pre-employment checks are complete |
| AUGUST | Doctors start/rotate – move onto new Lead Employer arrangements |
| AUGUST/ SEPTEMBER | Final contracts issued |

NES has worked with NHS Grampian since August 2017 to test the lead employer arrangements and as such has already transitioned a cohort of GPSTs to the lead employer arrangements. This work is being extended from February 2018 to include GPST1 trainees in NHS Borders, NHS Forth Valley, NHS Highland, NHS Tayside, NHS Ayrshire and Arran, NHS Dumfries and Galloway, and NHS Lanarkshire.

Doctors commencing the GPST programme in August 2018 will be employed by NES for the duration of this programme. Doctors already in GPST will be transitioned to the lead employer arrangements from August 2018. Doctors moving into the final year of their GPST programme in August 2018 will be employed by NES as per their rotation into a GP placement.

It is anticipated that Dentists in training will move to the lead employer arrangements from August 2019.

**Why are lead employer arrangements being implemented?**

We want to cut red tape and improve the working experience for junior doctors.

Currently, each time a trainee moves from one health board to another, they have to change employer. This is time-consuming, and can cause problems for things like mortgages, tax codes, access to employee service based entitlements (e.g. cycle to work, childcare vouchers).

**Where are the lead employer arrangements being implemented?**

The lead employer arrangements are being implemented across NHS Scotland.

**Who is implementing the lead employer arrangements?**

The lead employer arrangements are being implemented on behalf of Scottish Government by the Scottish Health Boards working in partnership with the BMA.

**Who are the lead employers? Who is my lead employer?**

The lead employers will be the employer for the duration of the training programme. They are:

NHS Grampian for all foundation, core and specialty trainees (excluding GPSTs):

* In the North Region of Scotland, this encompasses NHS Highland, NHS Orkney, NHS Shetland, NHS Western Isles, NHS Tayside and NHS Grampian.
* On the following national programmes:
  + Child and Adolescent Psychiatry
  + Old Age Psychiatry
  + Intellectual Disability Psychiatry
  + Medical Psychotherapy
  + Medical Ophthalmology
* On the following East/ North regional programmes:
  + Urology
  + ENT
  + East Medical Microbiology.

NHS Lothian - for all foundation, core and specialty trainees (excluding GPSTs):

* In the East Region of Scotland, this encompasses NHS Borders, NHS Fife and NHS Lothian.
* On the following national programmes:
  + Diagnostic Neuropathology
  + Plastic Surgery
  + Forensic Histopathology
  + Clinical Pharmacology and Therapeutics
  + Community and Sexual and Reproductive Health
  + Cardio-thoracic Surgery
  + Genito-urinary Medicine
  + Vascular Surgery
  + Rehabilitation Medicine
  + Forensic Psychiatry
  + Clinical Genetics
* On the following East/ North regional programme:
  + Core Surgical Training

NHS Greater Glasgow and Clyde - for all foundation, core and specialty trainees (excluding GPSTs):

* In the West Region of Scotland, this encompasses NHS Ayrshire and Arran, NHS Dumfries and Galloway, NHS Forth Valley, NHS Lanarkshire, Golden Jubilee National Hospital, and NHS Greater Glasgow and Clyde.
* On the following national programmes
  + Clinical Neurophysiology (All Scotland)
  + Paediatric and Perinatal Pathology
  + Paediatric Cardiology
  + Neurosurgery – National
  + Neurology
  + Paediatric Surgery
  + Oral and Maxillo-facial Surgery
  + Palliative Medicine – West
  + Chemical, Infectious Diseases
  + Medical Virology
  + Clinical Oncology
  + Medical Oncology
  + Broad Based Training

NHS Education for Scotland - for all trainees on:

* General Practice Specialty Training programmes
  + This includes all trainees on placements in General Practices and in hospital placements in NHS Highland, NHS Orkney, NHS Shetland, NHS Western Isles, NHS Tayside, NHS Grampian, NHS Borders, NHS Fife, NHS Lothian, NHS Ayrshire and Arran, NHS Dumfries and Galloway, NHS Forth Valley, NHS Lanarkshire and NHS Greater Glasgow and Clyde.
* On the following national programmes:
  + Public Health
  + Occupational Medicine

**What is a lead employer?**

A lead employer is the NHS Board that will hold the contract of employment and deliver the payroll function for a trainee for the duration of the programme of training. The trainee may be on placement in a different placement Board but the contract of employment and payroll will remain with the employing Board.

