GP Retainer Scheme

The GP retainer Scheme enables GPs to work up to 4 sessions a week in general practice, in an educationally protected environment. The scheme is intended to ensure that GPs are able to keep up to date and develop their career in general practice with the aim of returning to a more substantive post in general practice at some time in the future.

**Key Points**

- Retainees are employed by a GP practice
- The Retainee can be contracted to work between 1-4 sessions per week
- The Retainer Scheme is 5 years in duration
- Retainees are eligible for £310 each year for professional expenses plus educational expenses up to £100 per annum from the deanery
- The employing GP practice is eligible for reimbursement towards the cost of employment, currently £59.18 per session.
- Retainees are eligible to join the NHS pension scheme.

**Introduction to the Retainer Scheme**

*GP Retainees*

*GP Retainer Practices*
Introduction to the GP Retainer Scheme

- The Retainer Scheme enables GPs with other commitments to undertake a limited amount of general practice to maintain their skills until returning to more substantive general practice in the future. Retainees may work up to 4 sessions a week in an educationally approved Retainer practice [ie a maximum of 208 paid sessions a year, where a session is 4hrs 10mins long]. Retainees must undertake an annual GP Appraisal which will count towards their Revalidation, a CPD component is included in the Retainer Scheme Contract. The Retainee must be on the Medical Performers List of the PCT in which they are working and maintain registration with the GMC and with a defence organisation.

- The GP Retainer scheme was introduced in 1969 when it enabled GPs to be retained to work 2 sessions a week in general practice. In 1998 The Retainer Scheme guidelines were changed to enable GPs to work up to 4 sessions a week in an educationally approved practice. The original underlying principles of the scheme are outlined in the NHSE HSC 1999/004 (available to download from the DoH website at http://www.dh.gov.uk/assetRoot/04/01/19/05/04011905.pdf

- The Retainer scheme is intended to retain doctors with GP specialty training holding a CCT (Certificate of Completion of Training) or previously a certificate from the Joint Committee on Postgraduate Training for General Practice (JCPTGP) for GPs. The scheme is designed to maintain and enhance the skills of doctors who wish eventually to take up a more substantive post in General Practice.

- The Retainer scheme combines a service commitment and an educational element. The educational element is paramount in the scheme, which seeks to value doctors’ skills and keep them up to date. It is designed to help doctors progress in their careers and as such involves continuing professional development.
The GP Retainee

Regulations for the GP Retainee

- The Retainee may work a minimum of one session and a maximum of four sessions per week. The number of sessions worked should not exceed a maximum of 52 sessions in any one quarter. A session should be taken to mean 4 hours 10mins.

- Usually the sessions should be spread evenly - four sessions or less per week – exceptionally this can be increased to up to eight sessions per week for limited lengths of time, e.g. to accommodate school holidays, providing the quarterly maximum is not exceeded.

- The doctor must have a completion of GP training certificate (CCT or JCPTGP)

- The doctor must hold full registration with the GMC.

- The doctor must be on a PCT Performers List.

- The doctor must be a member of a medical defence organisation.

- The Retainee should take a recognised professional medical journal e.g. BMJ/BJGP.

- There is no gender or age discrimination as to who is suitable to become a retainer scheme doctor.

- The time on the scheme is limited to five years.

- The Retainee should be intending to take up a more substantive post in General Practice at some time in the future.

- The GP Retainee may undertake a limited amount of non-GMS/PMS work, such as family planning, clinical assistant sessions or OOH work, subject to Deanery approval - normally no more than an extra two sessions per week. The scheme is not intended for those intending a career as an academic or portfolio doctor or in another sector of practice.

- The doctor will be entitled to the pro rata FTE of one protected session per week for Continuing Professional Development ("CPD"). A doctor working only one session per week will have eight sessions of CPD as a minimum.

