



Relocation and Associated Expenses

Guidelines for Doctors in Training

FINAL Version 1.9

Relocation and Associated Expenses for Doctors in Training

Southern Health and Social Care Trust

1.0 Key Principles

- These guidelines should be read in conjunction with Section 26 of the General Council Conditions of Service and Paragraphs 314 and 315 of the Terms and Conditions of Service for Hospital Medical and Dental Staff.
- Doctors should not be financially disadvantaged by reasonable costs incurred through a move in the interests of the service, or to further their professional training. However doctors are not expected to profit materially from reimbursements in respect of removals, relocation and excess travel.
- Relocation, removal and excess travel expenses are at the discretion of the employing Trust. The trainee must endeavour to discuss eligibility and the level of financial assistance available with the Trust prior to taking up appointment and in any event before making a claim.
- These guidelines apply to all doctors in a rotational training programme. Rotational training programmes are defined as Foundation Year 1&2, core training and Specialty Training Registrar StR1 and above.
- FTSTA's, LAT's and Trust appointed LAS's and Clinical Fellows will not normally be deemed eligible for excess travel under para 315, however doctors in training (i.e. FTSTA's or LAT's) who are appointed to a fixed appointment involving several rotations should discuss eligibility with the Medical Staffing Department
- Doctors, during their F2 rotation, if eligible, should claim expenses through their Host/ Lead Trust

2.0 Terms and Conditions of Service

Removal Expenses: Terms and Conditions of Service for Hospital Medical and Dental Staff:

- 2.1 Para 314: "The provisions of Section 26 of the General Council Conditions of Service shall apply"
- 2.2 Para 315: "Practitioners who are required to move house during a rotational training programme may receive reimbursement of removal expenses in accordance with Section 26 of the General Council Conditions of Service.

Practitioners who might be reimbursed for moving house in such circumstances may, however, choose not to move home on taking up the second or subsequent posts in a rotation but to travel daily the greater distance between their home and the hospital. Similarly if the practitioner has a home convenient to the hospital in which the second or subsequent post in the rotational appointment is to be held the practitioner may elect to travel the extra distance to the hospital in which the previous post or posts are held. In such cases, the practitioner may be paid excess traveling expenses at the appropriate rate according to the circumstances in which the practitioner's vehicle is used."

3.0 Eligibility

- 3.1 Financial Assistance may be granted to doctors who as a result of their appointment, are required to move home:
 - to relocate in the interests of the service e.g. to fulfil on-call response times or
 - to further their training to enable them to take up their appointment or
 - where approval is given for a subsequent move during their employment or
 - where there is a change to the doctor's base place of work (generally made by the deanery when on a rotation)

3.2 To be eligible for relocation expenses, removal expenses or excess mileage, a doctor must be;

- “Required to move” house and
- Be part of a rotational training programme (defined as a series of two or more planned placements within a rotational training programme)

Confirmation of rotational training appointments will be confirmed with the Northern Ireland Medical & Dental Training Agency.

3.3 The “required to move” test will normally be met if a doctor lives greater than **40 miles one way** from the placement with the Trust

3.4 Normally only one claim for removal/relocation expenses will be paid during the course of a doctor’s training programme. Eligible doctors may be required to formally declare all previous reimbursements claimed for excess travel, relocation and removal expenses whilst with other Trusts in Northern Ireland.

