

The Single Lead Employer for Doctors & Dentists in Training



**A Guide for Doctors &
Dentists in Training (DDiT)
Upon Transfer of Employment
to NIMDTA SLE**

Northern Ireland
mdta
Medical & Dental Training Agency

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The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA also seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional and national requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. NIMDTA endeavours to attract and appoint individuals of the highest calibre to recognised training posts and programmes. NIMDTA encourages doctors to train and remain in NI so that Health and Social Care (HSC) has a highly competent medical and dental workforce with the essential skills to meet the changing health needs of its population.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes. NIMDTA supports trainees with the aim of maximising their potential to successfully progress, complete training and be appointed to permanent posts in NI. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that both the training and supervision of trainees support the delivery of high quality safe patient care. NIMDTA provides trainees with a wide range of opportunities to gain experience in leadership, quality improvement, research and teaching.

NIMDTA trains clinical and educational supervisors and recommends them to the General Medical Council (GMC) for recognition of their role. NIMDTA selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the GMC for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA is the Designated Body for doctors in training and has a statutory role in making recommendations to the GMC to support the revalidation of trainees. NIMDTA works to the standards in the COPDEND framework for the Quality Development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA has been integrated as lead employer for Doctors and Dentists in training (DDiT) across the HSC. The aim of this service is to provide a high quality continuous employment experience for DDiT.

NIMDTA plays a key role in attracting DDiT to the HSC, and in creating an environment where they wish to continue to remain practising within the HSC.

NIMDTA carries out these roles on behalf of the DoH by focussing on the needs of people (population, trainees, trainers and NIMDTA staff), in partnership with key stakeholders and by upholding the HSC Values - openness and honesty, compassion, excellence and working together.



The Department of Health's "Health and Social Care Workforce Strategy 2026: Delivering for Our People" set out ambitious goals for the Health and Social Care workforce. A key objective of the Workforce Strategy was to "make it easier for the workforce to do their jobs", and one of the means of achieving this objective will be through the simplification of employment arrangements, delivered initially via a Single Lead Employer (SLE) for Doctors and Dentists in Training (DDiT).

In January 2019 the Permanent Secretary at the Department of Health (DoH) formally requested that the NIMDTA Board consider taking on the role of Single Lead Employer (SLE) for Doctors and Dentists in Training (DDiT), and it was subsequently agreed that the SLE for Doctors and Dentists in Training would be introduced via a phased approach with effect from 1 August 2019.

Up until August 2019, all postgraduate doctors and dentists in training were employed by their HSC trust, the Public Health Agency or the training practice where they were carrying out their training. Doctors and dentists in training, who rotate to different placement providers as part of the training, have therefore frequently needed to change employers. Often this has led to difficulties for these trainees in relation to payroll, changing tax codes, maternity and paternity leave arrangements, pre-employment checks and variation in how policies and procedures are applied. In addition, the frequent changing of employers has created a lot of duplication of effort for employers through repeated signing on processes, internal organisation moves, issuing of contracts, termination of employment processing, and so on.

The first phase of the SLE initiative in August 2019 saw the transfer of 99 trainees from three specialties (Histopathology, Trauma & Orthopaedics and Clinical Radiology) from HSC Trust employment to NIMDTA SLE employment. In April 2020 Phase 2 was completed and involved the transfer of Foundation Year 1 trainees to the employment of NIMDTA SLE, followed by Phase 3 in August 2020 which involved the transfer of trainees in all other Surgical Sub-Specialties, and Foundation Year 2 trainees. A deployment schedule has been proposed for the transfer of all other doctors and dentists in training to the employment of NIMDTA Single Lead Employer by December 2021.

The key benefits for doctors and dentists in training through the introduction of a single lead employer are:

- Less duplication of effort for doctors and dentists in training
- A single sign-on for HR and Payroll requirements for doctors and dentists in training
- A single contract of employment for doctors and dentists in training for the entire duration of their training programme
- Reduced complications for trainees with respect to pay and tax
- Standardised interpretation of terms and conditions for doctors and dentists in training
- Improved information sharing in respect of statutory leave and performance concerns

Who's who?

During the course of your Training Programme, you will form key relationships with a number of different parties, and collectively each party will work in partnership to support you through your training and employment experience.

1. NIMDTA SLE Trainee Employment Team

Your first encounter with the SLE Trainee Employment Team will be when you are transferring to SLE. The Trainee Employment team is responsible for onboarding all new employees, that is, arranging your sign-on and the creation of your HR and Payroll record. In order to progress this important task you will be asked to comply with instructions and deadlines for the return of new start forms and associated documentation.

Adherence to these deadlines is important as this greatly assists the management and processing of high volume activity, not just for the Trainee Employment team, but also for our colleagues in BSO Payroll Service Centre, and for the various Host Organisations who are responsible for the provision of your training placement.

In addition to on-boarding new starts joining Single Lead Employer for the first time, the Trainee Employment team is also responsible for rotating existing trainees across Host Organisations. For example, when trainees rotate from one Host Organisation to another the team will ensure that necessary changes are made to trainees' positions in the organisational structure (to reflect where trainees are now working) and as trainees move to new rotas, that correct banding supplements are applied to Payroll records.

The Trainee Employment Team will provide you with a Contract of Employment on behalf of NIMDTA SLE, and the team is responsible for the provision of a comprehensive employment service. This involves the provision of advice and guidance to DDITs on the full range of Terms and Conditions of Employment, and when required the Trainee Employment team will work closely with staff from Host Organisations, and the BSO Payroll Service Centre to resolve issues affecting your employment, for example, matters affecting your salary, work rotas, and the management of sickness absence to name but a few.

If you have queries regarding any of the following matters please contact the Trainee Employment Team who will be happy to assist.

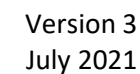
- Pay (e.g. basic pay, banding supplements, previous service, incremental dates etc)
- Terms and Conditions of Service
- Contracts of Employment
- Sickness Absence
- Maternity, Paternity, Adoption and Parental Leave
- Travel / Expenses
- *HRPTS: access & Employee Self Service (ESS)

**HRPTS is the HR, Pay, Travel and Subsistence System used by the HSC. Further information regarding HRPTS and how you can access your own record via an Employee Self Service (ESS) Portal is available on page 21.*

IT Project Manager

The SLE Trainee Employment team is delighted to be supported by the recent appointment of an IT Project Manager, Mr Conor Watters. The IT Project Manager will help facilitate ICT transformation across NIMDTA, however for his first project Conor will lead on the ICT objectives of SLE, which will include working with a variety of stakeholders to support the SLE with the development of a technical solution that will improve the on-boarding experience for DDiT.

Single Lead Employer



Full contact details for the SLE Trainee Employment Team are available on the team chart on page seven (above).

However, to ensure your enquiry is picked up and answered in a timely manner you are asked to direct enquiries to our generic mailboxes in the first instance.

The main departmental telephone number and generic mailboxes are monitored daily (Monday – Friday 9.00am – 5.00pm), with queries either answered, or directed to the appropriate team member, upon receipt and triage.

General Enquiries

SLE@hscni.net
02895 360 381

Sickness Absence Notification

SLE-Absence@hscni.net

Travel Claims & Queries

SLE-Travel@hscni.net

2. NIMDTA Education Management

NIMDTA is also responsible for the management of your training programme. On joining a Foundation or Specialty Training programme each trainee is required to sign an educational agreement which sets out the conditions of their appointment. These conditions include participating proactively in the assessment, appraisal and programme planning processes, maintaining regular contact with the Head of School and Specialty/Foundation Programme Director and regularly taking part in educational activities:

Trainees are required to comply with these conditions with the understanding that failure to do so may result in a non-engagement outcome for revalidation and/or an unsatisfactory ARCP outcome.

The NI Foundation School is responsible for all Foundation Trainees (F1 and F2) throughout their Foundation Programme, including the allocation of training placements, training through Generic Skills teaching days, and ARCPs.

The Hospital Specialty Schools recruit, allocate and assess those Trainees who are in hospital specialty training programmes. This Team is responsible for 8 Schools: Medicine, Obstetrics and Gynaecology, Paediatrics, Surgery, Anaesthetics, Emergency Medicine, Psychiatry and Diagnostics (which includes Radiology and Histopathology).

The Foundation & Specialty Schools will continue to manage this side of your relationship with NIMDTA, and all queries relating to your training programme should be directed towards the relevant School (e.g., allocations, recruitment, applying for LTFT/special circumstances, ARCPs, Out of Programme requests etc.)

3. Host Organisations

The Host Organisation is the term used to describe the provider of your training placement. A Host Organisation could be a HSC Trust, the Public Health Agency, or a Training Practice (e.g., GP or Dental Practice).

The Host Organisation will continue to host your training placements, providing clinical and educational supervision and management. In addition, the Host Organisation will continue to be responsible for other arrangements relevant and essential to your day to day activity, such as setting up access to local IT and Patient Administration Systems, Car Parking, ID passes, Accommodation (if available).

Host Organisations will retain responsibility for the issuing of work rotas, and the twice yearly monitoring of these rotas, as required under your Terms and Conditions of Service. This responsibility will include the requirement to ensure that NIMDTA SLE Trainee Employment team is notified in a timely manner regarding any changes to your banding supplement. The Host Organisation will also retain responsibility for operational management of your annual leave, including the approval of leave requests.

| Host Organisation | Sites / Locations |
|---|---|
| Belfast Health & Social Care Trust | Belfast City Hospital Royal Victoria Hospital Royal Belfast Hospital for Sick Children Royal Jubilee Maternity Service School of Dentistry Musgrave Park Hospital Muckamore Abbey Hospital (Psychiatry only) Knockbracken Healthcare Park (Psychiatry only) Shaftesbury Square Hospital (Psychiatry only) Marie Curie Centre NI Hospice |
| Northern Health & Social Care Trust | Causeway Hospital Antrim Area Hospital Holywell Hospital Whiteabbey Hospital Mid-Ulster Hospital |
| South Eastern Health & Social Care Trust | Ulster Hospital (including Ards & Bangor) Downe Hospital Downshire Hospital (Psychiatry only) Lagan Valley Hospital |
| Southern Health & Social Care Trust | Craigavon Area Hospital Daisy Hill Hospital St Luke's Hospital South Tyrone Hospital |
| Western Health & Social Care Trust | Altnagelvin Hospital Grangewood South West Acute Hospital Tyrone & Fermanagh Hospital (Psychiatry only) |

4. The Payroll Service Centre (PSC)

The Payroll Service Centre (PSC) is a branch of the Business Services Organisation's Shared Services, established in 2014 to create a more centralised service. The Payroll Service Centre is contracted through a Service Level Agreement to deliver the full range of payroll services for approximately 70,000 HSCNI employees.

As a business, the Vision of PSC is to become and maintain a centre of excellence, which pays accurately, on time and to ensure that if something goes wrong it is corrected quickly and accurately. PSC strive to ensure that its' diverse workload is underpinned by these key values in all areas of the services it provides, and across all levels of the HSC.

Operationally PSC's services to HSCNI include, but are not limited to:

- Processing New Starts and Leavers
- Processing Time Sheets
- Answering Travel and Car Leasing Queries & Processing Same
- Answering Maternity and Sickness Queries & Processing Same
- Processing deductions (HMRC, National Insurance, Pension etc.) from weekly, fortnightly and monthly salaries

The Payroll Service Centre is an important part of your working life, and you may contact PSC directly if required.

Contact Details for PSC:

1. Payroll Query Form: <https://payrollquery.hscni.net/payroll-query-form/>
2. 02895 362 190
3. Payroll Service Centre
16 College Street
Belfast
BT1 6BT

In preparation for the commencement of your employment with the NIMDTA Single Lead Employer for Doctors and Dentists in Training, this guidance document provides an overview the most frequently asked questions raised by new employees.

We appreciate that you may have other questions that are particular to your needs. If this applies to you please contact the Single Lead Employer Trainee Employment team directly and we will endeavour to provide you with the necessary advice and guidance. Contact details for the SLE Trainee Employment team can be found on our team chart on page seven.

Roles and Responsibilities

Who is responsible for the different elements of my employment relationship during my employment with NIMDTA Single Lead Employer?

The introduction of NIMDTA Single Lead Employer is still a relatively new initiative, and at times the employment relationship may feel confusing for some doctors and dentists in training, especially as we continue to transfer trainees from HSC Trust employment to the employment of NIMDTA SLE.

A Framework outlining the Roles and Responsibilities of each of the stakeholders involved in the employment relationship is available in Appendix 2 of this guide. It is accepted that whilst we are still in transition some responsibilities under the employment relationship will remain with Host Organisations, to be reviewed on a regular basis.

The Roles & Responsibilities Framework Booklet is designed to assist both the Host Organisation and NIMDTA deliver an improved employment experience for Doctors and Dentists in Training. The Framework has been drawn up in partnership with NIMDTA, HSC Trusts, BSO, the BMA and the Department of Health (NI) and is designed to identify and clarify the roles and responsibilities of the trainee, NIMDTA SLE (your employer), and the Host Organisation (your placement provider), under the Single Lead Employer Model for Doctors and Dentists in Training.

General Terms & Conditions of Employment

When will I receive my contract of employment?

Your contract of employment is based on the model contract of employment for rotational doctors in training and is subject to the Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service (NI) Terms and Conditions of Service (2008).

Your contract of employment will be issued to you within 8 weeks of commencing employment.

Are there special conditions that I need to be aware of?

You will be aware that you must hold a Licence to Practise and be registered with the General Medical Council throughout the duration of your employment.

Dentists are required to be registered with the General Dental Council throughout the duration of their employment.

I am based in a Host Organisation (Trust). Which employment policies apply to me?

You are an employee of NIMDTA and as such you will be subject to NIMDTA's employment policies.

Because you are a doctor (or dentist) in training undertaking a placement within a Host Organisation NIMDTA SLE may need the support of members of the Host Organisation when applying policies. The following addendum has been agreed by all key stakeholders and will be appended to all NIMDTA employment policies:

In the interests of fair and effective application of this policy, NIMDTA may allocate some roles to members of the Host Organisation as appropriate and in consultation with them. As the employer, NIMDTA retains oversight of the application of the policy and ensures that, with contributions from the Host Organisation where required, NIMDTA's employer responsibilities are met. In practical terms, this means that those assuming named roles in the policy may vary and include Host Organisation members when the issue concerns a Doctor or Dentist in Training.

In addition to NIMDTA employment policies, DDiT will also be subject to the local policies and procedures of their Host Organisation as applicable (e.g., infection control, car parking, clinical and administrative processes etc.)

Who should I contact if I have a query regarding the terms of my employment?

If you have a specific query about your terms and conditions of employment, the application of an employment policy, or a process or procedure related to your employment, please do not hesitate to contact the NIMDTA SLE Trainee Employee Team for advice.

Who do I need to inform if I wish to resign my contract of employment?

You are employed by NIMDTA SLE and therefore you are required to tender the resignation of your employment contract, in writing, to the NIMDTA SLE Trainee Employment team, copying your letter to your Specialty or Foundation School for their information. If resigning from your training programme prior to the completion of your training you will be required to complete a Leaving Your Post / Training Programme Form to be submitted to your Specialty / Foundation School.

It is important that you also notify other key stakeholders, especially as the resignation of your contract of employment may have an impact on staffing levels within your service area. You are therefore expected to copy your resignation to your Clinical Director and your Service Manager within your Host Organisation.