- A minimum of 20 minutes a week of education should occur within the practice with the educational supervisor [see Educational aspects of the Retainer Scheme]
The Educational aspects of the Retainer Scheme

- The Practice must
  - Offer a sufficiently wide range of GMS/PMS services.
  - Offer adequate induction.
  - Make arrangements for the Retainee to have a named educational supervisor.
  - Make available help and advice during sessions. The educational supervisor or another clinician should be available during the sessions worked to provide advice or help if required and to undertake a short debrief at the end of the session.

- The Practice must notify the Deanery of any changes in employment or educational arrangements of the retained doctor

- If the practice is not a training practice, the educational supervisor should undertake the preparation of the practice and themselves for training and employing a retainer.

- The educational input must be appropriate to the needs of the individual retainee and must be guided by a named educational supervisor who should have an interest in education and ideally have undertaken a Trainers Course.

- The Retainee should meet with the educational supervisor on a weekly basis, the dates of the meetings and the topics discussed need to be recorded and retained by the Retainee for their annual review at the deanery, a record could also be included with the Appraisees CPD Appraisal evidence.

- The Educational Supervisor will help the Retainee to assess their educational needs and help by suggesting ways of fulfilling these.

- The Retainee will have the opportunity to discuss their educational needs and Personal Development Plan at their initial interview at the Deanery. Development of the retainees PDP should be undertaken with the practice Educational supervisor

- The Retainee will have the opportunity to discuss their ongoing educational needs, reflect on CPD undertaken and discuss their career progress at the time of their annual review at the deanery.

- The Retainee should undertake and record CPD activity as outlined in their Personal Development Plan and record learning points / reflection as evidence under the “Maintaing Good Medical Practice” section of their annual GP Appraisal.

- The Retainer Scheme Contract, in line with the new GMS Salaried GP contract, states provision of one session of CPD for every eight clinical sessions worked.

- The Retainee is entitled to one session of CPD per full time week worked pro rata. A minimum of 8 sessions CPD per year is available for a Retainer working 1 session per week.

- The Retainee is allowed to take study leave to attend CPD events or to take time in lieu up to the allocated number of CPD sessions [see CPD allocation].
The Retainee will need to undertake an annual GP Appraisal within their PCT in line with all other practicing GPs. The Retainer Practice is required to facilitate the collection of data and information to support this process for the Retainee.
Renewal of membership by the Retainee

- East Midlands Healthcare Workforce Deanery will inform the Retainee annually when membership is due for renewal.

- The Retainee should renew their membership of the scheme by completing the deanery renewal form.

- The deanery will arrange a date and time for the Retainee to attend an annual review at the deanery, the time taken to attend the review should be counted as professional development and can be taken as study leave.

- When maternity leave is taken the Retainee is entitled to maternity pay and the time is counted towards the cumulative 5 years on the scheme.

- If extended unpaid maternity or other leave is taken the amount of unpaid leave may, following agreement with the PCT and the Deanery, be added to the end of the five calendar years on the Retainer Scheme.

- The Deanery should be notified of any leave greater than three months.

Retainee salary
• The Retainee is paid by the practice as an employee and as such is entitled to membership of the NHS superannuation scheme.

• The practice receives **reimbursement** for part of the Retainee’s salary from the PCT; the current rate of reimbursement is £59.18 per session.

• The Retainee’s salary is a matter of negotiation between the employing practice and the Retainee.

• When agreeing a salary, the following points should be taken into consideration:
  - salary range recommended by DDRB [the Doctors’ and Dentists’ review body]
  - equivalent service
  - special experience or qualifications
  - previous experience as a GP, whether in GMS or PMS
  - local geographical and job market considerations.

• The BMA last recommended rates of pay for Retained Doctors in April 1999 [BMA News Review 24 April 1999] at this stage the sessional rate was £107.50 - £118.50.
  Since this time the BMA has been unable to recommend pay rates following the Office of Fair Trading ruling that the BMA suggested rates of pay were anti-competitive.
  Applying the DDRB recommendations to these 1999 figures year on year one arrives at the range of £121 - £183 per session or an average sessional rate of £152.20.
  Within the range of £121 to £183 there is plenty of room for negotiation depending on the factors mentioned above.

