

Junior Doctors Rotation August 2010

We welcome you to the Northern Health and Social Care Trust and hope you have a worthwhile and enjoyable medical training experience with us.

Further details about NHSCT are available on our website:-

<http://www.northerntrust.hscni.net/>

Acceptance letter/proforma:-

You are asked to immediately forward an acceptance letter/pro forma to *Lorraine McDowell, Human Resources Manager*, Bush House, Antrim, BT41 2QB or lorraine.mcdowell@northerntrust.hscni.net

Essential documentation:-

The following documents are to be sent to the appropriate *Medical Administration Assistant*, asap (please click here for list). You will be required to provide originals on your first day, if you have not already done so.

- 1) Completed Personal Information Form
- 2) Evidence of your National Insurance Number
- 3) Copy of a Valid Passport/National Identity card (if neither of these are available a long birth certificate with a National Insurance Card will suffice)
- 4) Copy of current GMC Registration Certificate / Annual Renewal Certificate (NB. You will not be permitted to undertake any ward duty until you produce evidence of GMC Registration)
- 5) Licence to Practice
- 6) If applicable, evidence of right to work in the UK.

Employment Forms:-

These documents must be completed and given to the appropriate *Medical Administrative Assistant* (please click on link) on your first day of employment.

1. P46 – to be completed if you do not have your P45 form
2. Staff Transfer Form – if you have previous health service employment (can be obtained from your HR Department)
3. BACS Form – to be completed to enable your salary to be paid directly to your bank account.
4. Please find enclosed forms regarding the superannuation pension scheme. For further information, please see:-

<http://www.dhsspsni.gov.uk/index/hsc-pensions.htm>

5. Current original GMC Registration Certificate / Annual Renewal Certificate



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6. Sickness – if you have been sick in the last eight weeks before ceasing your previous employment you should forward form SSP1 (L) which should have been issued to you by your last employer