You will be required to work notice as follows:

| | |
|--|--------------|
| Foundation Year 1 | Two weeks |
| Foundation Year 2 / Core Trainee / LAT | One month |
| Specialty Trainee | Three months |

Trainees in run through Specialty programmes of training are required to work a three month period of notice regardless of the level of training.

Your Service Manager from the Host Organisation will be asked to complete a Leaver Form, to be returned to NIMDTA Single Lead Employer Trainee Employment team. The Leaver Form should indicate if you are to be paid for any outstanding annual leave. The NIMDTA SLE Trainee Employment team will process your leaver and arrange for the payment of your final salary and issue of your P45.

Salary Arrangements

What are the arrangements for the payment of my salary?

Firstly, you must ensure that you have provided the SLE Trainee Employment team with the essential information required to create your HR and Payroll record. This will include a bank mandate (Bank Details form) in which you instruct Payroll Service Centre to transfer your salary to your nominated bank account. You are asked to ensure that you carefully check the account details provided before you submit this form.

Unfortunately there have been a number of occasions whereby incorrect bank account details have been provided by trainees, and understandably this has caused unnecessary distress when salaries have been paid to the wrong accounts.

Please don't make the mistake of nominating another bank account in error as this can be very difficult to rectify!

Your salary will be transferred to your nominated bank account via a BACS Payment transfer on the 3rd last banking day of each month.

I do not have a UK Bank Account. Does that matter?

Salary payments can only be transferred to a UK Bank Account. Therefore, if you do not provide UK bank account details the BACS transfer of your salary will be rejected.

Setting up a new bank account can be challenging and it is recommended that staff moving to work in Northern Ireland for the first time check with their existing bank to see if they have a relationship with a bank that has a presence in Northern Ireland. It is recommended that you contact your chosen bank and make an appointment to set up your account, checking in advance what documentation is required to enable you to open an account. Typically the documents you need will include: Photographic ID; Proof of employment (e.g. your letter of appointment); Evidence of your UK address, (e.g. your tenancy agreement).

In addition to this, upon request the SLE Trainee Employment team will be able to issue you with a letter for your chosen bank to confirm your employment status.

What should I do if I change my Bank Account details after I have started employment with NIMDTA SLE?

It is your responsibility to ensure that at all times the information held about you is correct. If you change your bank account you must update your record immediately otherwise you risk not receiving your salary. Please login to HRPTS / Employee Self Service (ESS) / Personal Information. You will see a section for bank details – please select the edit icon to update your details, remembering to save before exiting ESS.

Will I receive a Payslip?

Your first payslip upon joining Single Lead Employer will be posted to the home address that you have provided on your new start documentation. Thereafter, all other payslips will be available for your view / download / saving and printing by accessing HRPTS Employee Self Service (ESS).

What do the different elements of my Payslip mean?

Please see <http://payrolltraining.hscni.net/> which provides an interactive breakdown of your HSCNI Payslip, including useful definitions of the different elements such as tax, superannuation and payment of allowances such as banding.

What should I do if I am unable to access my Payslip via HRPTS?

Soon after you take up employment with NIMDTA SLE the Trainee Employment team will be in contact with you to provide you with your HRPTS login details (further details regarding your HRPTS account and access are available in this guide), however if you experience any access issues you must contact the Trainee Employment team for assistance.

Can I access my Payslips from my previous HSC Trust employment once I have transferred my employment to NIMDTA SLE?

No, once your employment relationship with your previous employer ends you will not be able to access the Employee Self Service (ESS) account provided by that employer.

We recommend that you save or print your payslips **before** your employment with the HSC Trust is terminated. Alternatively, if you have been unable to do this you may contact the BSO Payroll Service Centre to request copies of your payslips.

Please note that an administrative fee may be charged for this service.

I have viewed my payslip and I think my salary is wrong. What should I do?

If you believe that your salary is wrong please contact the SLE Trainee Employment team as soon as possible. Please ensure that you have your staff number ready so that we can check your record. We will be able to view the salary point at which you have been paid, and the banding supplement applied to your salary. Before being able to respond to you in full we may need to liaise with colleagues in your previous NHS / HSC Trust regarding your Staff Transfer details (your service history), and if applicable, colleagues in BSO's Payroll Service Centre for their advice regarding other deductions that may have been made.

If you have been underpaid we will ensure that your salary is corrected with arrears paid in the next pay period.

If you have been overpaid Payroll Service Centre will agree a recovery plan with you to recoup any overpayment, and apply the regional recovery procedure on behalf of NIMDTA SLE. If you require any advice regarding this matter please do not hesitate to contact the SLE Trainee Employment team.

I believe I am entitled to incremental credit for previous service. What should I do?

Please contact the SLE Trainee Employment team and we will be happy to outline the process for the award of incremental credit, for example, in consideration of overseas service.

Will I be eligible for salary increments during my employment?

Your incremental point on the pay scale is determined by the verification of your previous service, which may be confirmed through the submission of a recent NHS/HSC Payslip, or through the submission of Staff Transfer details from your previous employers.

An increment, where applicable, will be payable on your incremental date which is usually the anniversary of your appointment date to your grade. Incremental dates may fall on alternative dates, depending on the count of your previous service.

If applicable, an annual inflationary increase may be paid subject to the grant of a pay award.

Other Payroll Related Queries

National Insurance Numbers

I do not have a National Insurance number. What should I do?

It is essential that you have a National Insurance number (NINO) as this ensures the national insurance contributions and tax you are required to pay are properly recorded against your name. Your National Insurance number is your own personal account number. It is unique to you and you keep the same one all your life. It also acts as a reference number when communicating with HM Revenue & Customs (HMRC).

If New to Working in the UK and You Require a Visa

In some cases your UK Visas and Immigration (UKVI) case owner may apply for a NINO when processing your visa application. If this applies to you, you should receive a letter informing you of this. The NINO comprises two letters followed by 6 numbers and another letter, for example QQ 12 34 56 A.

If this has not been applied for you through UKVI you will need to apply by following the same steps detailed in the next section.

If New to Working in the UK, but you do not require a Visa (e.g. RoI / EU)

If you have the right to work in the UK, you will need to phone your nearest National Insurance processing centre to make an appointment.

The processing centre will arrange an 'evidence of identity' interview for you. They will confirm the date, time and location of your interview and what information or documents you need to support your application, e.g., documents to prove your identity.

Examples of acceptable documents include:

- A valid passport (UK or foreign)
- A current identity card issued by an EEA or EU member state, or Gibraltar
- A residence permit or residence card (BRP)
- A full birth or adoption certificate
- A full marriage or civil partnership certificate

During the interview, a National Insurance number application form will be completed and you will be asked to sign it. The processing centre will confirm in writing whether your application was successful and provide you with your National Insurance.

Whilst it is possible to take up employment without a National Insurance number it is important that this is resolved as quickly as possible in order to ensure that you are paying the correct level of contributions (tax and national insurance). You must inform NIMDTA Single Lead Employer of your National Insurance number as soon as you know it. Do not share your National Insurance number with anyone who does not need it as this might help someone to steal your identity.

Keep the letter with your National Insurance number safe as it is a useful reminder of your number.

Please note that while the above information is correct, the services provided by processing centres may be disrupted due to COVID-19.

You are strongly advised to access the National Insurance helpline for the latest and most up to date advice (website details below). Please ensure that you keep the SLE Trainee Employment Team up to date regarding your NINO application.

<https://www.nidirect.gov.uk/contacts/contacts-az/national-insurance-registration-helpline>

Tax Issues

Will I pay Emergency Tax upon transfer to NIMDTA SLE?

An incorrect HMRC Tax Code may result in the deduction of a higher rate of tax. This will remain the case until Payroll Service Centre (PSC) receives a corrected tax code from HMRC, or pending receipt of your P45.

This often applies when you start a new job within the same pay period as your previous employment, e.g., if a doctor in training leaves the employment of one organisation on the 4th of the month, and joins a new employer during the same month. Payroll Service Centre is obliged to apply an emergency tax code if the final salary and P45 from the previous employer has not yet been processed.

Your annual tax free allowance, which is allocated by month, will have been applied to your terminated employment, and cannot be allocated to your new employment during the same period. PSC will allocate emergency tax coding based on one of the following scenarios:

- Your new annual salary, including your banding, will not take your salary into the 40% tax bracket. Emergency Tax Code OT will be applied.
- Your new annual salary, including your banding, will take your salary into the 40% tax bracket. Emergency Tax Code D0 will be applied.

Once salaries have been processed for both employments, and your P45 submitted to PSC, PSC will submit your details to HMRC. HMRC will then issue the correct tax coding which will be applied in the following month.

Upon applying the new tax code your tax deductions will be recalculated automatically and any refunds (or additional deductions if tax has been underpaid), will be processed. PSC advise that across the tax year the tax you pay will be correct.

I am waiting to receive my P45 from my last employer. What should I do?

The SLE Trainee Employment team asked you to complete a series of “new start” forms when joining Single Lead Employer. This included a HMRC Starter Checklist. It is important that you complete and return this form as it is used by PSC to gather the information they need to operate Pay As You Earn (PAYE) for you as a new employee, and apply for the correct tax code. The information from this form is used to complete your first Full Payment Submission for HMRC.

Failure to complete this form may result in the deduction of a higher rate of tax.

This will remain the case until Payroll Service Centre (PSC) receives a corrected tax code from HMRC, or pending receipt of your P45.

I think my tax code is incorrect. What should I do?

Tax codes are issued by HMRC and you must contact HMRC directly should you wish to query the tax code that has been applied to you. Please call the HMRC Employee Contact Centre at 0300 200 3300 or access the HMRC website

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/income-tax-enquiries-for-individuals-pensioners-and-employees>

Payroll Service Centre will be notified by HMRC of any amendment to your tax code, and will apply any change to your next salary.

You may also wish to create a personal HMRC account online, which can be used to view and request changes to the information held by HMRC: <https://www.gov.uk/personal-tax-account>

Pension Information

How do I access information regarding the HSC Pension Scheme?

Information regarding the HSC Pension Scheme, including scheme benefits can be accessed via the HSC Pension website:

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

I would like to join the HSC Pension Scheme through my NIMDTA SLE employment. What should I do?

If you wish to join the HSC Pension Scheme through your NIMDTA SLE employment you must complete the HSC Pension Service New Joiner Questionnaire. This form is included amongst the new start forms that were issued to you when joining SLE.

Completion of the HSC Pension Service New Joiner Questionnaire allows Payroll Service Centre to gather information regarding your current status with the HSC Pension Scheme, and enables enrolment onto the correct pension scheme, if applicable.

I was a member of the NHS Pension Scheme. Can I transfer my pension benefits?

A reciprocal arrangement exists between the HSC Pension Scheme in Northern Ireland and the NHS Pension Scheme in Great Britain making it possible to transfer pension benefits between the two schemes.

When completing the HSC Pension Service New Joiner Questionnaire please provide information about your NHS Pension Scheme membership. To progress the transfer of your pension benefits you will be asked to complete a Transfer-In Application also.

For further information regarding this process the Transfer-In Guide and Application Form can be accessed via <http://www.hscpensions.hscni.net/transfers/>

What rate of pension will I be required to pay?

Pension deductions will be made at source from salary, at the appropriate rate based on the following:

| Annual Pensionable Pay (Full Time Equivalent) | Contribution |
|--|---------------------|
| Up to £15,431.99 | 5% |
| £15,432.00 - £21,387.99 | 5.6% |
| £21,388.00 - £26,823.99 | 7.1% |
| £26,824.00 - £49,472.99 | 9.3% |
| £49,473.00 - £70,630.99 | 12.5% |
| £70,631.00 - £111,376.99 | 13.5% |
| £111,377.00 and over | 14.5% |

If you have a query regarding your pension please contact the Payroll Service Centre as follows: TSRPensions.ssc@hscni.net

I do not want to join the HSC Pension Scheme through my NIMDTA SLE employment. What should I do?

New employees are automatically enrolled onto the 2015 HSC Pension Scheme. If you do not want to join the pension scheme you must formally opt-out by completing Form SD502. This form is included amongst the new start forms that were issued to you when joining SLE. Alternatively you may access further information, and Form SD502, via the below link:

http://www.hscpensions.hscni.net/download/Scheme%20Forms/member_forms/SD502-6.pdf

Expense Claims

Am I entitled to claim expenses for removal or re-location?

Doctors in training may be eligible to claim assistance for relocation expenses, that is the removal of personal belongings and effects, or removal expenses which involves the sale and purchase of a house.

The relevant terms and conditions of service should be taken into account in determining eligibility for relocation or removal expenses, and further guidance is available from the Departmental Circular *HSS Gen 1/2010 Regional guidance on relocation, removal and excess travel expenses for doctors in training*.

Before making a claim you are asked to speak to the NIMDTA SLE Trainee Employment team for bespoke advice regarding your circumstances and for advice on how to make a claim.

The SLE Trainee Employment team may refer to the Medical HR team of your Host Organisation for additional information, e.g., the Host Organisation's Policy on applying for expenses, the approval process etc. The SLE Trainee Employment team will consider your case and advise if you meet the eligibility criteria as outlined within the Terms and Conditions of Service. You will then be provided with guidance on how to submit a claim, as per the Host Organisation's policy on re-location, removal and excess mileage.

I do not wish to move house. Can I claim excess mileage in lieu of re-location?

Practitioners on rotational training programmes who are eligible to claim removal or relocation expenses but instead choose to travel the greater distance to a new rotation may be eligible for excess mileage expenses in lieu of re-location.

To be eligible to apply for excess mileage in lieu of re-location you must be on a rotational training programme (defined as a series of two or more planned placements), and you must meet the required to move test. The required to move test will normally be met if you reside 40 miles or more from the placement with your Host Organisation.

You are required to identify a base hospital at the outset of your rotational training programme, and this base hospital should remain unchanged for the duration of your rotational training programme.

Before making a claim you are asked to speak to the NIMDTA SLE Trainee Employment team for bespoke advice regarding your circumstances and for advice on how to make a claim.

Can my application for excess mileage claim be refused?

Yes. Payment of excess mileage costs will not be agreed where, in the judgment of NIMDTA, the journey time and/or distance involved is likely to be detrimental to your health and safety, and/or to the satisfactory performance of your duties as a doctor. In such circumstances you may need to consider temporary accommodation.

Do I pay tax on excess mileage expenses?

Yes, you may be required to pay tax on your excess mileage expenses claim. If you are eligible to claim excess mileage in lieu of re-location expenses the following rules apply:

- If your contract of employment with NIMDTA Single Lead Employer is for 24 months duration or less, you should select Rotational Junior Doctor Mileage when submitting your claim via HRPTS Employee Self-Service. HMRC has determined that your payment is taxable at source therefore you will pay tax on any claim made via PAYE.
- If your contract of employment with NIMDTA Single Lead Employer is for more than 24 months duration, you should select Business Miles when submitting your claim via HRPTS Employee Self-Service.

HMRC has determined that your payment is not taxable at source, and as such you will not pay tax on any claims initially. However, you will be liable for the payment of tax on the profit element of your claim (which is the actual amount reimbursed less the HMRC allowable tax free amount).

This will be reported to HMRC via the P11D process, and your tax code will be adjusted the following year.