• Guidance on rates of pay can be obtained from the National Association of Sessional GPs at [www.nasgp.org.uk](http://www.nasgp.org.uk)

• The Retainee’s salary should be reviewed annually and increased in accordance with the recommendations of the DDRB. Pay increases should be backdated to the date of the DDRB recommendation.

• **Superannuation**: The PCT allocates the Retainer’s superannuation contribution, the practice need to inform the PCT how much the Retainee is paid. The PCT should then adjust the practices global sum to take into account the Retainee’s superannuation payments. The practice and or Retainee should check the PCT is paying the Retainee’s superannuation contributions and the Retainee should request an annual pension statement from the NHS pension scheme. [http://www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

• **National Insurance**: The practice should pay Class 1 contributions on the Retainee’s salary.

• **Tax**: The Retainee’s salary and £310 allowance are taxable under Schedule E. Expenses may be claimed against tax: e.g. subscriptions to medical defence organisations, membership of the BMA and GMC annual retention fee.
Expenses for educational needs and Annual Allowance

- Retainees are eligible for an annual allowance - this is currently £310 per year. The allowance is to offset medical defence organisation payments or subscription to a recognised journal. It is paid at commencement of employment and then annually as a lump sum, whilst the GP remains a member of the Retainer Scheme. The sum is subject to deductions for tax and NIC’s, but is not superannuable. This is paid via the deanery payroll and taxed at source. The deanery will give the Retainee a form to complete for the payment of their £310 at the time of their annual review.

- Retainees are also eligible for up to £100 per year from the deanery to offset CPD course fees.

- The CPD activity undertaken must be part of the retainees proposed PDP agreed at appraisal and approved by the deanery.

- A claim form will be given to the Retainee at the time of their annual review, this should be completed and returned, together with an invoice, within 4 weeks of undertaking the educational activity. Alternatively a claim form can be obtained from the Deanery Office.

- The Retainee GP should undertake GP Appraisal in working hours, when the time of the appraisal is not during a session normally worked; time can be taken back in lieu.

Annual Leave

- The Retainees entitlement to annual leave is 6 weeks.

- The Retainee is entitled to the pro-rata full time equivalent of 10 days statutory holiday in addition to the 6 weeks – the number of pro-rata days per number of sessions worked can be seen from the table below.

- The Retainee should agree holiday dates with the practice in advance and give the practice adequate notice of the timing of their holidays.

- As the Retainee is supernumerary in the practice the timing of their holidays should be allowed to suit their own personal circumstances and they should not have to compete with the partners for time off.
**GP Retainer Scheme Contract**

- The Retainee and employing practice should agree and sign a **contract of employment** prior to the Retainee starting work.


- Hours of Work:
  - Full time is defined as 37.5 hours (9 notional sessions of 4 hours and 10 minutes)
  - Working hours should be carefully defined in a job plan.

- It is suggested that the Retainee and employer discuss proposed duties and estimates of the time that would reasonably be taken to perform those duties. It is subject to at least Annual Review and amendment by mutual agreement.

The time allocation for various activities should be discussed, including:

- Hours/frequency for each Surgery
- Frequency of appointments
- Number of appointments
- Home visits (if appropriate and agreed)
- Paper Work/Correspondence/Results
- Team Meetings - Clinical, Practice, Primary Health Care Team (PHCT) etc
- Specialist interest area of service provided (if applicable)
- Educational aspects of the scheme
  - Debriefing
  - Mentoring and Support
  - Study leave entitlement
- Private Reports/medical Insurance etc (where applicable and where income is retained by the employer)
- On Call Duties (if appropriate and agreed) - frequency and duration

To give an agreed total number hours worked per week.
Calculation of CPD and sessions worked

Full time is defined by Clause 4 of the model standard contract terms and conditions:

“Full-Time General Practitioners will normally be contracted to work 37½ hours per working week ("contracted hours"), such hours being divided into nine nominal sessions. Such sessions may be divided up into specific working periods by mutual agreement.”