4.0 Excess travel in lieu of relocation

- 4.1 Doctors who meet the eligibility criteria in paragraphs 3.1, 3.2 and 3.3 may choose not to move home, but to travel the greater distance between their home and the hospital. They can apply for excess travelling expenses as an alternative to moving home.
- 4.2 The mileage that may be paid is the difference between the mileage from home to their designated base hospital/ place of work and the mileage from home to the new place of work, as set out in TCS Paragraph 315. Mileage is calculated by using the RAC Route Finder, between relevant post codes.
- 4.3 The Trust will consider the circumstances in each case including the specific route, the current status of infrastructure, the overall journey time, the working pattern, the mode of transport and overall additional cost to the doctor.
- 4.4 The Trust reserves the right to request utility bills to confirm a doctor's resident address if necessary (e.g. if the address on the application differs from the address given to the Human Resources Department/correspondence address).
- 4.5 Payment of excess travel costs will not be agreed where, in the judgment of the Trust, the journey time and or distance involved is likely to be detrimental to the safety of the doctor and/or to the satisfactory performance of the doctor's duties. In such circumstances, the doctor should consult with the Trust to consider alternative arrangements such as support with reasonable accommodation costs for a temporary period of time.
- 4.6 Excess travel will be paid at the appropriate rate according to the circumstances in which the doctor's vehicle is used. Essentially, public transport rate will be payable where a car is used but where travel by public service would be appropriate
- 4.7 The maximum financial assistance payable to any doctor for their whole training programme (Foundation, core training and Specialty training), is £8k. This includes costs of relocation, removal of belongings and excess daily mileage The Trust retains the right to seek confirmation of the value of financial assistance already provided

5.0 Relocation and removal expenses *

• *Note: in exceptional circumstances where a rotational doctor in training wishes to apply for removal expenses, the following section will apply*

- 5.1 Relocation/ removal expenses may be payable where a doctor meets the criteria outlined in paragraphs 3.1, 3.2 and 3.3 above
- 5.2 Eligibility for payment of relocation expenses will also take account of the following:
 - 5.2.1 Length of contract: Appointments for **2 years or under** will be considered for removal of belongings. Appointments for **over 2 years** with the Southern Trust will be considered for the full relocation package. (Maximum allowance £8,000)
 - 5.2.2 If a doctors' partner/spouse is eligible to claim relocation/removal expenses, only **one** person will be eligible to receive relocation/removal expenses. It is the responsibility of the doctor to notify their employing Trust if their partner/spouse has submitted a claim in connection with the same move.
- 5.3 Applications for relocation expenses will be considered from eligible doctors where the doctor is a homeowner. Doctors will be required to provide evidence that they are a homeowner at the time of accepting the appointment.
- 5.4 Entitlement to relocation expenses for sale and purchase of a house will be dependent upon the move being completed within **6 months** of taking up the new post. If valid circumstances prevent this, the Trust may use discretion on the time limit.
- 5.5 Payment of removal expenses will be reimbursed from UK port of entry only.
- 5.6 Doctors should obtain authorisation for reimbursement of expenses for removal of belongings from the Medical Staffing Department **before** making any firm arrangements.
- 5.7 Doctors who meet the criteria at paragraphs 3.1, 3.2 and 3.3 and who are occupying rented accommodation or hospital accommodation immediately prior to commencing employment with the Trust will be considered for reimbursement of costs for the removal of furniture and belongings and for expenses relating to a search for accommodation including rental agency fees (if applicable), subject to paragraph 4.8 below. If rented/hospital accommodation is furnished, removal of furniture should not be applicable.

- 5.8 Removal expenses will not be reimbursed unless original receipts are provided to support this. **Three quotes should be supplied for removals** and the Trust will pay the lowest of the three quotes, subject to a maximum of £750. For small removals, reimbursement of a self-hire vehicle and fuel would be acceptable.
- 5.9 Payment of removal expenses will not be made until the doctor has commenced in post. Claims for reimbursement of removal expenses should normally be made within 6 months of incurring the authorised expenditure
- 5.10 Doctors will be required to sign an undertaking that they may be required to repay a proportion of any relocation/ removal expenses received if they leave their post prior to the end of the contracted period/ training programme. The proportion will be in accordance with the worked element of your contract of employment against the total length of that contract of employment/training programme

6.0 Base hospital/ place of work for doctors on rotation

- 6.1 A base hospital must be identified at the outset of your rotational training programme (in consultation with NIMDTA and the Trust) and this should remain unchanged for the duration of the rotational training programme. The base hospital must form part of the rotational training programme.
- 6.2 This should be the hospital closest to the doctor's home and form a part of your rotational training programme. The Trust will confirm rotational training appointments with the Northern Ireland Medical and Dental Training Agency