I am required to travel as part of my job. Can I claim mileage expenses for this?

If you are required to travel as part of your job, for example, to provide a domiciliary visit or if you are required to attend an outreach clinic, you may be eligible to claim business mileage expenses. You must discuss this with a relevant manager at your Host Organisation, and the manager's approval will be required in order to authorise the payment of any claim.

Claims may be submitted via HRPTS Employee Self-Service.

Do I need to submit any documentation to support my claim for mileage?

Yes, in complying with Corporate Manslaughter legislation Doctors and Dentists in Training submitting mileage claims will be required to provide the following documents:

- Valid UK/EU Driving Licence
- Valid Car Insurance Certificate which states cover for business purposes
- Vehicle Registration document (V5C)
- Valid MOT Certificate, if applicable

These documents must be forwarded in advance of the submission of any claim to the Payroll Service Centre's Duty of Care team (dutyofcare.ssc@hscni.net)

Are there any time limits on submitting claims?

It is good practice to ensure that your expenses claims are submitted on a monthly basis. Expenses claims approved on or before the 12th day of the month should be paid in that month, with payment reflected on your payslip.

The submission of monthly expenses claims supports the work of the SLE Travel team as they liaise with Host Organisations regarding approval and payment processing. Claims for expenses relating to your placement with a particular Host Organisation **MUST** be submitted during that placement as the approval process becomes more challenging when you rotate to a new placement with a different Host Organisation.

Accommodation

Can I avail of Trust Accommodation?

Trust Accommodation is very limited, and as a result availability cannot be guaranteed.

If you wish to enquire about accommodation you must do so as early as possible by contacting the Accommodation Office of the relevant Trust.

| | |
|---------------------|---|
| Belfast Trust | N/A – Does not offer Accommodation |
| South Eastern Trust | HR.MedicalStaff@setrust.hscni.net |
| Southern Trust | Craigavon - CAH.ResidentialAccomm@southerntrust.hscni.net |
| | Daisy Hill - DHH.ResidentialAccomm@southerntrust.hscni.net |
| Western Trust | MedicalHR.NS@westerntrust.hscni.net |
| Northern Trust | medicalhr@northerntrust.hscni.net |

What other accommodation options are available?

The private rental market offers an alternative to Trust accommodation. We have provided some popular sites below which feature a broad range of property types, letting agencies and estate agents.

Please note that this is for information only and in providing the below sites, NIMDTA does not endorse, promote or approve of any particular provider over another.

<https://www.propertypal.com/>

<https://www.propertynews.com/property-for-rent/>

HRPTS (HR, Payroll, Travel & Subsistence System)

What is HRPTS?

HRPTS stands for Human Resources, Pay, Travel and Subsistence. It is the system we use to create your HR and Payroll record, which includes your personal information, information relating to your pay, travel expenses (if applicable) and any absences from work. HRPTS includes an Employee Self-Service (ESS) portal which allows you to view your payslips, submit expense claims (if applicable) and update your personal information.

How do I access HRPTS Employee Self-Service (ESS)?

The SLE Trainee Employment team will write to you to confirm your login details and to issue you with a new temporary password which will enable access to HRPTS ESS.

Before we can do this the SLE Trainee Employment team will liaise with the Business Services Organisation (BSO) to confirm your HRPTS Consolidated User ID (UID), or to create this account for you if you are a first time user of HRPTS.

Please note if you have an existing Consolidated User ID your former HSC employer must ensure that your leaver process with the HSC Trust has been actioned on HRPTS, and your HSC Trust HRPTS account is de-limited.

Once BSO provides NIMDTA SLE Trainee Employment team with your UID and the HSC Trust has processed you as a leaver (if applicable), your UID will be activated on NIMDTA's HRPTS system, enabling the release of your new login details.

How do I re-set my HRPTS password?

If you require a HRPTS password reset please email DDIT-NIMDTA@hscni.net For information governance and security purposes we will ask you to confirm two pieces of personal information (e.g. date of birth and national insurance number). If you can provide your consolidated user ID in your initial email request, this will help us to identify you more quickly.

How do I update my personal details?

It is your responsibility to ensure that personal information held on your record is correct. If you need to update your personal details please login to HRPTS Employee Self Service (ESS) and access the section entitled Personal Information > Personal Profile. Please click on the edit icon which will allow you to update the relevant information.

Leave & Pay Entitlements

What is my Annual Leave Entitlement?

Annual leave entitlement is set out in your terms and conditions of service and your leave year runs from August to July. The amount of annual leave Doctors and Dentists in Training are entitled to depends upon their grade and their incremental point on the salary scale.

Entitlements are as follows:

| | |
|--|---------|
| Foundation Trainees Core Trainees and Specialty Trainees on incremental points 1-3 | 25 days |
| Specialty Trainees on the 4 th or higher incremental point | 30days |

In addition doctors and dentists in training are entitled to 12 statutory/public bank holidays per year. However please check with your Host Organisation regarding their service arrangements in relation to the two statutory holidays (13 July and 27 December).

Some Host Organisations may have an arrangement whereby these two statutory holidays are converted to annual leave.

How do I apply for Annual Leave?

All leave must be approved in the Host Organisation, therefore you must familiarise yourself with local arrangements for the application and approval of leave. Most Host Organisations will require you to provide at least six weeks' notice of annual leave requests. However exceptions may apply in certain circumstances which may be beyond your control. Comprehensive guidance regarding the rules governing annual leave should be covered during local induction, but further advice regarding annual leave bookings should be available from your rota manager.

Your leave approver in your Host Organisation will be required to keep a record of the annual leave you have taken so that details of any leave owed to you may be confirmed upon termination of your employment and paid to you in your final salary.

Can I carry-over unused Annual Leave?

Annual leave must be approved and taken in each rotation as it is not normally* possible to transfer leave from one Host Organisation to the next.

*However please note special arrangements may apply for the carry-over of annual leave that could not been taken due to leave cancellations arising from Covid-19.

Please contact the SLE Trainee Employment team for further advice.

Can my Host Organisation reject my Annual Leave request?

Yes, the approval of leave is subject to the exigencies of the service. It is important that safe levels of clinical cover are provided within the service, and as such a Host Organisation may request that you take your leave at a less demanding time.

What am I entitled to if I am required to work on a public holiday?

If you are required to work on a public holiday you will be eligible for a day off in lieu, to be taken at a mutually agreeable date subject to the exigencies of the service.

What happens if I have booked annual leave, but cannot take this leave due to sickness absence?

Please speak to your leave approver within your Host Organisation. You should explain that you are unable to take your annual leave because you are absent from work due to sickness. Please request that your annual leave booking is cancelled. You may take this leave at a later date, subject to the approval process based on the exigencies of the service.

What should I do if I am sick and cannot attend work?

There are a number of important actions that you must take.

It is important that safe levels of clinical cover are provided within the service and as such you must contact a nominated person within your Host Organisation as soon as you know you will not be able to attend work. You should be informed of your nominated point of contact and contact arrangements during your local induction, e.g., this could be your rota manager, or a Service Manager. You should be informed also of any special arrangements for reporting sick if you need to report your absence from work during out of hours. You must inform your nominated point of contact of the nature and expected duration of your absence. It is not acceptable to email your nominated point of contact as emails are not always picked up in a timely manner, and as such your clinical area may be left without adequate cover.

Upon your return to work you will be required to complete a Return to Work Interview with your supervising manager in your Host Organisation.

It is important to remember that you are employed by NIMDTA SLE, and as your employer we are responsible for the payment of any sickness benefits. Therefore you must inform NIMDTA SLE of your sickness absence when you report sick for work. You can report your absence to NIMDTA SLE by emailing ddit-sickness@hscni.net

You are required to comply fully with the absence notification procedure and submit sickness certification / GP Fit Notes in a timely manner. Failure to do so may result in the withholding of your salary. Further details are available from the NIMDTA SLE Trainee Employment Team.

What will I be paid if I am off sick from work?

Providing you have complied with the absence notification procedure and submitted the necessary certification you may be entitled to Occupational Sick Pay. Your entitlement to occupational sick pay is based on the number of years' service.

| | |
|--------------------------------------|--|
| During the 1st year of service | 1 months full pay and (after completing 4 months service), 2 months half pay |
| During the 2nd year of service | 2 months full pay and 2 months half pay |
| During the 3rd year of service | 4 months full pay and 4 months half pay |
| During the 4th & 5th year of service | 5 months full pay and 5 months half pay |
| During the 6th + year of service | 6 months full pay and 6 months half pay |

Further information regarding the management of sickness absence, support from NIMDTA's Professional Support Unit, and referral to Occupational Health is available from the NIMDTA SLE Trainee Employment team.

Arrangements for Family Leave

Will I be entitled to Maternity Leave and Pay when I transfer to SLE?

All pregnant employees are entitled to a maximum of 52 weeks maternity leave. Staff must take a minimum of two weeks maternity leave from the date of childbirth.

To qualify for **Occupational Maternity Pay** you must have 12 months continuous service with one or more NHS/HSC employers at the beginning of the 11th week before the EWC (expected week of childbirth).

Occupational Maternity Pay is normally paid over 39 weeks, and can be broken down as follows:

- 8 weeks full pay
- 18 weeks half pay PLUS Statutory Maternity Pay (subject to entitlement)
- 13 weeks Statutory Maternity Pay (subject to entitlement to SMP)
- Plus 13 weeks additional (unpaid) maternity leave

To qualify for **Statutory Maternity Pay** you must have a minimum of 26 weeks continuous service with NIMDTA SLE at the 15th week before the expected week of childbirth.

Please do not worry if you do not qualify for statutory maternity pay as you may qualify for **Maternity Allowance** instead, which is paid by the DHSSPS for a period of 39 weeks (Payroll Service Centre can provide an application form for this).

Maternity Allowance is often claimed by doctors and dentists in training as qualification for SMP is often interrupted by rotations to different NHS/HSC employers. Meeting the continuous service requirement through NIMDTA SLE employment will address this in the future, however please be aware that for DDiT newly employed by NIMDTA SLE this may still be an issue depending on when your qualifying weeks fall.

Further information on how to apply for Maternity Leave is available from the NIMDTA SLE Trainee Employment team.

Will I be entitled to Paternity Leave and Pay when I transfer to SLE?

All employees are entitled to two weeks Paternity Leave, provided that they are:

- A biological father or adoptive father OR
- A partner/husband that is not the baby's biological father OR
- A female partner in a same sex couple OR
- A nominated carer

To qualify for Occupational Paternity Pay, you must have 12 months continuous service with one or more NHS/HSC employers at the beginning of the EWC (expected week of childbirth). This will be paid as full pay.

If you have more than 26 weeks continuous service with NIMDTA SLE, but less than 12 months service with one or more NHS/HSC employers at the beginning of the EWC, you will be entitled to receive Statutory Paternity Pay for the duration of your Paternity Leave.

If you have less than 26 weeks continuous service with NIMDTA SLE, your Paternity Leave will be unpaid. You can choose to take one or two whole weeks leave within 56 days of the child's birth or adoption.

I am considering adopting a child. Will I be entitled to leave and pay?

Employees wishing to adopt a child who is newly placed for adoption will be entitled to Adoption Leave. The principles of this scheme are the same as the provisions within the maternity leave scheme. On this basis, if you have one year's service ending with the week in which you are notified of being matched with a child for adoption, you will qualify for 39 weeks Adoption leave paid at 8 weeks full pay, followed by 18 weeks half pay plus Statutory Adoption Pay (paid at the same rate as SMP) and 13 weeks Statutory Adoption pay.

To qualify for Statutory Adoption Pay, you must have a minimum of 26 weeks continuous service with NIMDTA Single Lead Employer. Statutory Adoption Pay consists of 6 weeks at 90% of full pay and 33 weeks Statutory Adoption Pay (paid at the same rate as SMP).

Adoption leave should cover official meetings in the adoption process as well as time after the adoption itself.

What is shared parental leave, and can I apply for this?

Shared Parental Leave is designed to enable working parents to share leave and to take time off in a more flexible way. This will allow both eligible parents to be at home together if this is what they choose.

Eligible mothers will be able to choose to end their maternity/ adoption leave early to “create” leave which they can share with their partner. This is known as Shared Parental Leave.

Shared Parental Leave and/or pay cannot start until after the birth of the child, or in the case of adoption after the child has been placed.

For further information regarding all types of Family Leave please contact the SLE Trainee Employment team who will be happy to provide additional advice, including a copy of NIMDTA’s Family Pack.

Rotas & Payment of Banding

Does NIMDTA SLE issue my rota?

No, your Host Organisation is responsible for your rota. Your Host Organisation will determine your working pattern and will issue your rota directly to you.

Who is responsible for the payment of my banding?

NIMDTA SLE is your employer and is responsible for the payment of your salary. Your Host Organisation will inform NIMDTA SLE Trainee Employment team of the banding supplement to be applied to your salary, and we will effect this payment.

If you believe that your banding payment is incorrect please contact the NIMDTA SLE Trainee Employment team and we will consult with your Host Organisation for clarification regarding the correct payment to be applied.

As a NIMDTA SLE employee do I still need to participate in monitoring exercises?

Yes, participation in monitoring exercises remains a contractual requirement, and monitoring will continue to be undertaken by Host Organisations.

Monitoring usually takes place twice yearly, and Host Organisations must inform NIMDTA SLE of monitoring outcomes which result in any change to the banding of your rota. It is essential that this happens so that we can ensure that you are paid correctly.

Again, please contact the NIMDTA SLE Trainee Employment team if you are concerned that this has not happened.

I am concerned about the intensity of my rota. What can I do?

In order to safeguard your health and safety, and to ensure you are adequately rested and able to deliver safe patient care, it is important that you take appropriate rest breaks as required by the European Working Time Directive (EWTD). You are both required to and entitled to take your rest breaks.

The EWTD rest requirements are as follows:

- 11 hours continuous rest in every 24 hour period
- A Minimum 20 minute break when working time exceeds 6 hours
- A Minimum 24 hour rest in every 7 days OR a minimum 48 hour rest in every 14 days

If you have any concerns about your rota, the banding applied to your rota, or your ability to comply with the requirements of the EWTD, please raise with your Host Organisation's rota manager in the first instance to seek resolution.

Should you require additional support please contact the NIMDTA SLE Trainee Employment team and we will liaise with your Host Organisation to try and resolve the issues identified.

I am a Less Than Full Time Trainee (LTFT). I'm not sure my banding is correct, what should I do?

It is important that you consult with your Host Organisation as soon as possible to discuss your less than full time rota.

Your first point of contact should be the manager / co-ordinator responsible for your rota, with whom you should work with to agree a rota template, taking into consideration the hours you are able to work, balanced with the needs of the service. When you have agreed your rota template with your rota manager you must share this with the Medical HR team of your Host Organisation in order that your flexible banding may be calculated. Once this has been confirmed the Host Organisation is required to notify NIMDTA SLE Trainee Employment team of the banding to be applied.

From experience this can be a very time consuming process and as such we encourage you to initiate these discussions as quickly as possible, as delays in Host Organisations' returns to NIMDTA SLE Trainee Employment team may result in delayed or incorrect payment of your flexible banding supplement.

We would encourage you to maintain contact with NIMDTA SLE Trainee Employment team throughout this process to ensure that we are informed of progress, or any concerns you may have. Where necessary we will contact the Host Organisations' Medical HR team on your behalf to try and resolve any delays.

