

## Example Document 5

Deanery 'introduction' to employer for subsequent posts on rotation (this should be provided 6 weeks before the move/rotation is due to take place) - Issued by Deanery

We have been informed that for your next placement on the [name of Specialty Training programme] you have been allocated to the following post and employer

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.

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](http://www.nimdtg.gov.uk) and in the national 'Gold guide' to Specialty Training at [www.mmc.nhs.uk](http://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](http://www.dhsspsni.gov.uk/peu_combined_tcs_october_06.pdf)