“At least four hours per week (pro rata) on an annualised basis shall be protected for activities related to professional development as in the agreed job plan.”

A full-time salaried GP working 37.5 hours per week is entitled to 208 hours of CPD a year.

The Retainee GPs CPD entitlement:

Number of sessions worked by GP Retainee:

4 sessions per week equates to 19 sessions CPD per year

3 sessions per week equates to 15 sessions CPD per year

2 sessions per week equates to 10 sessions CPD per year

1 session per week equates to 8 sessions CPD per year

<table>
<thead>
<tr>
<th>Number of sessions per week</th>
<th>Total number of sessions p/a</th>
<th>Number of sessions A/L*</th>
<th>Number of B/H* Pro rata (sessions)</th>
<th>Remaining number of sessions</th>
<th>Sessions CPD</th>
<th>Clinical Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X x 52</td>
<td>X x 6</td>
<td>X/9 x 20</td>
<td>y</td>
<td>Y/9-z</td>
<td>y-z</td>
</tr>
<tr>
<td>4</td>
<td>208</td>
<td>24</td>
<td>9</td>
<td>208-(24+9)=175</td>
<td>19</td>
<td>156</td>
</tr>
<tr>
<td>3</td>
<td>156</td>
<td>18</td>
<td>7</td>
<td>156-(18+7)=131</td>
<td>15</td>
<td>116</td>
</tr>
<tr>
<td>2</td>
<td>104</td>
<td>12</td>
<td>5</td>
<td>104-(12+5)=87</td>
<td>10</td>
<td>77</td>
</tr>
<tr>
<td>1</td>
<td>52</td>
<td>6</td>
<td>2</td>
<td>52-(6+2)=44</td>
<td>8 †</td>
<td>36</td>
</tr>
</tbody>
</table>

* A/L = Annual Leave
* B/H = Bank Holidays
† Although according to the calculation this figure would be 5, Retainer Scheme GPs are entitled to a minimum of 8 protected sessions per year for CPD.

The table also indicates the total number of clinical sessions worked per year for Retainees working from 1 to 4 sessions per week, taking into account public holidays and CPD sessions.
Maternity leave and Maternity Pay

- The GP claims maternity pay from the employing practice according to Whitley Council guidelines.
- Retainees continue to be members of the scheme while on paid maternity leave, and the time on leave is counted towards the retainee’s cumulative 5 years on the scheme.
- The Retainee must inform the Deanery of the dates of her intended Maternity leave.
- All employees are entitled to 26 weeks ordinary maternity leave, irrespective of how long they have worked for their employer.
- Maternity leave can start any time from 11 weeks prior to the EDD.
- For the first 8 weeks the GP is entitled to full pay less SMP.
- For the next 18 weeks, pay will be half of full pay plus any SMP receivable provided that the total receivable does not exceed full pay.
- A further 13 weeks SMP is payable at the standard rate.
- Followed by another 13 weeks unpaid maternity leave.
- Making a total of **39 weeks paid maternity leave** and 13 weeks unpaid to give a total of 52 weeks.
- The practice is entitled to claim the £59.18 for the first 26 weeks of maternity leave and this will be passed on to the Retainee as maternity pay.
- The flat rate of Statutory Maternity Pay (SMP) is £117.18 per week for 2008/09, it is increased by a few pounds every tax year.
- Employing practices can recover some or all of the SMP they pay out (depending on their total NI bill) by deduction from NI payments and PAYE paid to Inland Revenue.
- The Retainee may wish to negotiate an average rate of monthly pay with the employing practice, so that a regular income is received over the period of maternity leave.
- If the Retainee’s annual renewal falls due while she is on maternity leave, she should complete and send a renewal application to the deanery as usual. The annual review interview can be postponed until a month after the Retainee returns to work and has had time to assess her current learning needs.
- The practice should update the Retainee on her return to work, the content of the update should be tailored to take account of how long the leave has been and any changes in the practice during her absence.
Practice reimbursement during maternity leave:

Since July 2002 the practice is entitled to be reimbursed the same sum per session (currently standing at £ 59.18 in respect of each full session) whilst the Retainer is on leave. Types of leave include annual, maternity and paternity. The practice’s entitlement to claim reimbursement during maternity leave is outlined in Section 14.2 and 2A of The Statement of Financial Entitlements (Amendment) (No 6) Directions 2006 of the The National Health Service Act 1977.