Undertaking Locum Work

Will NIMDTA Single Lead Employer process payment for my locum shifts?

No, payment for locum shifts **cannot** be processed via your NIMDTA employment record. NIMDTA's *Establishment Order* sets out the legal framework under which we may operate. The work we are established to carry out under the Order is defined as '*with respect to the provision of postgraduate education and training for doctors and dentists*'.

Locum work is undertaken strictly for service reasons, and the above limitation within our legislative framework means we cannot support locum payments via your NIMDTA SLE employment record.

Any agreement you have made to provide locum cover is between you and your Host Organisation. However, you are reminded that you should not undertake locum work if these additional hours would cause your contracted or actual hours of work to breach the controls set out in paragraph 20 of the medical and dental terms and conditions of service.

If you decide to undertake these additional hours we would suggest that you consider whether it will be necessary for you to opt out of the EWTD hours requirements. You cannot opt out of the EWTD rest requirements (an EWTD Opt Out form was provided amongst your new start forms when joining NIMDTA SLE).

Please note that signing this form is an entirely voluntary arrangement. It must be your choice.

To reiterate, NIMDTA SLE is not responsible for processing the payment of any locum claims. Locum procurement and the processing of locum claims remain the responsibility of the Host Organisation. Under no circumstances can these claims be processed via your NIMDTA SLE employment record.

Communications

How will NIMDTA Single Lead Employer communicate with me during my employment?

One of the key benefits of establishing a Single Lead Employer for Doctors and Dentists in Training is the opportunity to introduce a consistent approach to communication.

Upon transfer of your employment to NIMDTA SLE you will be provided with a secure, standardised **hscni.net email account** (e.g., your.name@hscni.net), and this email account will remain with you for the duration of your training programme and employment with NIMDTA SLE, irrespective of which Host Organisation that you happen to be placed with. Your hscni.net email address has been shared with your Host Organisation for their use also.

NIMDTA SLE will use this secure email account for all correspondence when communicating with you via email. Host Organisations are encouraged to use the hscni.net email address also when communicating with you. You are therefore asked to access the hscni.net email account on a regular basis to ensure that you do not miss any important notifications.

The hscni.net email account may be accessed using a Trust device, via the following link:
<https://mail.hscni.net/owa>

Equally, you are asked to use this email account please when contacting the NIMDTA SLE Trainee Employment team with any enquiries, or when communicating with your Host Organisation, and Payroll Service Centre.

Please note that initially access to this secure email account will be from within Host Organisations, but plans are being progressed for the introduction of BYOD (Bring Your Own Device) which will enable remote access to your hscni.net email account, and HRPTS Employee Self Service.

Please note that while your Host Organisation may issue you with a Trust email address for Trust business, the Trust email address will only be active for the duration of your placement with that Host Organisation. It will be de-activated when you rotate to your next placement in another Host Organisation.

Therefore, for continuity in respect of your NIMDTA SLE employment, we recommend strongly that you actively access your @hscni.net email account on a regular basis in connection with your NIMDTA SLE employment.

If you require support with your email account, a support ticket can be raised with the service provider at <http://intranet.bso.hscni.net/vfire.htm> or by calling 02895 362 400.

Staff Benefits

NHS Fleet Solutions Car Leasing Scheme

We are pleased to announce the launch of a car lease scheme for NIMDTA Staff, including DDiT (subject to eligibility). The scheme is available from July 2021 and offers a cost effective way to lease a brand new car via a salary sacrifice arrangement (a monthly deduction from your gross salary).

The scheme is administered by our colleagues in the South Eastern Trust and further information on the scheme is available from www.nhsfleetsolutions.co.uk or by contacting Car.Leasing@setrust.hscni.net

Wellbeing & Support

At one time or another, we all experience difficulties that can leave us feeling overwhelmed. These can make us feel anxious and reduce our sense of wellbeing.

As an employee of NIMDTA Single Lead Employer you have access to free, confidential wellbeing services from Inspire. In addition, the NIMDTA Professional Support Unit (PSU) offers a variety of confidential services to support you throughout your training.

Please see Appendix 1 of this guide for further information about the different support services available to you.

Joint Local Negotiating Committee (LNC)

NIMDTA SLE and the Joint LNC believe that good employee relations are an important factor in achieving the organisation's objective and high-quality patient care in Health & Social Care. Co-operation and communication are important features of the relationship between NIMDTA SLE, its employees and the BMA/BDA.

The Joint LNC addresses issues relating to all aspects of the working life of medical and dental employees including working conditions, policies and procedures and trade union facilities.

It is the role of NIMDTA SLE staff to advise on Terms and Conditions of Employment and to support you in resolving any issues that you may have in connection with your employment, however, you are welcome to raise any issues via our Joint LNC.

You may contact the NIMDTA SLE LNC Secretary Janette Boyle via Janette.boyle@hscni.net; or the BMA's LNC Secretary Aideen McKeever, via amckeever@bma.org.uk

The NIMDTA SLE Trainee Employment team is a new team and we hope to deliver a positive employment experience for our Doctors and Dentists in Training.

We will endeavour to provide you with the best service possible, however if we fall short of this we would like you to tell us so that we can resolve any concerns that you may have.

Please tell us what you think we are doing well, and what you think we could do better.

We welcome your constructive feedback.

Please email Joanne Turner, Senior HR Manager (Trainee Employment) at joanne.turner3@hscni.net

Appendix 1



Supporting Your Wellbeing:

Organisations, Networks & Support Services
for Doctors & Dentists in Training



Health and
Social Care



inspire[®]
workplaces
wellbeing at work

Single Lead
Employer

Supporting Your Wellbeing

At one time or another, we all experience difficulties that can leave us feeling overwhelmed - they can all make us anxious and reduce our sense of wellbeing; not least of which is the global issue we are all currently facing.

Sometimes just talking to someone can help, but at other times it may be useful to talk to someone trained to listen who can offer support, guidance and a fresh outlook. **That's where we come in.**

The Inspire **Employee Assistance Programme** is available to all Northern Ireland Medical & Dental Training Agency staff and provides access to a range of wellbeing support services, including: our **innovative online Inspire Support Hub**, **specialist wellbeing information**, or if required, **counselling**.



Freephone telephone support line...

At any time, you can access our **Freephone telephone support line**. Available 24 hours a day, 365 days a year, it is staffed by a specially trained support team, who if required can provide access to our network of accredited and highly experienced counsellors.

Please note that based on the most recent government advice and in light of ongoing events, all structured counselling will be provided via telephone or online video rather than face-to-face.

Whatever's on your mind, call us free and confidentially on:

0808 800 0002

You can also contact us via email during office hours at: workandstudy@inspirewellbeing.org
or visit us at: www.inspiresupporthub.org

Inspire Support Hub...

The new online **Inspire Support Hub** provides instant online access to a range of wellbeing information, guidance, screening and intervention tools. It will guide you through evidence based self-assessment to personalised wellbeing reports and recommendation for proactive next steps.

It includes a number of bespoke, innovative tools and resources, including: Guided self-assessment via 'iHelpr chatbot', Self-help courses and digital intervention tools, '5 ways to wellbeing' database, Wellbeing information library, Bibliotherapy and a mood tracker.

Financial and legal information...

Many personal factors can influence our mental health & wellbeing – particularly at this time, and in addition to our counselling service, we can provide access to consultative information on a number of financial and legal areas.

We've also created a new 'COVID-19' area within the Hub, with information, guidance and learning tailored specifically to help you look after your wellbeing during this time. We'll be continually adding to this area, so please check in regularly.

To sign up online and start using the hub, click the sign-up button on the homepage at the website above. Here, you'll be prompted to enter a PIN unique to NIMDTA staff. Please do not share this outside of the organisation.

The NIMDTA Staff PIN is: NIMD2019

For any technical queries on using the hub, contact: hubsupport@inspirewellbeing.org

It is not uncommon for postgraduate doctors and dentists in training to experience personal or professional difficulties which have the potential to impact on work and training. The NIMDTA Professional Support Unit (PSU) can provide support in this situation and signpost useful resources to trainees.

Support Services

- Career Support & Guidance
- Mentoring
- Coaching
- Occupational Health Advice
- Learning & Dyslexia Support
- Confidential Counselling
- 1:1 Pastoral Support

Further information on the PSU and support services available can be found at the below link:

<https://www.nimmdta.gov.uk/professional-support/mgt-of-trainees-req-support/>

Accessing PSU Services

Self-referral

Telephone
Email

02895 360 224
Professionalsupport.nimmdta@hscni.net

Referral by Clinical / Educational Supervisor

Your referrer will have discussed the referral with you, and the type of support they hope may be provided. You will also be able to discuss the reasons for the referral when you attend the unit.

Referral by the SLE Trainee Employment Team

If you are employed under NIMDTA Single Lead Employer, the Trainee Employment Team may, with your permission, refer you to Professional Support. This may be the result of a reported absence, or information received from clinical/educational supervisors. The SLE Team can also signpost you to other support organisations or Occupational Health if appropriate.

Next Steps & FAQs

You will be contacted by the PSU team by email and will be offered an appointment for a 1:1 meeting with a member of the support team. The meeting will provide an opportunity to discuss any issues, and to raise any concerns you may have.

Who will I see?

Frequently you will be seen on a 1:1 basis with the Associate Dean for Careers and Professional Support or a Professional Support Lead. You will always be given the name of the person you are meeting in your email offering your appointment.

Do I have to attend?

You are not obliged to engage with the PSU, but the purpose is very much about supporting you to make progress with your training. Your engagement demonstrates a professional commitment to your development. If you don't engage you may miss out on valuable support.

Are the meetings confidential?

Yes - A record of the meeting will be taken by your case manager and a summary of the discussion and agreed actions prepared. This summary will be emailed to you for review of the content. You will then be given 5 working days to comment on the content. If no comment is received the summary will be accepted as accurate.

Who might information be shared with?

With your permission, the action points of your meeting with your 1:1 team member will be shared with key individuals on a need to know basis to support your training. These may include the referrer, your Educational Supervisor or Programme Director. You will have an opportunity to discuss and check this information first.

Records of your discussions with your 1:1 team member are stored separately from your main training file and only staff members of the PSU can access them.

If you have been absent from work and are employed by NIMDTA Single Lead Employer, information may also be shared with the SLE Trainee Employment Team who are responsible for recording any instances of absence.

NIMDTA's policy on privacy and data protection can be found: <https://www.nimmdta.gov.uk/privacy-notice/>

How long can I access support?

You can continue to access support as long as a need is identified or until the issues are resolved.

What PSU cannot do:

PSU cannot influence assessment or appeal outcomes, recruitment decisions or Trust/HR policies.

New to Northern Ireland?

Moving to a new country and training environment can be challenging. These challenges include negotiating a new culture, work environment, relocating family and all of the practicalities that go with a location move. Additionally there is the potential for isolation from peers or limited family support. The deanery has developed initiatives to help in this transition such as welcome evenings, a New to Training Guide and the offer of a peer mento



Further information including a welcome guide for trainees new to Northern Ireland can be found at the below link:

<https://www.nimmdta.gov.uk/download/valued-trainee-welcome-booklet/>

Organisations & Support Networks

Information for Practitioners

There are a number of national organisations and networks that you can access for support - some of which are listed below. Your GP is a potential source of advice and support when you are unwell and we advise you to contact them if you feel this is appropriate. Help about health matters may also be obtainable from occupational health, your defence organisation, professional association, local medical, dental, or pharmaceutical committee, or your royal college. We hope that this guide is useful to you in presenting all of the available options.

If you would like to know more about any individual avenues of support, please speak to an Adviser on 02078 112 600 or email advice@resolution.nhs.uk - You can visit resolution.nhs.uk for more information about the work of the Practitioner Advice Service.

| Organisation/Network | Contact Information | Website |
|--|---|---|
| Alcoholics Anonymous: A fellowship concerned with the personal recovery and continued sobriety of individual alcoholics who turn to the fellowship for help. | 0800 9177 650 help@aamail.org | http://www.alcoholics-anonymous.org.uk/ |
| Association of Anaesthetists: Contact is welcomed from members with regard to any professional or personal issue that requires support. Website provides information and resources to support members' wellbeing. | 0207 631 1650 info@aagbi.org | www.aagbi.org/professionals/welfare |
| British Medical Association (BMA) Charities: Two charities that help all doctors, their dependants, and medical students in times of financial crisis. BMA Charities Trust Fund: Offers grants to doctors and medical students who are in financial difficulty. | 0207 383 6142 info.bmacharities@bma.org.uk | https://bmacharities.org.uk/ |

| | | |
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| The Dain Fund: The Fund helps with the education and support of doctors' children when there are financial problems in the family. | | |
| BMA – Your wellbeing: Services and information to support doctors and medical students. Includes a confidential counselling service and a peer support service that offers the choice of speaking in confidence to another doctor. | 0330 123 1245 (24 hours a day, 7 days a week) wellbeingsupport@bma.org.uk | www.bma.org.uk/advice/work-life-support/your-wellbeing |
| BMA Doctor Support Service: Doctors who face General Medical Council (GMC) investigations or licence withdrawal have access to a confidential support service which offers emotional help from fellow doctors and functions independently of the GMC. | 0207 383 6707 doctorsupportservice@bma.org.uk | www.bma.org.uk/advice/work-life-support/your-wellbeing/doctor-support-service |
| British Dental Association: The professional association for dentists who can provide access to sources of advice, guidance and help for managers and individuals experiencing stress, emotional distress or difficulties at work. | 0207 935 0875 enquiries@bda.org advice.enquiries@bda.org | www.bda.org |
| British Doctors' and Dentists' Group: A mutual/self-help group of doctors and dentists who are recovering, or wish to recover, from addiction/dependency on alcohol and/or other drugs. | 0785 912 5119 natsecretary@bddg.org | www.bddg.org |
| British Doctors' and Dentists' Families' Group: An independent self-help group which offers help, support and recovery for all family members who are suffering, or have suffered, from the effects of a doctor's or dentist's alcohol or drug addiction. | 0772 587 2866 familiesgroupnational@bddg.org | www.bddg.org/families-group-of-bddg/ |

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|---|--|------------------------------------|
| British International Doctors' Association: Works to achieve equal treatment of all doctors and dentists working in the UK based on their competence and merit irrespective of race, gender, sexual orientation, religion, country of origin, school or graduation. | 0161 456 7828 info@bidaonline.co.uk | www.bidaonline.co.uk |
| The Cameron Fund: A medical benevolent fund that supports current and retired GPs, as well as their families, in times of financial distress, whether through ill-health, disability, death or loss of employment. | 0207 388 0796 info@cameronfund.org.uk | www.cameronfund.org.uk |
| Cocaine Anonymous: A fellowship of recovering addicts who maintain their individual sobriety by working with others. | 0800 612 0225 helpline@cauk.org.uk | www.cocaineanonymous.org.uk |
| Cruse Bereavement Care: A national charity for bereaved people in England, Wales and Northern Ireland, offering support, advice and information to children, young people and adults when someone dies. | 0808 808 1677 info@cruse.org.uk | www.cruse.org.uk |
| Dentists' Health Support Trust: A registered charity with a national network of advisers providing dental professionals with free support and advice on health, alcohol and drugs issues. | 0207 224 4671 dentistsprogramme@gmail.com | www.dentistshealthsupporttrust.org |
| Dochealth: A confidential, not for profit, psychotherapeutic consultation service for all doctors, helping them to explore professional and personal difficulties with senior clinicians (fee payable for doctors using the service). | 0207 383 6533 enquiries@dochealth.org.uk | www.dochealth.org.uk |
| Doctors Support Network: An independent, confidential, peer-support network for doctors and medical students with concerns about their mental health. Offers an online, | Online Contact Form | www.dsn.org.uk |