**What is a placement Board?**

A placement Board is the Party providing a training placement to the Doctor in Training (who is not their employer).

**How will the lead employer arrangements be implemented?**

An Employment Responsibilities Agreement has been agreed by all 22 Health Boards. This Agreement sets out the roles and responsibilities of employing Boards, placement Boards and NES in the employment of Doctors in Training.

An application is being developed, Turas People, to assist in the information flows between the Scotland Deanery (NES), the trainee, placement Boards and employing Boards. The key function of Turas People is to reduce duplication of information for all parties.

Apart from streamlined processes in relation to pre-employment etc most doctors should not notice any change. For those with disabilities, or support needs, it should be easier rotating to a new Placement as their record should stay with them rather than have to be actively transferred. As now, NES will sponsor Tier 2 visas. Doctors in Training will be recruited in the same way, with unified paperwork and aligned policies across Boards.

Policies are being reviewed across the Boards to develop consistency in application and processes. In the first instance, the lead employer policies will form part of the contract of employment.

**IMPACT ON STAKEHOLDERS**

**How will this affect me?**

* **Current Doctors in Training** - current doctors in training will be onboarded in August 2018 by the lead employer for their current programme of training and will remain with that lead employer for the duration of that programme of training. This will mean a reduction in repetitive on and off boarding as current trainees rotate through placements. There will be one contract of employment for the duration of the training programme, with amendments issued for each rotation to a new placement (Placement Detail letters).
* **Current Doctors in Training on national programmes** – the same principles will apply to your employment as for any other doctor in training:
  + Single contract of employment with one employment Board for the duration of the programme of training.
  + Payroll delivered by the employing Board for the duration of the training programme.
  + Rotation through placement Boards with local medical staffing support on behalf of the employing Board and amendments to contract issued for each rotation to a new placement (Placement Detail letters).
* **GP trainees -** current GP Trainees have started to be transitioned to the lead employer arrangements based on when they are on a GP placement, as NES would currently be their employer for these placements. The key principle being applied is to reduce any onboarding where possible. For trainees who have not yet transitioned to the new arrangements through the early implementer work, they will move to the NES lead employer arrangements from August 2018. There will be one contract of employment for the duration of the training programme, with amendments issued for each rotation to a new placement (Placement Detail letters).
* **Early Adopter GP trainees:** For trainees who are in the early adopter work, we are working to upload your information onto Turas People so that these trainees do not need to repeat any activity onboarding already completed wherever this is possible.
* **GP trainees (future)** - future GP Trainees will be employed by NES for the duration of their specialty training programme in General Practice. There will be one contract of employment for the duration of the training programme, with amendments issued for each rotation to a new placement (Placement Detail letters).
* **Military/ Academic/ Industry employed trainees:**  as these trainees are not an employee of a NHS Board the employment arrangements will not be impacted by the lead employer arrangements.
* **Out of Programme:**  if a trainee is out of programme and not currently under a contract of employment, on return to a training programme, the contract will be issued under the new arrangements.
* **Current trainees on long term sickness absence:** if a trainee is currently off long term sick or becomes and remains sick at 1st August, contact should be made with the current employer to discuss the lead employer arrangements in order to ensure there is no impact on statutory or occupational payments the trainee may be in receipt of, or entitled to and to ensure compliance with current guidance.
* **Current trainees on maternity leave now/ future:** if a trainee is currently on Maternity leave or not currently on Maternity leave but will have commenced leave prior to 1 August 2018 contact should be made with the current employer to discuss the lead employer arrangements in order to ensure there is no impact on statutory or occupational payments the trainee may be in receipt of, or entitled to and to ensure compliance with current guidance. These trainees will not be onboarded to the new arrangements until they return from maternity leave.
* **Future Doctors in Training** - future Trainees will be employed by a lead employer for the duration of each training programme. There will be one contract of employment for the duration of the training programme, with amendments issued for each rotation to a new placement (Placement Detail letters).
* **Current Dental trainees–** current dentists in training will be transitioned to the lead employer arrangements from August 2019. Further detail will be developed on how the lead employer arrangements will apply to dental trainees.
* **Future Dental trainees** - in the future state all dentists in training will be employed by a lead employer for the duration of each training programme. There will be one contract of employment for the duration of the training programme, with amendments issued for each rotation to a new placement (Placement Detail letters).
* **Directors of Human Resources (HRDs) -** the HRD group will continue to have strategic responsibility for the employment of doctors in training, a Director of HR will chair the SMT HR Subgroup.
* **Directors of Finance (DoFs) –** the DoF group will continue to have strategic responsibility for the financial arrangements for doctors and dentists in training.
* **Regional Workforce Planning Groups –** Regional Workforce Planning groups will continue to have responsibility for delivering regional workforce planning, reporting may be impacted on by the lead employer model, with placement Board now describing where a trainee is engaged in clinical practice, rather than their employer.
* **Occupational Health Community –** the OH community are being asked to develop Once for Scotland solutions to support the lead employer arrangements to ensure that appropriate information can be shared between lead employers and placement Boards to support the trainee in their training programme and throughout employment.
* **Information Governance** - information will be shared across employing Boards and placement Boards as described in Once for Scotland Data Sharing Agreements.
* **Royal Colleges** - the Royal Colleges will not be directly impacted by the lead employer arrangements.
* **TPDs and the Deanery** will continue to manage rotations, training decisions, ARCPs and be the first point of contact for OOP, performance support unit, careers and LTFT. The difference will be working with an Employer and a Placement Board in some instances – but we have reviewed policies to try and minimise duplications in information sharing and meetings. There are some things that still need to be agreed so we will keep you informed of things as they evolve, but in most cases your roles should not change as a result of the employer changing.
* **Educational Supervisors** – the education and training of doctors and training will not be impacted on by the lead employer arrangements, however it is anticipated that the reduced employment administration required of trainees will be a benefit.
* **Practices** – the lead employer arrangements will have minimal impact on practices as NES is already (since 2011) the employer for doctors in training when they are in a GP placement. However, practices may benefit from NES having improved employee data as a result of being the sole employer for the duration of GPST.
* **Other NHSS team members** - other team members should not be directly impacted by the lead employer arrangements, Once for Scotland policies will be developed in accordance with the PIN Guidelines. The lead employer arrangements will mean team members may have different employers, for example doctors in training may be employed by one of the 4 lead employers whereas other team members are placement Board employees.
* **Universities** - the lead employer arrangements should not impact on the undergraduate training and education of doctors and dentists in training, however it will be useful for Universities to have an awareness of the postgraduate employment arrangements.