Keeping in touch days:

- “Keeping in touch days.” Under new government legislation an employee can do up to 10 days’ work during her maternity leave period under her contract of employment, as long as both she and her employer have agreed for this to happen, and agree on what work is to be done and how much she will be paid for it.

Annual leave

- Annual leave – Whilst on maternity leave the entitlement to paid annual holiday remains. Annual holiday may be taken as pay or as weeks off in addition to the negotiated number of weeks off as maternity leave.

References

DWP – A guide to maternity benefits
http://www.dwp.gov.uk
http://www.dwp.gov.uk/advisers/ni17a/

BERR - Department for Business Enterprise & regulatory Reform - Work and Families
http://www.berr.gov.uk
http://www.berr.gov.uk/employment/workandfamilies/index.html

ACAS - Maternity Rights
http://www.acas.org.uk
Approval of the Retainer Practice

- All Retainer Practices must be approved by the Deanery.
- The practice should work towards the minimum core training practice criteria.
- All prospective GP retainer practices need to complete the Retainer Practice application form.
- The Deanery will arrange approval visits to practices seeking approval. If the practice is already approved for training GP registrars no approval visit will be necessary [however the application form must still be completed and a telephone discussion take place with the deanery.]
- There will normally be only one Retainee per practice to ensure adequate educational and clinical supervision, two Retainees may be employed subject to deanery approval providing there is adequate supervision.
  - Clinical supervision must be available to the Retainee during sessions worked. This normally means a GP being present on the premises when the Retainee is working.
  - The practice will be required to offer the Retainee a wide range of aspects of General Practice; this may include home visits.
  - A named GP in the practice must act as an Educational Supervisor for the Retainee. The educational input must be sufficient to meet the needs of the individual Retainee.
  - The Retainee is not expected to undertake any out-of-hours work. However, the Retainee should not be discouraged from doing so, in a supernumerary capacity, in order to gain educational experience.
  - The Retainer Practice must notify their PCT of the number of sessions worked by the Retainee per quarter.
  - The practice needs to notify both their PCT and the Deanery of any change in the number of sessions the Retainee works.
  - Following a successful approval visit, an official letter of approval will be sent to the practice, notifying them of the Deanery’s decision. If there is a prospective Retainee joining the practice, then the letter will specify the dates for which the doctor is approved to the scheme and the number of sessions per week s/he is approved to do. This letter will be copied to the PCT to notify them of their obligation to reimburse the practice for these sessions.
• **Approved Training Practices** automatically meet the criteria for the scheme. Training Practices wishing to employ a Retainee should complete the Doctors Retainer Scheme Practice Application form and return it to the Postgraduate Office. The Director of Postgraduate GP Education has to approve the employment of a Retainee by a Training practice in order to protect the needs of the Retainee and any GP Registrar or PRHO in the practice.

---

**Renewal of approval of Retainer Practices**

- Practices have to be re-approved **every three years**.

- Approval may initially be for one year when certain criteria have not yet been achieved; subsequently practices are re-approved every three years.

- If a practice has not had a Retainee for more than three years their approval lapses and they need to apply for re-approval before employing a Retainee.