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| confidential, anonymous support forum. Aims to improve wellbeing of doctors by safely connecting them with other medics with similar concerns. | | |
| General Medical Council: Support for doctors - advice on health management, health assessments and links to other independent organisations where doctors under investigation can seek advice, support and resources. | | www.gmc-uk.org/concerns/information-for-doctors-under-investigation/support-for-doctors |
| Health for Health Professionals Wales: A free counselling service for all doctors in Wales. Offers self-help, guided self-help, peer support and virtual face-to-face therapies with accredited specialists. | 0800 058 2738 HHPCOVID19@cf.ac.uk Online Contact Form | https://www.hhpwales.co.uk/ |
| HOPE for Medics: Help and support for doctors with a disability or chronic illness. | info@hope4medics.co.uk | www.hope4medics.co.uk |
| Medic Support: A confidential service that provides support to medical students and doctors who have been identified as having issues relating to performance or health. | 0292 0870 686 medicsupport@cardiff.ac.uk | medicapps.cardiff.ac.uk/medicsupport/ |
| Medical Council on Alcohol (MCA): An independent charity of health professionals from all medical specialties, dedicated to improving the understanding and management of alcohol-related health harm. Its activities include working with healthcare professionals to increase their understanding of the risks associated with their own alcohol consumption and measures to address these. | 0207 487 4445 (Monday - Thursday 9:30 to 5:00) ria.pearson@m-c-a.org.uk | www.m-c-a.org.uk |
| Medical Practitioners Tribunal Service: Resources and guidance for doctors and representatives to help doctors, lawyers and | 0161 923 6263 enquiries@mpts-uk.org | www.mpts-uk.org/doctors-and-representatives |

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| medical defence organisations prepare for a hearing. Includes a doctor support service for confidential face-to-face support and a hearing information line for all doctors who have been referred to the MPTS for a tribunal hearing. | | |
| Narcotics Anonymous: A non-profit fellowship or society of individuals for whom drugs have become a problem. | 0300 999 1212 | www.ukna.org |
| NHS Health Education England Learner Health and Wellbeing: Collated links to practical resources to provide trainees and learners with information and tools to improve their own health and wellbeing. | | www.hee.nhs.uk/our-work/learner-health-wellbeing |
| NHS Practitioner Health: A free and confidential service based in London for doctors and dentists with issues relating to mental health conditions or addiction problems, in particular where these might affect their work. | 0300 030 3300 | https://www.practitionerhealth.nhs.uk/ |
| NHS Staff Support line: A free helpline is available to all NHS staff in England. Trained professionals can give you advice on coaching, bereavement care, mental health and financial help. Support via text is also available to doctors any time of day. | 0800 069 6266 Text FRONTLINE to 85258 | https://people.nhs.uk/help/ |
| Pharmacist Support: Independent charity working for pharmacists and their families, former pharmacists and pharmacy students to provide help and support in times of need. Services include: wellbeing service; listening friends confidential helpline; financial assistance; specialist advice in the areas of | 0808 168 2233 (Enquiries) 0808 168 5133 (Listening Friends) 0808 168 5132 (Addiction Support Programme) info@pharmacistsupport.org | www.pharmacistsupport.org |

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| debt, benefit and employment law and an addiction support programme. | | |
| Psychiatrists' Support Service: Provides free, rapid, high quality peer support by telephone to psychiatrists of all grades who may be experiencing personal or work-related difficulties. The service is confidential and delivered by trained Doctor Advisor College members. | 0207 245 0412 pss@rcpsych.ac.uk | www.rcpsych.ac.uk/workinpsychiatry/psychiatristssupportservice.aspx |
| Psychological helplines from Health and Social Care in Northern Ireland: Local helplines for HSC Trusts are available to support healthcare staff across NI. | Northern - 028 9441 3644 Southern - 028 3756 2600 Western - 028 7161 1281 Belfast - 028 9615 1888 South Eastern - 02892 501 332 | https://www.publichealth.hscni.net/covid-19-coronavirus/guidance-hsc-staff-healthcare-workers-and-care-providers/staff-health-and |
| Royal College of General Practitioners - GP Wellbeing: Advice, information on campaigns, events, courses and other resources. | | www.rcgp.org.uk/training-exams/practice/gp-wellbeing |
| Royal College of Paediatrics and Child Health - Wellbeing for health professionals: A range of resources including practical advice, real life experiences and guidance to support health professionals while they work. | | https://www.rcpch.ac.uk/key-topics/wellbeing-health-professionals |
| Royal College of Obstetricians & Gynaecologists – Supporting our Doctors: A range of advice, information, support mechanisms and links to other resources. | Peer to Peer Support Online Contact Form | https://www.rcog.org.uk/en/careers-training/workplace-workforce-issues/supporting-our-doctors/ |
| Royal College of Surgeons Confidential Support and Advice Service: A confidential support and advice service for surgeons who are experiencing problems in their work or personal life. Provides signposting to resources and organisations that provide support and advice. The service also offers a | 0207 869 6221 | www.rcseng.ac.uk/careers-in-surgery/csas/ |

| | | |
|--|--------------------------------|--|
| surgeon-to-surgeon helpline. | | |
| Royal Medical Benevolent Fund: Provides support for doctors and their families through all stages of their career and beyond. A charity for doctors, medical students and their families, providing financial support, money advice and information when it is most needed due to age, ill health, disability or bereavement. | 020 8540 9194 info@rmbf.org | www.rmbf.org/index.php |
| Samaritans: A charity dedicated to reducing feelings of isolation and disconnection that can lead to suicide. | 116 123 | www.samaritans.org |
| Sick Doctors Trust: Independent organisation providing support and help for doctors, dentists and medical students who are concerned about their use of alcohol or drugs. | 0370 444 5163 | www.sick-doctors-trust.co.uk |
| UK Health Professionals with Hearing Loss: Deaf and hard of hearing health professionals providing information and support. | | www.hphl.org.uk |

Appendix 2

SINGLE LEAD EMPLOYER ROLES & RESPONSIBILITIES FRAMEWORK



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This Framework supports the Employment Responsibilities Agreement (ERA), 2020

The flow charts contained herein are designed to assist both the Host Organisation and NIMDTA Single Lead Employer (SLE) deliver an improved employment experience for Doctors and Dentists in Training (DDiT).

All of the flowcharts have been drawn up in collaboration and in partnership with NIMDTA, HSC Trusts, BSO, the BMA and the Department of Health (NI).

They do not change the way in which NIMDTA Human Resources policies work.

The flow charts have been designed to identify the roles and responsibilities of the trainee, the employing organisation (NIMDTA SLE), and the Host Organisations responsible for the provision of a training placement (HSC Trusts), under the Single Lead Employer Model for Doctors and Dentists in Training.

This Framework will be kept under review and will be updated as changes occur.

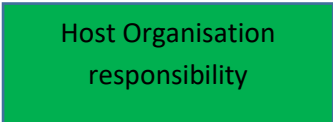
Coloured Coded Key for flowcharts



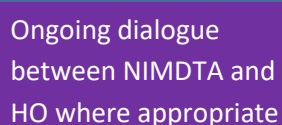
Trainee responsibility



NIMDTA responsibility



Host Organisation
responsibility



Ongoing dialogue
between NIMDTA and
HO where appropriate

Absence Management Process

Trainee is Sick

- Trainee contacts HO rota manager (or another HO nominee) at Host Organisation to notify the service that they are ill and cannot attend work
- Trainee completes Sickness Absence form and emails to SLE-Absence@hscni.net in line with NIMDTA Attendance Management Absence Policy
- Trainee remains in contact with their HO supervisor/rota manager/senior medical staff on the ward throughout absence
 - Host organisation advises NIMDTA of sickness
- If sickness extends to 7 days or more a GP fit note should be sent to the Single Employer at the above email address as soon as possible.

NIMDTA responsibilities

Updates HRPTS upon receipt of information from HO

Sends sickness absence form to Payroll SS

Makes OH referrals

Shares OH reports (with employee consent) to HO

Monitors sickness absence

Applies Attendance Management policy

Host Organisation responsibilities

Advise NIMDTA of the trainee's illness

Arranges cover

Conducts Return to Work interview

Sends RTW form to NIMDTA via SLE-Absence@hscni.net

Considers & actions OH recommendations

Ongoing dialogue between Single Employer and HO where appropriate (NB particularly in cases of non-compliance or issues regarding OH recommendations)

Sickness Absence Form

Please note this form replaces the self-certificate.

You are required to report your absence on the first day of your sickness, however, you must complete and return this Sickness Absence Form via email to: SLE-Absence@hscni.net on the first day of your return to work, and only if your absence is less than 7 days.

This form must be completed for each period of sickness. All sections must be completed.

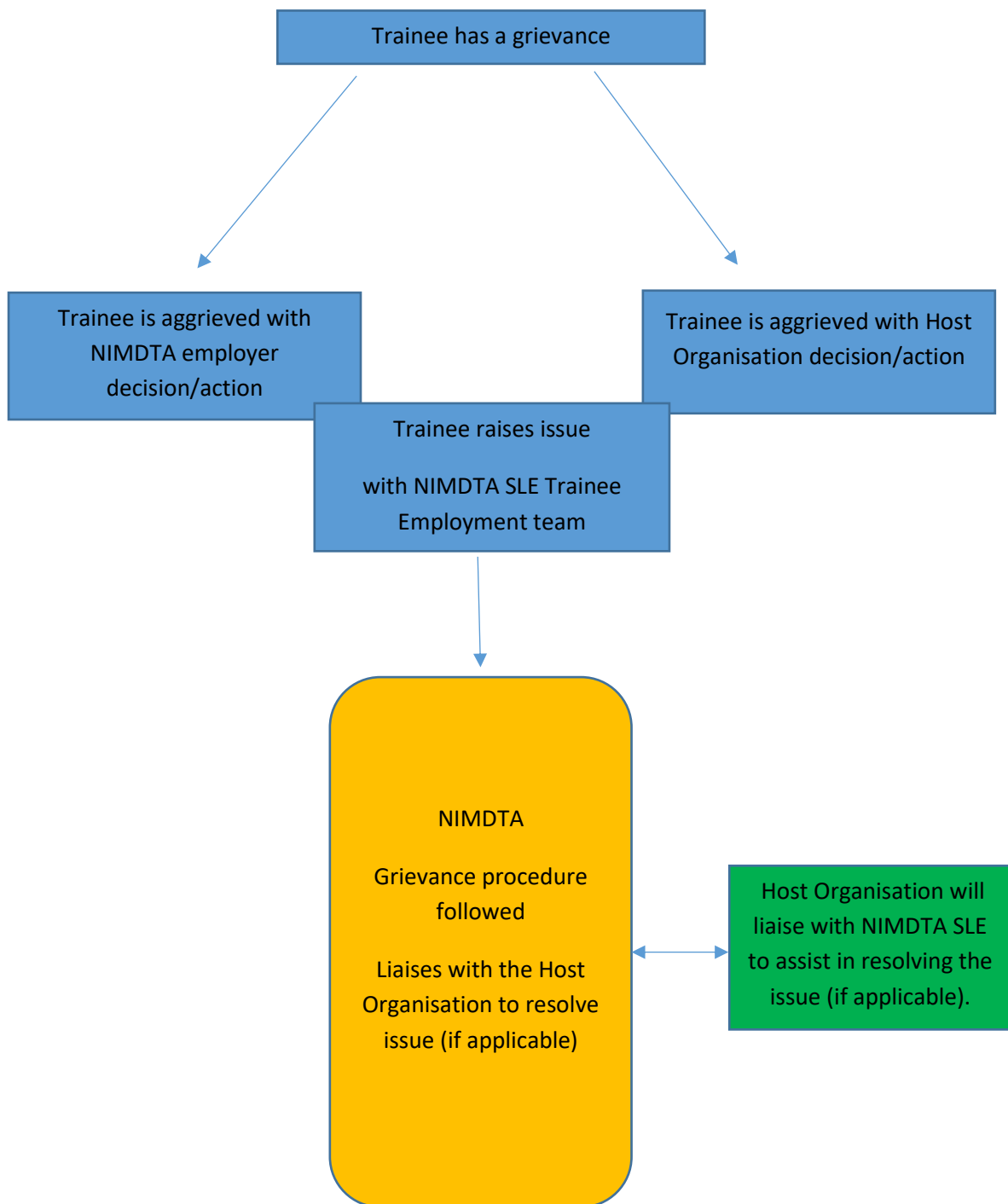
| Personal details | | |
|--|---|--|
| Trainee Name : | Telephone No: | email address: |
| Staff Number: | | |
| Details of where you are working | | |
| Location (Hospital/Site): | Department: | Ward: |
| Who have you contacted to report your sickness? | What date did you contact this person? | |
| Name: | Date: | |
| Details of your sickness | | |
| Date of absence: (1 st day) | Reason for absence: <i>(if your illness relates to stress or musculoskeletal your employer may make an immediate referral to occupational health, you must attend these appointments)</i> | Estimated length of absence: <i>(if you are unsure of the time period, you will be required to contact your placement supervisor on a regular basis – this is to ensure that adequate cover is provided for your period of absence)</i> |
| Have you visited a GP for this period of illness? | If not, will you be contacting your GP regarding this illness? | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| <p>You are reminded that you must follow NIMDTA attendance management policy and procedures and the importance of keeping in touch with your placement supervisor during this period of absence. The attendance policy can be found on NIMDTA website:</p> | | |
| <p>You are also reminded that a Return to Work interview/discussion will be held with your placement supervising consultant/designated manager on your return to work. A return to work proforma will be completed by your supervisor at this meeting which will then be forward to NIMDTA for your personnel file, and to ensure that all periods of sickness are accurately recorded.</p> <p>Please note that it is important for <u>pay purposes</u> that NIMDTA know when you have returned to work. If you are unable to attend a return to work meeting, please advise NIMDTA of the date your returned to work by email at:</p> | | |
| Signed: | | Dated: |