**Will these new arrangements impact patient care?**

The lead employer arrangements will not have a direct impact on patients. Patient care will remain the responsibility of the placement Board that is engaging the doctor or dentists in training to provide clinical care to patients in that Board area.

**Will the new lead employer arrangements affect my maternity pay?**

The type of maternity pay that each employee is eligible for is based on their length of NHS service. If you start working for your new employing board during or near the start of your pregnancy, you may find that you do not qualify for all of your maternity payment from your new employing board.

In changing to the new lead employer arrangements, it may be that some trainees will not receive Statutory Maternity Payments from an NHS board but will instead receive Maternity Allowance which will be paid from Jobcentre Plus. Regardless of which method of payment you are entitled to you, please be assured that you will be in no financial detriment under the new lead employer arrangements. Over time this will be resolved as trainees will have one employer for the duration of their training programme.

Each trainee’s entitlements will vary depending on their length of service and previous employer history. Further information relating to maternity pay entitlement can be found on the Government website.

<https://www.gov.uk/employers-maternity-pay-leave>

You can access your employing boards Maternity Policy via the links contained [here](http://hub.nes.digital/lead-employer-arrangements/employing-board-information/). Should you have any queries, your employing boards contact details can be found [here.](http://hub.nes.digital/lead-employer-arrangements/placement-board-contacts/)

**ROLES AND RESPONSBILITIES IN THE LEAD EMPLOYER MODEL**

**Who will pay my salary?**

The Payroll Community will work collaboratively to ensure that doctors and dentists in training continue to be paid accurately by the employing Board.

**Who has responsibility for clinical governance?**

The Scottish Association of Medical Directors (SAMD) will ensure that clinical governance issues continue to be the responsibility of the placement Board.

