

Example Document 2

Deanery 'introduction' to employer - Issued by Deanery

Following your recruitment into the [name of Specialty Training programme] you have been allocated to the following post and employer, and should expect to receive an offer of employment in due course:

Name of employer (Trust):	[Insert]
Location of hospital(s)/work locations:	[Insert address or addresses]
Start date:	[Insert start date]
Duration of post:	[Insert duration of post]
Grade:	[Insert grade/description]
Minimum Qualifications:	[Insert qualification]
Minimum Experience:	[Insert minimum experience]

We are satisfied that you meet the minimum qualifications, training and experience requirements for this post as outlined in the job description and person specification.

The offer of employment can only be made by the employer, who has been notified of the allocation. The employer's offer of employment is expected to be on the following nationally agreed terms:

- Hours of Duty
- Pay
- Pay supplement
- Pension
- Annual leave
- Sick pay
- Notice period required
- Study leave
- Travel expenses
- Subsistence expenses
- Relocation expenses
- Pre-employment checks

Professional registration - it will be a requirement of employment that you have professional registration with the GMC for the duration of your employment.

Health and safety - all employers have a duty to protect their workers from harm. You will be advised by the employer of local policies and procedures intended to protect your health and safety and to comply with these.

Disciplinary and grievance procedures - the employer will have local policies and procedures for dealing with any disciplinary concerns or grievances you may have. They will advise you how to access these, not later than eight weeks after commencement of employment.

Educational supervisor - the employer will confirm your supervisor on commencement.

General information on the Deanery's management of Specialty Training programmes, including issues such as taking time out of programme and dealing with concerns or complaints, is available at www.nimdtg.gov.uk and in the national 'Gold guide' to Specialty Training at www.mmc.nhs.uk

The Terms and Conditions of Service (TCS) for Northern Ireland may be viewed at

http://www.dhsspsni.gov.uk/peu_combined_tcs_october_06.pdf