TRAINEE'S RETURN TO WORK FORM

| | | | |
|---|--|------------------------------|-------|
| This form is to be completed by the trainee's supervisor/ designated manager WITHIN THE HOST ORGANISATION as soon as possible following the trainee's return to work. By completing this form the Host Organisation is confirming that the Trainee has returned to work | | | |
| Trainee Name | | Designated Person | Name: |
| Specialty | | Date | |
| Location and Site | | Location | |
| Absence Start date | | Date returned to work | |
| Specific Reason for Absence: | | | |
| DDIT National Insurance No: | | | |
| Did the Trainee comply with the Sickness Absence Reporting Procedures? Yes <input type="checkbox"/> No <input type="checkbox"/> (if No refer to NIMDTA – trainee employment) | | | |
| Host Organisation to ensure that trainee is aware of the NIMDTA absence policy and the triggers contained therein. Has this been done? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Host Organisation to explain that any confidential information made known will be not be disclosed other than to the NIMDTA (trainee employment) for the purposes of Health, Work and Wellbeing. Has this been done? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| GENERAL QUESTIONS | | | |
| Has the Trainee fully recovered? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If No what are the continuing effects of their illness (detail)? | | | |
| | | | |
| Is the individual to continue to receive treatment for this problem (detail)? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If yes, please provide brief details. | | | |
| | | | |
| Does the Trainee need any support, e.g. referral to Wellbeing Service? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If Yes, please provide brief details | | | |
| | | | |
| Does the Trainee consider it likely that they will have further absences due to their medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If yes detail below, and advise that this will be forwarded to NIMDTA (trainee employment) for the purposes of Health & Wellbeing. | | | |
| | | | |
| Does the Trainee consider themselves to have a disability under the DDA? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If yes detail & forward to NIMDTA (trainee employment) for further advice on reasonable adjustments. | | | |
| | | | |
| Does the Trainee consider themselves to have an underlying medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If yes detail & forward to NIMDTA (trainee employment) for further advice on possible reasonable adjustments. | | | |
| | | | |
| Date for review (if this is deemed appropriate) | | | |
| If absence was stress related, musculo-skeletal or pregnancy related has a risk assessment been completed by the Host Organisation? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

| | | | |
|--|--|-------------|--|
| If no, please complete a risk assessment in liaison with the Single Employment and forward a copy to the NIMDTA (trainee employment) team | | | |
| Additional notes or comments please put below <i>(including agreed action points from above)</i> | | | |
| | | | |
| NB: Please remind the trainee that they can obtain further advice relating to the impact of their absence on their training programme and pastoral support from NIMDTA Professional Support Unit. | | | |
| Host Organisation Signature | | Date | |
| <u>Trainee Declaration</u> | | | |
| I confirm that the above information is accurate and that (tick as appropriate) | | | |
| I confirm that during the period of being unfit for work I did not undertake any unpaid or paid work, study or training which was not approved in advance and in writing <input type="checkbox"/> | | | |
| <u>or</u> | | | |
| I confirm that during the period of being unfit for work I undertook unpaid or paid work, study or training which was not approved in advance and in writing. <input type="checkbox"/> | | | |
| Please provide details; | | | |
| NB Please note that your pay may be affected if you do not let your employer know that you are back at work. | | | |
| Trainee Signature | | Date | |

GRIEVANCE PROCESS



There should be ongoing dialogue between NIMDTA and HO as appropriate

Disciplinary Procedures

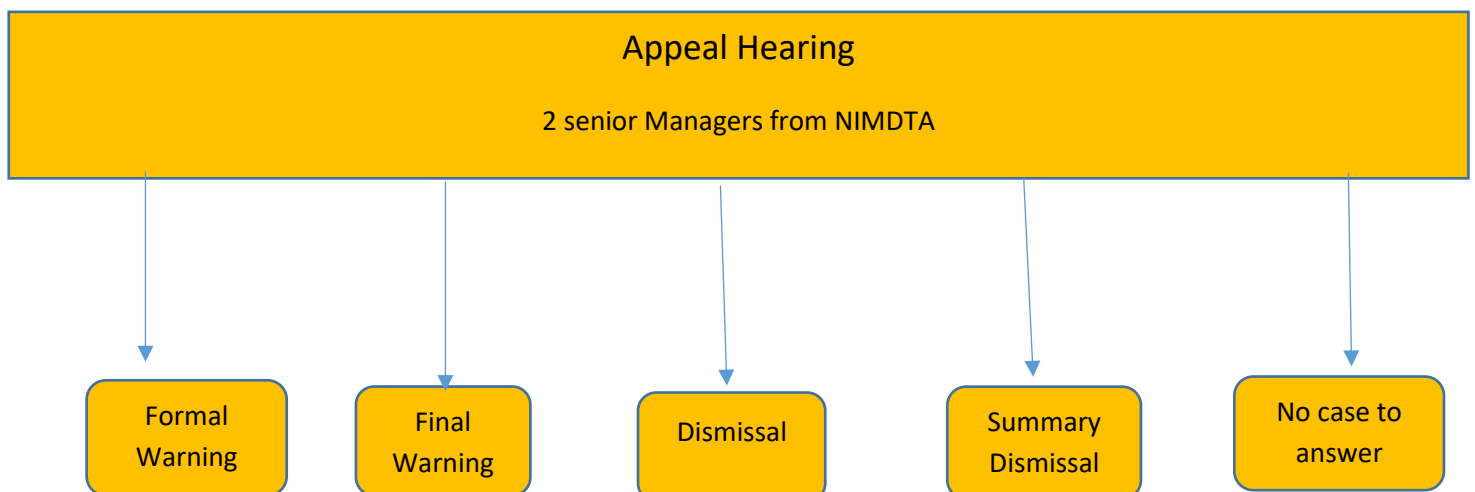
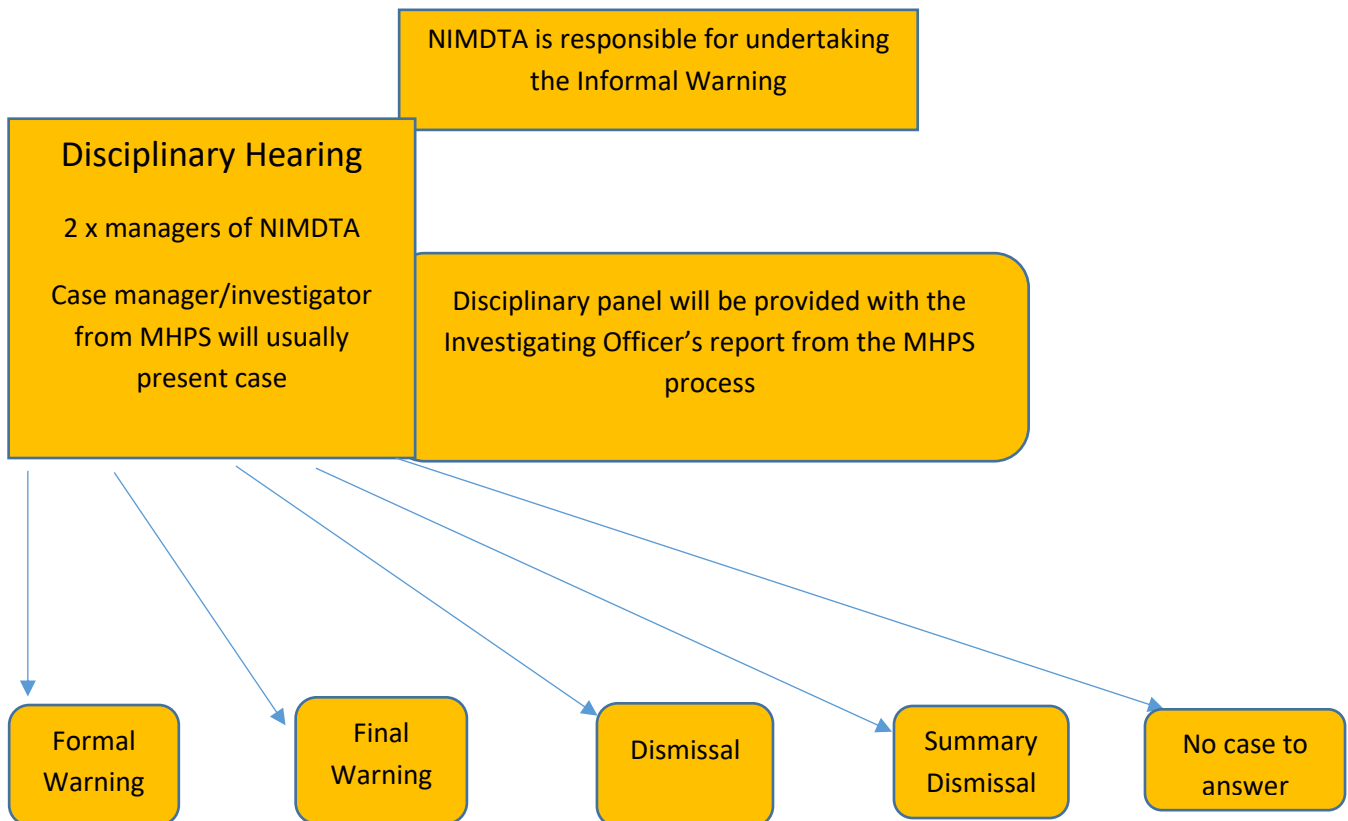
Maintaining High Professional Standards Process must be undertaken prior to any disciplinary procedures being carried out.

Only the employer can take forward disciplinary action against a doctor or dentist in training. However Host Organisations may need to be involved throughout the investigation and disciplinary process.

If a doctor is in a disciplinary situation there will always have been either:

- an informal screening to refute or verify the allegations which are less serious in nature and therefore suitable to be dealt with as a warning or counselling; or
- a formal investigation under MHPS.

NIMDTA as the employer is responsible for undertaking the disciplinary process for trainees



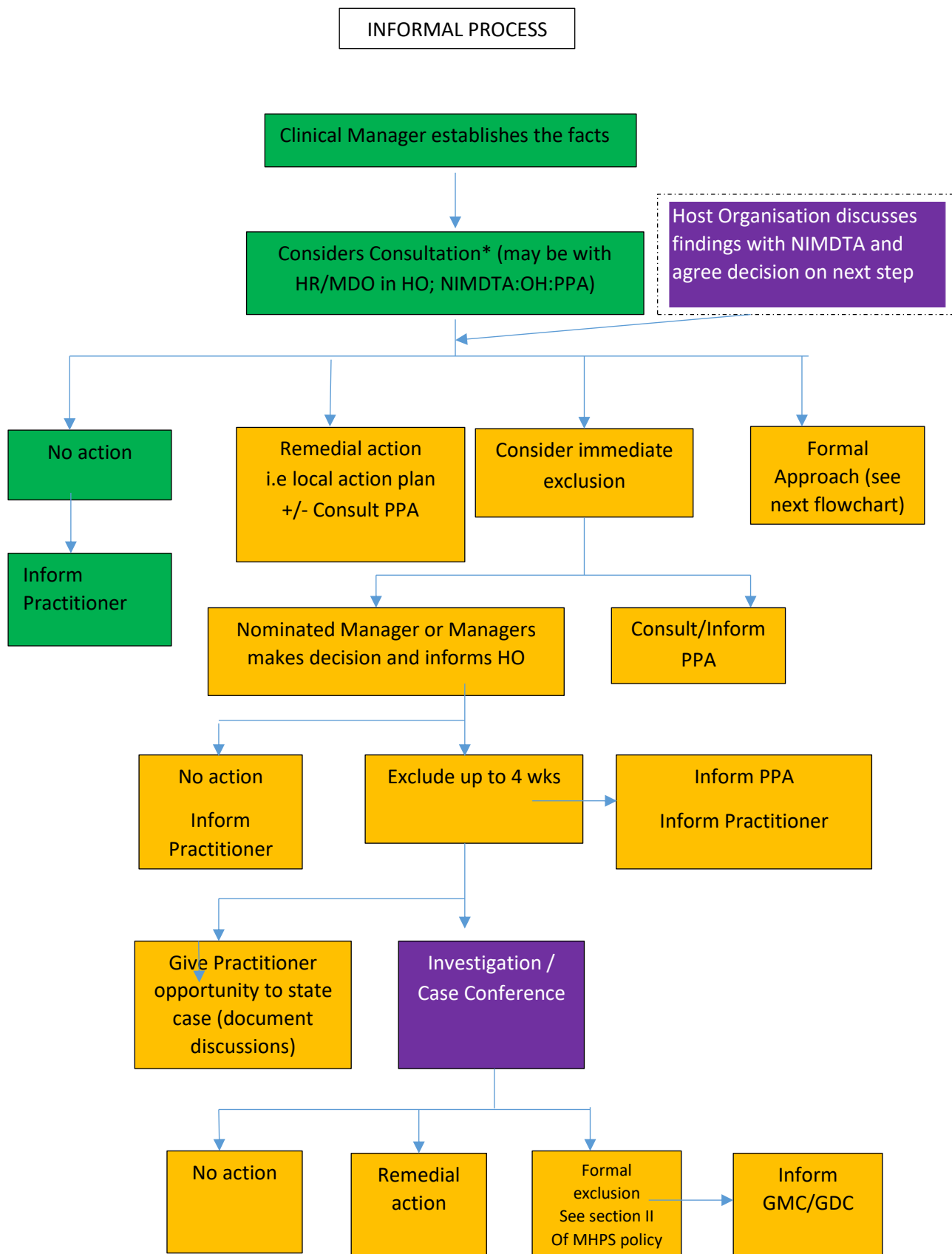
Maintaining High Professional Standards

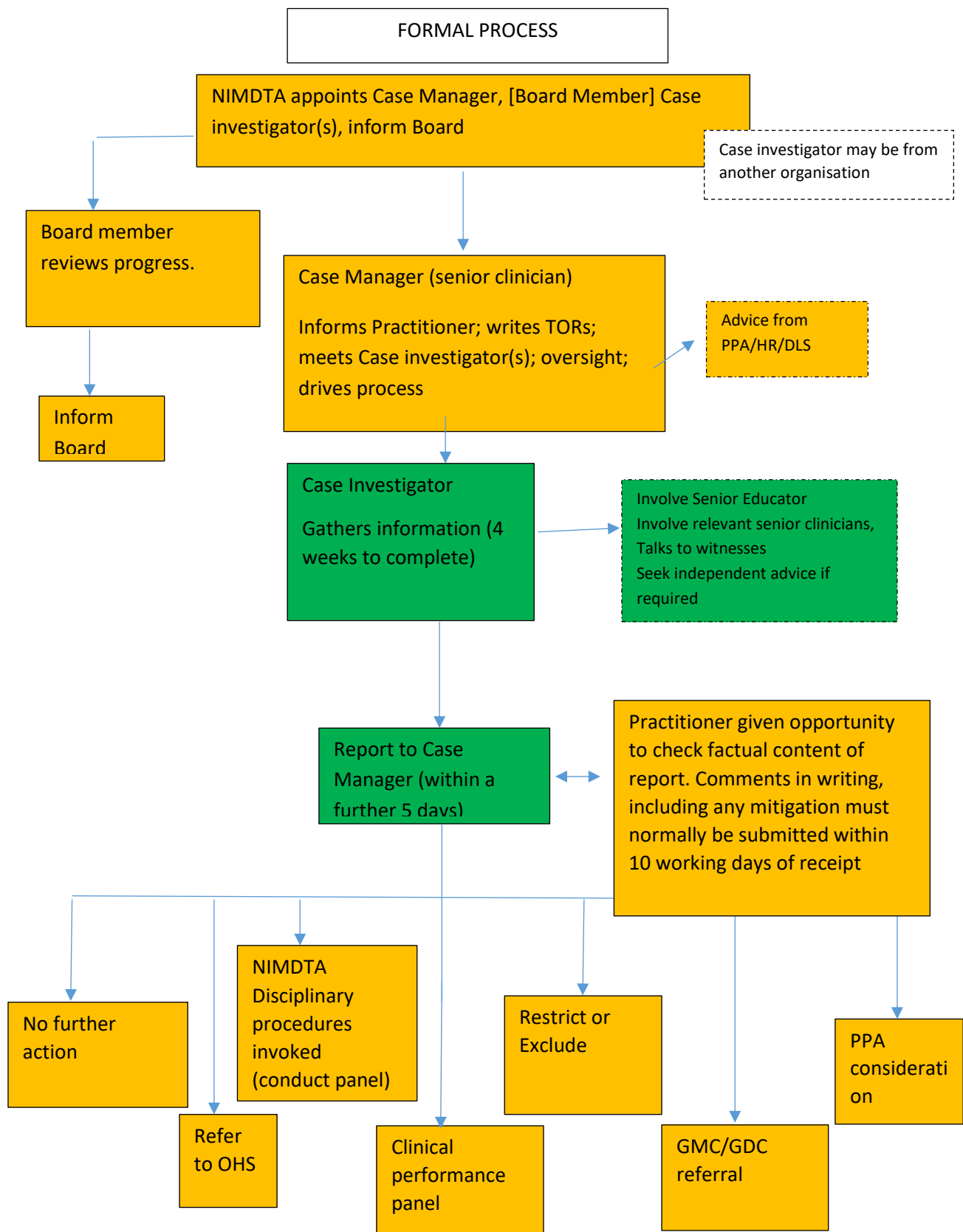
The following flowcharts do not change the way in which the MHPS framework works.

