

For attention of:

Postgraduate Deans,
GP Directors,
GP Business Managers
Lead Employers

Dear Colleague

Re: Important changes to the National Medical Performer List application process for GP Registrars from August 2017

I am pleased to confirm that NHS England have agreed that all GP registrars seeking to join the National Medical Performers List (NPL) from the August 2017 recruitment cohort onwards, will not be required to submit an application form (NPL1) or undertake a face to face identity check.

With assistance from HEE colleagues, we have further improved the NPL application process for GP registrars and these changes will take effect for the August 2017 cohort.

HEE and NHS England have agreed that GP registrars will be entered on to the NPL through one of two processes:

- Trainees from HEE local offices with block indemnity will be added to the NPL at the beginning of their training and will continue to be on the NPL for the entire duration.
- Trainees from all other areas, or those who opt out of the block indemnity, will be added to the list before their first General Practice placement subject to evidence of adequate indemnity cover and will continue to be on the NPL for the remainder of their programme

This agreement improves the quality of the application process for GPRs and reduces transaction costs across the system. The complete process is attached in Annex 1.

In order to complete all the actions required to include the GPRs onto the performers list for August 2017, make the required updates and notifications and ensure the payments information is available, PCSE must be in receipt of the HEE Local Office list by 14 June 2017.

NHS England will accept pre-employment checks including that for an appropriate level of indemnity cover at recruitment for NPL entry. It is the GP registrar's legal responsibility to maintain appropriate indemnity cover at all times within their training programme. However placement providers will wish to assure themselves during a GP registrars training programme that the GP registrar has the correct level of indemnity to practise within the placement providers clinical environment.

It is the responsibility of trainees to inform the Performers List of any changes to their circumstances such as:

- resignation/removal from training
- dismissal
- failure to achieve CCT or

- referral to the GMC

The HEE Local Office should also inform NHS England of any of the above.

HEE Local Offices will update NHS England when trainees gain their CCT, but the trainee must still complete an NPL3 at that time to update their status on the Performers List.

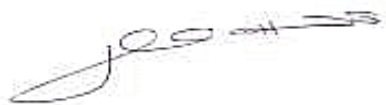
I would be grateful if you could communicate this change in process to your GP Registrars and other local contacts to ensure they understand their responsibilities. A sample letter to assist you is included at annex 2. We would also appreciate it if you could include this information on HEE local websites so there is absolute clarity about the process going forward.

I would be very grateful for your support in following this process.

I am grateful for the continued support received from Health Education England to further refine this process.

If you have any questions then please do not hesitate to contact the NHS England Intensive Expert Management Team by emailing England.GPR-NPL@nhs.net.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jill Matthews'.

Jill Matthews
Managing Director
Intensive Expert Management Team
Primary Care Support Services

Enc – Annex 1
Annex 2

Annex 1

Health
Education
England

HEE to complete an HEE local office list (1 list per Local Office – not broken down at programme level). Please use the attached template 'Registration list template spreadsheet (Local Office List)' to do this.

HEE must then send the Local Office list no less than two months prior to the programme commencement i.e. each June (for August) and December (for February) to NHS England: England.GPR-NPL@nhs.net for inclusion on the performer list.

Where trainees are not employed and paid through a lead employer, prior to starting the placement the trainee submits the K4/PAY form to the HEE local office who will check it and send it onto Primary Care Support England (PCSE).

Applications which require confirmation of fitness to practice will be highlighted by HEE on the spreadsheet to the NHS England Responsible Officer (RO) for the NPL for confirmation of entry to the NPL.

If for any reason an application is unsuccessful following "RO to RO communication" HEE will communicate directly with the GP registrar to resolve any issues.

Please note: all GP Registrars will need an English address to be added to the NPL.

NHS
England

NHS England central team will send HEE Local office Lists to the local NHS England RO

The NHS England RO will approve the list and return to the NHS England ENGLAND.GPR-NPL@nhs.net within 10 days

The local NHS England office will communicate to all GP registrars informing them of inclusion in the NPL subject to receipt of a satisfactory indemnity policy, if not included in an HEE block indemnity policy

The complete list of approved applications will then be sent by the NHS England RO back to the NHS England ENGLAND.GPR-NPL@nhs.net who will pass the list to PCSE.

PCSE

PCSE will add all approved trainees on the HEE Local Office list to the NPL

PCSE will notify each trainee of their inclusion by email. The email will provide confirmation of entry on to the NPL whether or not the registrar appears on the electronic NPL.

K4 / PAY1 forms will be processed by PCSE

Annex 2

Informing the GP registrars of the new process

Letter for GPRs

Dear (INSERT NAME)

Important update for GP registrars applying to join the National Medical Performers List from August 2017

All GP registrars who wish to practise in NHS general practice need to be added to the National Medical Performers List (NPL). The list provides an extra layer of reassurance for the public that GPs practising in the NHS are suitably qualified, have up to date training, have appropriate English language skills and have passed other relevant checks.

NHS England and Health Education England (HEE) are currently seeking an amendment to legislation that will change the way GP registrars are included on the Performers List. In the meantime, GP registrars commencing their general practice placements between August 2017 and January 31 2018 (inclusive) **will not need to complete and submit an application form (NPL1)**.

HEE will supply NHS England with details of all GP registrars who will need to be added to the list each August and February. NHS England will confirm their inclusion to Primary Care Services England (PCSE) and PCSE will notify each GP registrar by email once this has happened by the end of October 2017 and end of April 2018. Please can you ensure your HEE Local Office holds an up to date email address for you as this will be used by NHS England for confirmation of your inclusion on the performers list.

You are required to have appropriate indemnity to work in practice. Where there is no local Lead Employer and a current block indemnity policy in place, each GP registrar should send their certificate of medical indemnity with the K4/PAY1 form to the HEE local office who will check it and send it on to PCSE.

Addition onto the NPL website may take time and any other required notifications will be confirmed in letters to you, once all relevant systems have been updated.

Your practice manager will ask to see the following when you start your practice placement:

- DBS with online update
- Occupational Health
- Medical indemnity
- GMC registration

It is your responsibility to inform the Performers List of any changes to your circumstances such as:

- resignation/removal from training
- dismissal
- failure to achieve CCT or
- referral to the GMC

Your HEE Local Office should also inform NHS England of any of the above.

HEE local offices will update NHSE when GP registrars gain their CCT, but you must still

complete an NPL3 at that time to update your status on the Performers List.

If you have any queries about joining the National Performers List, please speak to your HEE Local Office or go to www.performer.england.nhs.uk/