The deanery will notify practices when their renewal becomes due, a renewal form needs to be completed detailing any changes in partnership, premises working conditions etc.
Useful Contacts & Information

British Medical Association
(BMA Model Contract, Advice on Maternity Pay, Current Rates of Pay etc)

BMA House
Tavistock Square
London WC1 H9JP
www.bma.org.uk
Tel: 020 7387 4499
Fax: 020 7383 6400

Department of Health
www.dh.gov.uk
DH Publications Orderline
PO Box 777
London SE1 6XH
Telephone: 0870 155 54 55 (8 am to 6 pm Monday to Friday)
Fax: 0162 372 45 24

General Medical Council

Regent’s Place
350 Euston Road
London NW1 3JN
www.gmc-uk.org
Tel: 0845 357 8001

Royal College of General Practitioners

Royal College of General Practitioners
14 Princes Gate
Hyde Park
London SW7 1PU
www.rcgp.org.uk
Tel: 020 7581 3232
Fax: 020 7225 3047

Joint Committee for Postgraduate Training in General Practice

JCPTGP
1st Floor
19, Buckingham Street
London WC2N 6EF
www.jcptgp.org.uk
Tel: 020 7930 7228
Fax: 020 7930 7224
**GP Retainer Scheme – NHS Executive Circulars**

‘Guidance on the Educational Aspects of the scheme’
NHS Executive Health Service Circular
HSC 1999/004, 4th January 1999

‘Changes to the Statement of Fees and Allowances’.
NHS Executive Health Service Circular

Available from:
The Stationery Office (TSO), formerly HMSO,

TSO Publications Centre
PO Box 29
Norwich NR3 1GN
**Telephone:** 0870 600 55 22
**Fax:** 0870 600 55 33
**Frequently asked Questions**

1. **Who can join the scheme?**

Any GP who is vocationally trained in general practice or who can demonstrate equivalent experience and who intends to continue his or her career in General practice after finally leaving the scheme. Usually the Retainee will have well founded personal reasons for undertaking limited paid employment.

2. **How many sessions can I work in general practice?**

The Retainee can work up to four sessions a week. This can be averaged over a quarter to 52 sessions, with a maximum of eight sessions and a minimum of one.

3. **What about study leave?**

Study leave is counted as part of the 52 sessions. The amount of study leave should be stated in the Contract of Employment, it may vary from a minimum of 8 sessions up to a maximum of 19 sessions for a retainee working 4 sessions per week. See “Calculation of CPD sessions.”

4. **What else am I allowed to do?**

A limited amount of non GMS work, usually not more than two Sessions per week, subject to the approval of the Deanery eg Family Planning sessions, Hospital Clinical assistant Sessions, GPSI sessions or Out of Hours work. Extra work undertaken should not normally include locum sessions for the Retainer or any other General Practice.

5. **Can there be two Retainees in one practice?**

Two Retainees can sometimes be employed at the discretion of the Deanery.

6. **Can I work as a Retainee in more than one practice?**

You can work in two Retainer Practices if one practice is unable to give you the number of sessions you want. Both practices have to be approved by the Deanery, and the Educational supervisors in both practices will need to work together.

7. **Is there a Retainee contract that I can use?**

The BMA have produced a model Contract of Employment for a Retainer Scheme GP which can be found at [http://www.bma.org.uk/images/Model%20GP%20retainer%20scheme%20contract%20-%20Jan%202005_tcm41-37026.pdf](http://www.bma.org.uk/images/Model%20GP%20retainer%20scheme%20contract%20-%20Jan%202005_tcm41-37026.pdf)

8. **Is the practice reimbursed for all my sessions?**

Yes, the practice is currently reimbursed £59.18 for each session worked and for sick leave maternity leave, study leave, and holiday leave. The salary paid to the retainee should be agreed between the practice and the retainee prior to the retainee starting in post, the retainee salary should then be subject to annual review within the practice.
9 What is the current rate of pay?

The BMA has been unable to recommend pay rates since 1999 following the Office of Fair Trading ruling that the BMA suggested rates of pay were anti-competitive. Applying the DDRB recommendations to the 1999 figures year on year gives a range of £121 to £183 per session or an average rate of £152.20 per session.