As the employer, NIMDTA has overall responsibility for all Maintaining High Professional Standards processes involving doctors and dentists in training, employed under the single lead employment model. NIMDTA should therefore be notified by the Host Organisation of all potential concerns regarding a doctor or dentist in training at the earliest opportunity.

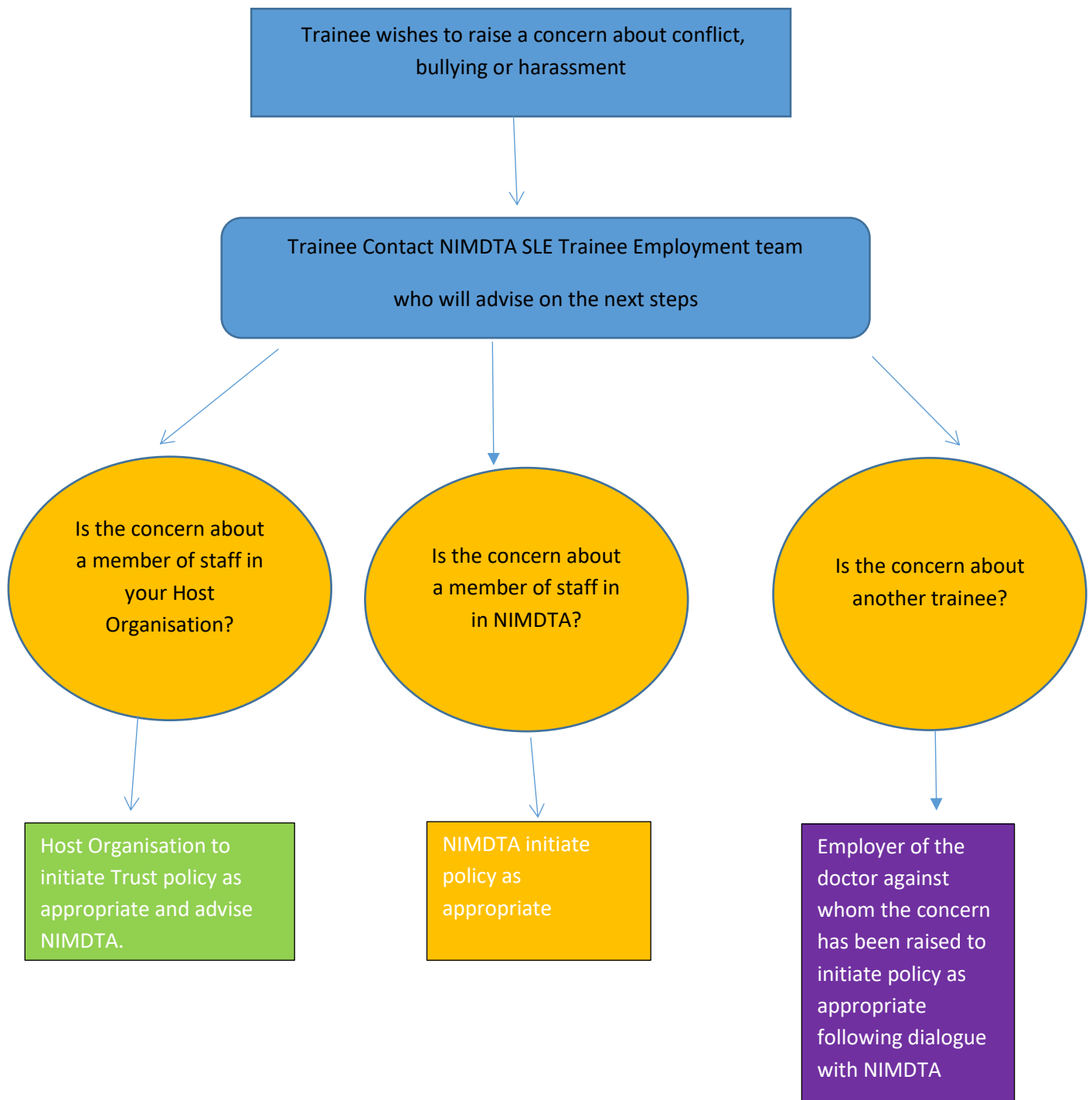
Preliminary enquiries may be necessary and will usually be undertaken by the Host Organisation to establish if there is a concern. Where preliminary enquiries have been undertaken, NIMDTA should be notified by the Host Organisation and provided with the outcome of these enquiries. This includes where no actual concern is determined, so that NIMDTA, as employer, is provided with the opportunity to confirm support for the Trust decision that no action is necessary.

In collaboration with the Host Organisation, NIMDTA will ensure that concerns about the conduct, performance and health of each trainee are handled in accordance with the Maintaining High Professional Standards Framework.





CONFLICT, BULLYING AND HARASSMENT



TRAVEL EXPENSES

RELOCATION, REMOVAL AND EXCESS TRAVEL

This guidance should be read in conjunction with Hospital Medical and Dental Terms and Conditions of Service, and Circular HSS GEN 1/2010 *Regional Guidance on Relocation, Removal and Excess Travel Expenses for Doctors and Dentists in Training*

Section 1

1.0 Guiding Principles

1.1 Business Travel

The Single Employer recognises that many of its DDiT are required to travel in the course of their work. This guidance document details how the Single Employer will reasonably reimburse travel and other expenses paid out by DDiT and those who are out of pocket whilst on business for Host Organisations.

The guidance seeks to ensure that all DDiT are aware of how to claim reimbursement for expenditure they have necessarily incurred during the course of their work. It also sets out the duty placed upon DDiT to ensure any claims they make are accurate and legitimate.

1.2 Removals, Relocation and, Excess Mileage (in lieu of relocation)

The guiding principle behind the provision of removal/relocation expenses or excess mileage in lieu of relocation is that a DDiT should not be financially disadvantaged by reasonable costs incurred through a move to further their education and training. The key document governing the eligibility for removal, relocation and excess mileage is **HSS GEN 1/2010, 'Regional guidance on relocation, removal and excess travel expenses for doctors and dentists in training'**

To be eligible to claim, DDiT must be employed by the SE at the time of their application, and meet the criteria outlined in the TCS and the above circular.

Removal expenses may be claimed under detailed conditions outlined in the HSS GEN 1/2010 up to the overall maximum of £8000. The maximum claimable relates to DDiT's rotational training programme. Travel and removal expenses will be reimbursed from UK port of entry only.

Section 2

2.0 Roles and Responsibilities

2.1 Single Employer

- The SE is responsible for accurately processing all correctly completed and authorised business mileage claim forms received via SLE-travel@hscni.net
- The Host Organisation is responsible for approving applications for relocation, removal and excess mileage in lieu of relocation
- The SE is responsible for accurately processing these approved applications.

2.2 Doctors and Dentists in Training (DDiT)

- DDiT must make themselves aware of this guidance.
- Those DDiT is receipt of expenses are responsible for monitoring on an ongoing basis that they are receiving the correct reimbursement, and where there is a potential discrepancy, immediately flagging this to their employer.
- DDiT are responsible for submitting accurate and timely claims.
- DDiT are responsible for providing a copy of their full driving license, a valid insurance certificate, log book and valid MOT when they submit their first travel claim
- DDiT are responsible for forwarding a PDF copy of their claim to the Host Organisation Authoriser for approval via email and cc SLE-travel@hscni.net
- DDiT will be responsible for completing their claim via ESS of HRPTS
- DDiT must confirm their nominated base at the time of completing their first travel claim.

2.3 Host Organisations

- The Host Organisation will be responsible for compiling a list of authorised signatories for each service area, and ensuring that this is kept up to date. A copy of the list must be sent to the SE, any claim form received that does not have the appropriate authorised signature will be declined by the SE.
- The Host Organisation is responsible for forwarding approved removal, relocation and excess mileage applications to SLE-travel@hscni.net

Section 3

3.0 Business Miles (official journey)

When a trainee uses their own vehicle to do an official journey on behalf of the Host Organisation, then all of the mileage they complete will be reimbursed at the official rates as per Annex A: Section 6 of the Medical and Dental Pay Circular (currently HSC TC8 01/2020). Business miles reimbursed for official journeys will be reimbursed depending on the engine size of the car used (Standard rate).

Official journeys are those made to sites other than their current place of work, for any purpose other than attending teaching, training or educational meetings.

All business miles are reimbursed as a cumulative total and therefore when certain thresholds are met within a financial year then the rate of mileage for all official journeys will be reduced. Any home to base miles paid at the full rate are included in this threshold.

DDiT who are required to return to, or attend their place of work outside their normal hours of duty or rota would be entitled to claim travel and will be reimbursed at the standard rate mileage but will be subject to tax at source.

3.1 Expenses - Car Parking

DDiT are eligible to claim for car parking expenses at any other site (except their current place of work) that they are required to attend on behalf of the Host Organisation for business purposes, this does not include education and training. All receipts must be submitted in order to do so.

DDiT are **not** eligible to claim for car parking at their current workplace

The SE will not reimburse for parking fines, it is up to the DDiT to ensure they are parking correctly and abiding by the Host Organisation's parking regulations.

3.2 Use of Public Transport

DDiT are eligible to claim for expenses incurred using public transport (bus, train etc) that they are required to attend on behalf of the Host Organisation for business purposes, this does not include education and training. All original receipts/tickets must be submitted in order for reimbursement to be made.

Section 4

4.0 Excess Mileage (in lieu of relocation)

4.1 Eligibility

‘Medical and Dental Terms and Conditions of Service (NI) and HSS GEN 1/2010, ‘Regional guidance on relocation, removal and excess travel expenses for doctors and dentists in training’ outlines the criteria to be used when processing relocation/excess mileage claims forms, and is attached at Annex A.

A trainee moving placement within a rotation may choose under paragraph 314/315 of the HSC Medical and Dental TCS, not to move home but to travel the greater distance between their home and the next placement on their rotation.

The mileage that may be paid under these circumstances is the difference between the mileage from home to the closest placement that forms part of the rotational training programme ie their nominated base and the mileage from home to their new place of work as set out in para 314/315 of TCS. After this calculation the difference in mileage is paid as excess mileage.

4.2 Nominated Base

A DDiT must confirm their nominated base site at the time of completing their first excess travel claim. The nominated base should be the hospital site closest to their permanent home and which **must** form part of their rotational programme.

If a DDiT subsequently moves into permanent accommodation they can then change their nominated base to the site nearest to their permanent home for excess mileage, which forms part of their rotational programme.

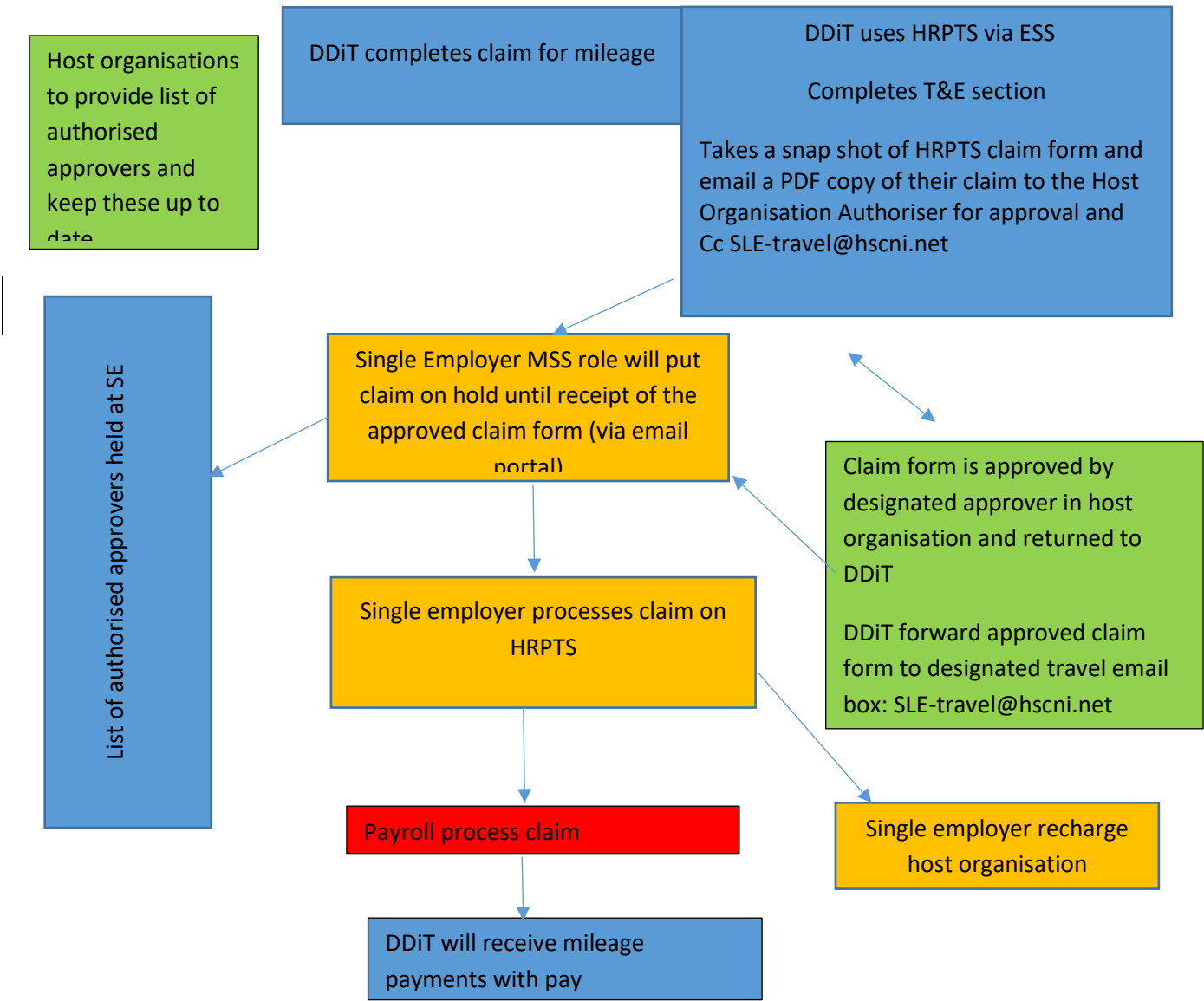
Once a nominated base has been chosen and excess mileage has been claimed using this nominated base then the DDiT will not be able to change their nominated base unless they meet certain criteria. The criteria for eligibility for changing a nominated base are:

- The chosen nominated base will no longer form part of their rotational programme;
- The DDiT takes up a new employment contract with the SE.