7.0 Worked Example

Example

Grade	Employer	Placement	Dates
F2	SHSCT	Intensive Care Unit, Craigavon Area Hospital	Aug – Dec
F2	SHSCT	Obs & Gynae, Daisy Hill Hospital, Newry	Dec – April
F2	SHSCT	GP Surgery, Armagh	April – Aug

- 7.1 A doctor commences the Foundation Year Two programme with the Southern Trust in August 2014, after spending Foundation Year one in Belfast Hospitals. His/her F2 rotational details are outlined above. In this case, the doctor states that they do not wish to move home but would like to know if they will be entitled to travelling expenses. (Para 315 TCS applies) The doctor lives in Newtownabbey and Belfast is considered his/her base hospital (having spent the F1 year in that locality). The following will need to be established:
- Is the doctor employed in a rotation?
 - Does the doctor meet the “required to move” criteria set out in Section 3.3?
- 7.2 This doctor is employed in a 2 year Foundation training programme, recognised by NIMDTA. In the case of the required to move test, this doctor will be required to travel the following:
- | | |
|---------------------|---|
| August to December: | Newtownabbey to Craigavon |
| December to April: | Newtownabbey to Daisy Hill Hospital Newry |
| April to August: | Newtownabbey to GP Surgery in Armagh |
- 7.3 In the first placement, the doctor would not meet the “required to move” test as the distance does not exceed 40 miles one way. They are therefore not eligible for excess travel in this placement.
- 7.4 In the second placement, the doctor would be required to travel greater than 40 miles one way to Daisy Hill Hospital. Providing the doctor and the Trust feels the daily travel from home to Daisy Hill Hospital is safe considering the shift commitment, the doctor will be eligible for excess travel expenses. The mileage rate that will be paid will be the difference between their home to designated base hospital (Belfast) and the mileage from home to the new place of work (Daisy Hill).
- 7.5 In the third placement, the doctor will be working in a GP surgery and should therefore enquire about expenses from NIMDTA.

8.0 Process for Reimbursement

- 8.1 Doctors must complete the Removal/ Excess Travel eligibility form (see appendix 1) for doctors in training and return this to the Medical Staffing Department to check eligibility for excess travel.
- 8.2 Claims for removal expenses will not be reimbursed unless they are supported by official receipts or other relevant documentation. Three quotes should be supplied for removals and the Trust will pay the lowest of the three quotes. (subject to a maximum of £750)
- 8.3 The Medical Staffing Department will make a decision on eligibility, normally within 14 days of receipt of the application. This decision will be communicated to the doctor and to the Travel Expenses Section, Payroll Department, St Lukes Hospital, Armagh.
- 8.4 If eligibility is confirmed by Medical Staffing, doctors applying for excess travel expenses should complete the "expense report for expense and mileage." This should be approved by the doctor's line manager and forwarded electronically to Travel@southerntrust.hscni.net or by post to:

Travel Department
Ward 7, St Luke's Hospital
Loughgall Road
Armagh
BT61 7NQ

It is expected that claims for travel expenses will be submitted to Payroll no later than 3 months after the travel has taken place. Claims should not be allowed to accumulate.

- 8.5 Guidance documents for claiming travel expenses and the "expense report" for claiming expenses and mileage can be located on the HRPTS Sharepoint site via the Trust Intranet page.

To access this information click on the link below;

<http://sharepoint/hr/hrpts/Forms%20and%20Associated%20Guidance/Forms/AllItems.aspx>

Alternatively go to the Southern Trust Intranet page, click on the HRPTS Sharepoint site link, click HRPTS Forms and Associated Guidance and select the Travel Guidance folder. Frequently asked questions are listed under FAQ.