**What is the role of the BMA?**

The BMA is working in partnership with NHS Scotland in implementing the lead employer arrangements.

**Who is my first point of contact should I have any queries?**

You should contact the medical staffing/ HR department of your placement board in the first instance.

A list of placement board contacts can be found [here.](http://hub.nes.digital/lead-employer-arrangements/placement-board-contacts/)

**Which terms and conditions apply and when?**

When in hospital placements, your employment will be subject to the Hospital Contract and the [Terms and Conditions of Service of Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service (Scotland)](http://www.msg.scot.nhs.uk/pay/medical/junior-doctors) as amended from time to time (“the Terms and Conditions of Service”). You will be provided with a new Placement Details letter in advance of each hospital placement which will confirm your place of work, working pattern and the banding of the rota.

When rotating into General Practice your employment will be subject to the terms and conditions, or no less favourable terms and conditions set out in the [BMA Model Contract for GP Specialty Registrars working in General Practice (COGPED)](https://www.bma.org.uk/advice/employment/contracts/juniors-contracts/juniors-scotland/gp-trainees-scotland) as amended from time to time.

**Does my previous NHS service count towards continuous employment with my lead employer?**

In accordance with the Employment Rights Act 1996, previous employment with the Employing Board immediately prior to taking up this appointment counts as part of your period of continuous employment. However, for the purpose of certain NHS conditions of service, previous NHS service not treated as "continuous” under the provisions of the above Act, may be reckonable for certain purposes under the Terms & Conditions of Service.

**How will grievances be dealt with during my employment?**

If you have a grievance in connection with your employment, you should normally notify your supervisor who will take such steps as necessary and who will follow the employing Board’s grievance procedure (as amended from time to time). The nature of the grievance will have a bearing on who leads the grievance. When the grievance pertains to pay or terms and conditions, the placement Board will lead the grievance process. When a grievance relates to a local issue, the placement Board/ practice may lead the grievance process, feeding back information and outcomes to the employing Board.

Disputes relating to education and training will still be referred to the Director of Postgraduate General Practice Education and Director of Medical Education for the other employing board as appropriate.

Banding appeals will be led by the placement Board.

**How do I raise concerns?**

Concerns should be raised at an early stage with the Employing Board or Placement Board as appropriate. Please see the Whistleblowing Policies of the Employing Board and the Placement Board. This does not affect your rights under the Public Interest Disclosure Act 1998.

**How will the lead employer arrangements be quality assured?**

Medical staffing colleagues across placement Boards and employing Boards will work collaboratively to ensure that the lead employer model delivers an improved employment experience for trainees and reduced duplication of administration. Placement Board medical staffing colleagues will discharge employment responsibilities on behalf of the lead employers as detailed in Once for Scotland Policies and the Employment Responsibilities Agreement.

The SMT HR Subgroupwill continue to meet monthly to discuss operational aspects of the employment of doctors and dentists in training, including the development and application of Once for Scotland policies, with a remit of ensuring consistency and transparency across Boards.

**Who will be responsible for the delivery of medical education and training under the new arrangements?**

Directors of Medical Education will continue to have responsibility for the delivery in placement Boards of medical education for doctors and dentists in training.

The Scotland Deanery, NES, will continue to have responsibility for postgraduate medical education and training as set out in the GMC Quality Improvement Framework, and Standards. The full scope of NES’ responsibilities are described in the Service Level Agreement: Arrangements to Support the Delivery of Undergraduate and Postgraduate Medical Education and Training in Scotland.

**WHAT HAPPENS NOW?**

**What do I need to do?**

If you are a current or future doctor or dentist in training you will receive information from Turas People about the next steps.

**What do I need to have ready to start my new programme/rotation?**

Most trainees will need to complete a staff engagement form and occupational form on Turas People. Once your pre-employment checks are complete, other documents specific to your training programme and placement board will be send to you by your placement board.

**Where can I find out more?**

Please see the Hub for more information on the lead employer arrangements. We will continue to update the Hub with additional information.

<http://hub.nes.digital/>

Please also note that these FAQs will be reviewed and updated regularly as the Lead Employer arrangements continue to be developed in preparation for August.

**TURAS PEOPLE**

**How do I login to Turas People?**

A helpful login guide for board users can be found [here](http://hub.nes.digital/media/1302/turas-people-user-guide-how-to-login.pdf).

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