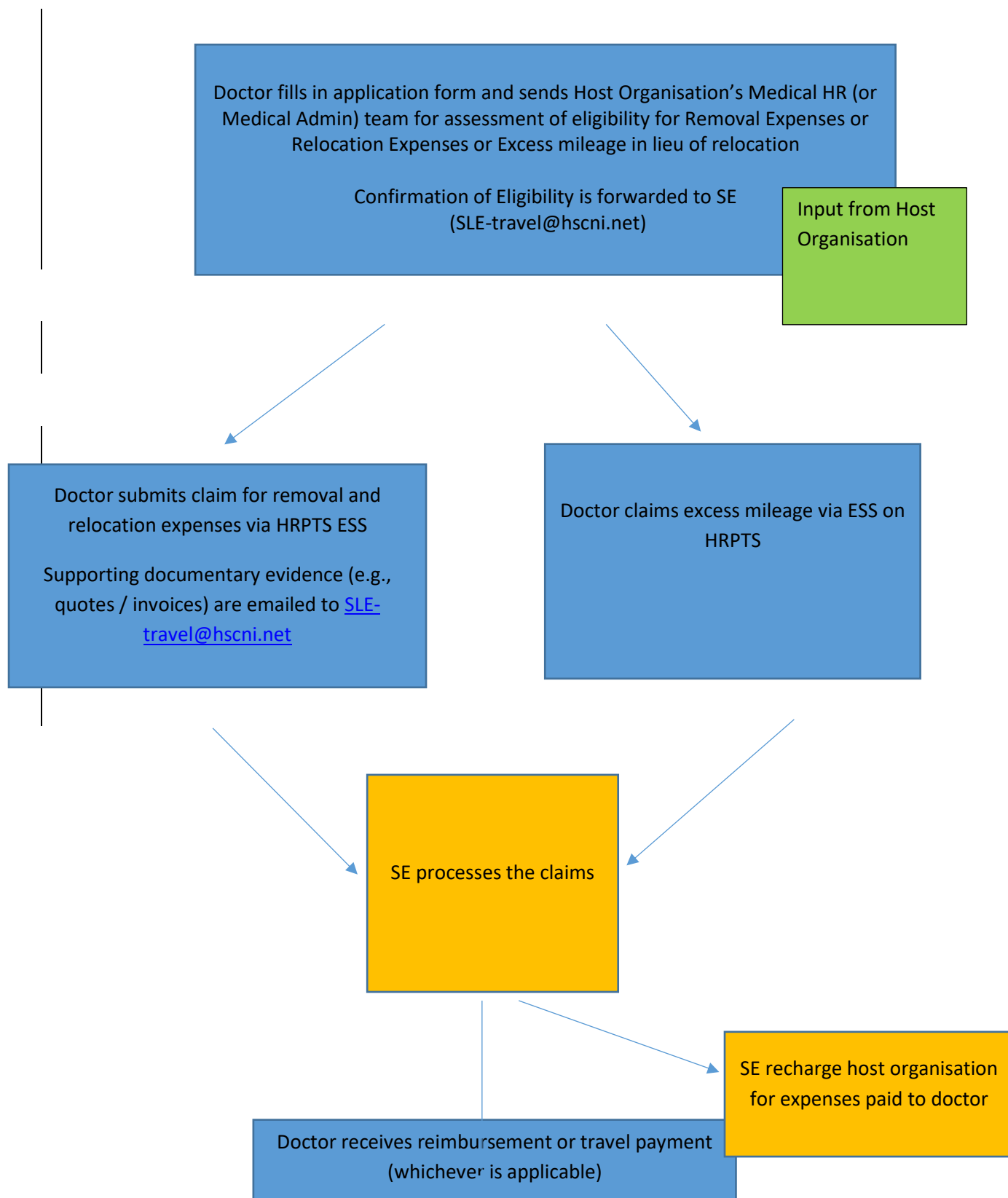
Excess travel should be claimed on a monthly basis on HRPTS. All claims must be within the duration of the rotational appointment and cannot be reimbursed retrospectively for more than 3 months except in exceptional circumstances. All claims must be authorised by the trainee's authorised approver in their Host Organisation prior to submission.

The Host Organisation will apply the shortest route option, using a regionally accepted mileage guide, to confirm all home-to-nominated base mileage.

Business Mileage flow chart



Application for removal, relocation or excess mileage in lieu of relocation



Management of Leavers

(DDiT who are leaving their Training Programme)

This does not apply to doctors who are rotating out of Host Organisations.

Definition of leaving the training programme:

- When a trainee resigns
- When a trainee takes up a post as a SAS doctor or a locum consultant post within the Host Organisation
- When a trainee completes the training programme

It is important that when a trainee leaves the training programme, that NIMDTA SLE Trainee Employment team are made aware of this, so as to ensure that all matters relating to the trainees contract are completed on time.

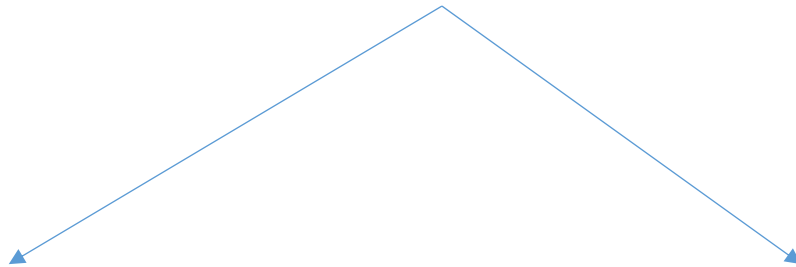
It is also important to ensure that all outstanding leave/overtaken leave is appropriately captured, so that the trainees final pay is accurate.

Good communication between the Host Organisation and the SLE Trainee Employment team is key to ensuring that when a trainee leaves the training programme, that this information is actioned appropriately and on time.

DDiT Completes their Training Programme,
and/or Resigns from Employment



- When an employee is leaving his/her training programme / resigning employment s/he must give notice in writing to the NIMDTA Trainee Employment team, copying his/her resignation letter to the Specialty or Foundation School, and also to Host Organisation staff (e.g., Clinical Supervisor / Service Manager).
- If leaving a training programme prior to the completion of his/her training, s/he will be required to complete a Leaving Your Post / Training Programme Form to be submitted to his/her Specialty / Foundation School.



NIMDTA Responsibilities

Acknowledge Resignation in Writing (Appendix 1)

Confirm Notice Period

Issue SE DDiT Leaver Form to HO for completion (Appendix2)

Create Leaver Action on SAP

Delimit HRPTS UID / NIMDTA email account from SAP Payroll Record.

Host Organisation Responsibilities

Agree leaving date with DDiT/in conjunction with NIMDTA

Confirm Date Specifications (e.g., Last date worked & Last Day of Service)

Confirm any accrued annual leave to be paid via final salary

Or

Any overpayment of annual leave to be recovered via final salary

Complete SE DDiT Leaver Form & return to NIMDTA Employment team



Ongoing dialogue between NIMDTA trainee employment team and HO where appropriate

APPENDIX 1: TEMPLATE ACKNOWLEDGEMENT LETTER TO DDiT

[DATE]

PRIVATE AND CONFIDENTIAL

Name

Address Line 1

Address Line 2

City

Postcode

Staff Number: [INSERT STAFF NUMBER]

Dear [INSERT NAME]

I write to acknowledge receipt of your letter of resignation from the post of [POSITION] in [HOST ORG], dated [DATE]

Your Period of Notice is one month / 3 months [delete as required]

Please liaise with your Service Manager / Clinical Supervisor at your Host Organisation to agree your last day of service. Please liaise with your rota coordinator also, or anyone else with responsibility for managing your annual leave, to discuss any outstanding annual leave that you have accrued and to mutually agree whether this can be taken before you leave your post, or if payment will be made in lieu.

This information will be notified to NIMDTA Trainee Employment team via the completion of a Leaver Form.

Please ensure that any NIMDTA or Host Organisation property, such as your ID Pass or car parking pass, is returned on your last day of service. It is recommended that you print copies of your most recent payslips, as you will be unable to access them via your NIMDTA HRPTS account once your employment has ended.

Please be advised that when you leave NIMDTA, you will continue to be bound by the terms of confidentiality agreed upon commencing employment with us as detailed in your contract of employment.

If you have any further queries, please do not hesitate to contact us.

I would like to take this opportunity to thank you for your service and to wish you every success in the future.

Yours sincerely

Human Resources Officer

APPENDIX 2: SLE LEAVER FORM

SINGLE LEAD EMPLOYER
DOCTORS AND DENTISTS IN TRAINING LEAVER FORM

| PERSONAL DATA | | | |
|---------------------|--|--------------|--|
| SURNAME | | NI NUMBER | |
| FORENAME | | STAFF NUMBER | |
| ORGANISATIONAL DATA | | | |
| POSITION ID | | LOCATION | |
| GRADE | | COST CENTRE | |
| SPECIALTY | | CONTRACT | |

| LEAVER DETAILS | | |
|---|--|---|
| LAST WORKING DAY (the date on which the employee was last physically at work) | | |
| LEAVING DATE (the last official working day) | | |
| TERMINATION DATE (taking into account annual leave, the date the employee would have been paid to had they been working) | | Please record the Termination Date to include any accrued annual leave, which has not been taken, for which payment is to be made. |
| REASON FOR LEAVING SINGLE EMPLOYER | | |
| COMMENTS | | |
| <ul style="list-style-type: none"> For Payroll Action: Please issue a paper payslip to home address | | |

| HOST ORGANISATION AUTHORISATION (IF APPLICABLE) | | | |
|---|--|-----------|--|
| AUTHORISED BY (on behalf of Host Organisation) | | SIGNATURE | |
| AUTHORISER'S POSITION | | DATE | |

| FOR NIMDTA SINGLE EMPLOYER USE ONLY | | | |
|-------------------------------------|--|------|--|
| ACTIONED BY | | DATE | |
| VERIFIED BY | | DATE | |
| FOR PAYROLL USE ONLY | | | |
| ACTIONED BY | | DATE | |

Management of Special Leave

This guidance does not cover applications for time out of training, which are covered by the *Hospital Specialty Training Committee Out of Programme Policy*.

Special leave arrangements

It does not change the way in which NIMDTA's Leave Policy Works.

It is important that excellent communication exist between the Host Organisation and the NIMDTA SLE Trainee Employment team. There are a number of reasons trainees may need special leave, and all of these requests must be dealt with in line the NIMDTA Leave Policy.

With the exception of Urgent Domestic, Bereavement and Carer's Leave, trainees are requested to provide a **minimum** of two weeks' notice of their intention to take Special Leave. If multiple periods of leave are required, for example attendance at court, trainees will need to include all dates if known.

Urgent Domestic, Bereavement and Carer's leave

It is accepted that in some circumstances (for example Urgent Domestic, Bereavement and Carer's Leave), Special Leave Applications may have to be processed and approved retrospectively.

Trainee Requires Special Leave

- *Trainee discusses Special Leave request with Host Organisation Line Manager / Clinical Supervisor in the first instance, to ensure appropriate cover and to mitigate against any impact on Service Delivery.
- Trainee completes Special Leave Request Form attached (Section 1) and submits to Line Manager / Clinical Supervisor for approval (Section 2).
- Trainee emails Form to NIMDTA Trainee Employment Team at SLE@hscni.net for entitlement checking and confirmation of HO approval (Section 3).
- Once approved by Host Organisation & NIMDTA Trainee Employment Team, Trainee is instructed to record Special Leave via HRPTS (please note, the HRPTS Record, **must match** the details approved on the Special Leave Form).

NIMDTA Responsibilities

Checks Special Leave entitlement (e.g., number of Carers Leave days remaining)

Confirms HO Approval

OR,

Rejects Special Leave request with explanation (see above)

Instructs DDiT to confirm Special Leave Application via HRPTS / HRPTS Approval Actioned

Include Special Leave on Absence Report generated for Training Programme use

Host Organisation Responsibilities

Discuss Special Leave Request with Trainee, and seek advice from trainee employment team as required

Approve / Reject Request (Special Leave Form, Section 2)

Arranges cover, as required

*It is accepted that in some circumstances (for example Urgent Domestic, Bereavement and Carer's Leave), Special Leave Applications may have to be processed and approved retrospectively.

With the exception of Urgent Domestic, Bereavement and Carer's Leave, please provide a **minimum** of two weeks' notice of your intention to take Special Leave. If multiple periods of leave are required, for example attendance at court, please include all dates if known.

Single Lead Employer
DDiT Application for Special Leave

Section 1 – To be completed by Employee

| | | | |
|--|--|---|--|
| Employee Details | | | |
| Forename | | Surname | |
| Grade | | GMC Number | |
| NI Number | | Staff Number | |
| Email | | | |
| Phone | | | |
| Placement Details | | | |
| Host Trust | | Location/Site | |
| Specialty | | | |
| Type of Leave | | | |
| Carer's Leave | | *Attendance at Court as a Witness (see below) | |
| Urgent Domestic | | Jury Service | |
| Bereavement Leave | | Marriage / Civil Partnership Leave | |
| Professional Sport | | Military Service (Reserve/Cadet Training) | |
| Unpaid Leave | | Other (Please detail below | |
| *Details of Leave Dates if Multiple Periods of Leave are Required | | | |
| Date From | | Date To | |
| Date From | | Date To | |
| Date From | | Date To | |
| Date From | | Date To | |
| Total Number of Days Absent | | | |
| Please detail the reason for your request: | | | |
| | | | |

Signed: _____

Date: _____

Approval

Please note that approval **must** be granted from both the Host Organisation **AND** Single Employer Trainee Employment team prior to taking leave, subject to exceptions arising from emergency situations.

Section 2 – to be completed by Approver**Host Organisation Use Only**

| | | | |
|--------------|-----|--|----|
| Approved? | Yes | | No |
| Reason if No | | | |
| Approved by | | | |
| Position | | | |
| Organisation | | | |

Signed

Designation

Print Name

Date

ONCE SECTIONS 1 & 2 ARE COMPLETED, PLEASE SUBMIT YOUR
FORM VIA EMAIL TO SLE@hscni.net

Section 3 – to be completed by SLE Trainee Employment Team**Single Lead Employer Use Only (Verify Entitlement)**

| | | | |
|---------------------------------------|-----|------|----|
| Approved? | Yes | | No |
| Reason if No | | | |
| Approved by | | Date | |
| Verified by | | Date | |
| Confirmation email to DDIT / Host Org | | Date | |

GLOSSARY

NIMDTA – Northern Ireland Medical and Dental Training Agency

SE / SLE – Single Employer/Single Lead Employer

HO - Host Organisation

BMA – British Medical Association

HSC – Health and Social Care

DoH – Department of Health (NI)

BSO – Business Services Organisation

HRPTS – Human Resources, Pay and Travel System

Trainee/DDiT – Doctors and Dentists in Training

HR – Human Resources

TCS – Terms and Conditions of Service

ESS – Employee Self Service (HRPTS)

MSS – Manager Self Service (HRPTS)