- 8.6 If you are currently an Employee Self Service (ESS) on the HRPTS system, you must ensure you obtain approval for eligibility before applying for your expenses on line.
- 8.7 In order for claims to be paid, doctors will need to ensure their **duty of care** documentation is up to date. Information on duty of care documentation and the duty of care declaration can be accessed via the following link;

<http://sharepoint/hr/hrpts/Forms%20and%20Associated%20Guidance/Forms/AllItems.aspx>
- 8.8 Doctors who are judged to be ineligible for reimbursement of excess travel can contact the Medical Staffing office to determine the reasons for this decision.

9.0 Appeal Process

- 9.1 A doctor who feels that he/she has been unfairly treated in relation to removal expenses provisions may pursue this matter as a grievance in accordance with the Trust procedure.

Removal/Excess Travel Eligibility Form for Doctors in Training

Southern Health and Social Care Trust

Name:	Current Grade:
Current Specialty:	Location Employed:
Length of current post:	Length of current Rotational Training Programme:
Current Shift Type:	Any on-call commitments:

Is your current post part of a Rotational Training scheme? <i>(This will be confirmed with NIMDTA)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide full details of your rotation from commencement (E.g. Rotation = F1 & F2 years/ Rotation = 2/3 year core training/ Rotation= ST1 and above run-through training. Include dates, location & specialty where known:	
Address where you are residing for travel purposes during this placement: <i>Note: If this address differs from the address held for correspondence on our HR system, please submit a utility bill or other official documentation to confirm proof of residence</i>	Foundation Yr1:	
	Foundation Yr2:	
	StR1:	StR4:
	StR2:	StR5:
	StR3:	StR6:
Designated Base Hospital (please specify): <i>Excess travel is not payable to your base place of work, i.e. the hospital which is most convenient to your home. Your designated base hospital will remain constant throughout your rotation and should generally form part of your rotational training programme.</i>		
Distance from HOME to DESIGNATED BASE HOSPITAL (as stated above)		miles
Distance from HOME to CURRENT POSTING/ LOCATION		miles

Please indicate which option you wish to be considered for: 1. Removal Expenses: Removal of belongings 2. Removal Expenses: Full Relocation package 3. Excess Travel Expenses in lieu of Relocation	Option <input type="checkbox"/>
Do you live greater than 40 miles one way from the location of your placement with the Southern Health and Social Care Trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your post require you to respond to out of hours emergency on-call services within a specified distance/ time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If claiming for relocation expenses - Has your partner/spouse claimed for relocation within the HPSS or NHS? If yes, please provide details and submit with this form.	

I confirm the above information is accurate and correct to the best of my knowledge:

Signature:

Date:

Removal/Excess Travel Eligibility Form for Doctors in Training
Southern Health and Social Care Trust

TO BE COMPLETED BY APPLICANT

Declaration

To be completed for claims for relocation or removal expenses

I agree to repay the required proportion of any relocation expenses received, if I leave the Trust prior to fulfilling my contract.

To be completed for claims for excess travel expenses

I do not consider my daily commute to be excessive and I believe that the journey time and distance travelled will not have an adverse effect on my safety or on the satisfactory performance of my duties

To be completed in all cases

I have read and understood the Trust guidance on eligibility to claim expenses. I wish to declare that the information I have provided to determine my eligibility is accurate and true. I am aware I must notify the Trust following any change in circumstances.

Name: _____ Date: _____

Signature: _____

Completed eligibility forms should be forwarded to Medical Staffing Department, Ground Floor, Trust Headquarters, Craigavon Area Hospital, 68 Lurgan Road, Portadown, Craigavon BT63 5QQ

TO BE COMPLETED BY MEDICAL STAFFING SECTION

Option 1: Removal expenses: Removal of belongings

Option 2: Removal expenses: Full Relocation package

Option 3: Excess travel expenses in lieu of Relocation

Agreed Excess Mileage _____ (miles one way)

Approved by Medical Staffing

Name: _____

Signed: _____

Date: _____

Declined by Medical Staffing

Name: _____

Signed: _____

Reason: _____

Your request for Removal/ Excess travel expenses will only be considered if this form is fully completed and signed