10 Am I eligible for Superannuation under the NHS Scheme?

Yes under the new guidelines you are. The Government pays the 4% Employers Contribution on behalf of the practice and you pay 6% which the PCT pay out of the quarterly reimbursement.

11 What is my tax position?

Retainees are classed as employees under Schedule E for income tax purposes.

12 What is the Retainee allowance?

This is currently £310 per year; this is to offset medical defence organisation payments or subscription to a recognised journal. It is paid at commencement of employment and then annually as a lump sum, whilst the GP remains a member of the Retainer Scheme. The sum is subject to deductions for tax and NIC’s, but is not superannuable. This is paid via the deanery payroll and taxed at source.

13 How long can I stay in the Scheme?

The normal maximum is five years. The five years does not have to be in continuous employment. Currently, if you take unpaid breaks in employment this is not counted as time on the scheme. If you change location before completing 5 years on the scheme, you are eligible to join the Retainer scheme in another part of the country and complete your 5 year entitlement to time on the Retainer Scheme.

14 What do I need to do about Continuing Professional Development (CPD)

The Retaining practice should appoint an Educational supervisor. The Retainee needs to draw up a Personal Development Plan each year as a basis for undertaking educational activity. The PDP will be reviewed at the deanery annual review.

15 How much time do I need to spend on CPD?

There is a Study Leave entitlement to the Retainer Scheme, the number of sessions being governed by the number of clinical sessions worked. The education can take many forms as identified by your PDP/ Educational Development Plan, including sitting in with a consultant, practice based clinical meetings, virtual learning groups on the Internet etc

16 Is there any reimbursement for CPD expenses?

Retainees can claim up to £100 per year in Reimbursement of course fees from the deanery. The educational activity has to be identified in the Personal Development Plan.
Forms for claiming Course Fees can be obtained from the Deanery.
17 What is the position of Retainee GPs with respect to Appraisal and Revalidation?

The PCT in which you work is responsible for providing you with an Appraiser. The Appraisal should be undertaken in practice time or time should be taken back in lieu.

18 What is the Educational Supervisors role?

To help and advise during and after sessions worked, this should be a principal in the practice and may differ from session to session depending on availability of the partners.

19 Do I have to do on-call?

No you are not expected to do this. You may do on-call or out of hours work if you want the experience, but there should always be a principal from the practice available for supervision if required.

20 Am I entitled to paid holiday?

The amount of annual holiday is outlined in the BMA Model Contract. The annual leave entitlement is 6 weeks pro rata plus the pro rata FTE of 10 days (to cover bank holiday entitlement)

21 Am I entitled to maternity leave?

Yes you are entitled to paid maternity leave. See “Maternity Leave and Maternity Pay”. Guidance can also be obtained from the BMA. Any unpaid maternity leave you take in excess of your paid entitlement does not count towards time on the Retainer Scheme. The Postgraduate Department should be informed of any maternity leave taken.

22 Am I entitled to sick pay?

You are entitled to sick pay depending on your length of service as a Retainee. Med 3s will need to be submitted. The BMA model contract suggests that in any 12-month period, subject to length of service and proper notification you are entitled to the following sick leave:

<table>
<thead>
<tr>
<th>Year of Service</th>
<th>Suggested Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>One month’s full pay and (after completing four months’ service) two months’ half pay, pro rata.</td>
</tr>
<tr>
<td>Second</td>
<td>Two months’ full pay and two months’ half pay, pro rata.</td>
</tr>
<tr>
<td>Third</td>
<td>Four months’ full pay and four months’ half pay, pro rata.</td>
</tr>
<tr>
<td>Fourth and Fifth</td>
<td>Five months’ full pay and five months’ half pay, pro rata.</td>
</tr>
<tr>
<td>After completing five years of service.</td>
<td>Six months’ full pay and six months’ half pay, pro rata.</td>
</tr>
</tbody>
</table>

This incorporates entitlement under SSP. If you have a private sickness insurance policy on which you are claiming, an amount up to the amount of sick pay received should be refunded to the practice.