

## LONDON DEANERY

### DEPARTMENT OF POSTGRADUATE GP EDUCATION

#### **Guidance regarding application to the Primary Medical Performer's List for newly appointed Specialty trainees to a General Practice placement**

##### **Background**

All medical professionals working in primary care are to be included on the list of performers for the locality where they work. This is a requirement for all GPs including locums. These lists are there to protect NHS patients and services, and are governed by The NHS (Performers Lists) Regulations 2004.

As a GP trainee you are not allowed to undertake any unsupervised work in primary care. This is to safeguard yourselves as practitioners in what is a training year for you; and to safeguard the general public. Once you have successfully completed training and assessments, you will be issued with a certificate of satisfactory completion of training by the Postgraduate Medical Education and Training Board (PMETB), which has now merged with the General Medical Council (GMC). Until you have such certification you cannot undertake work independently as a GP (e.g. locum work, out of hours primary care work) unless under the supervision of your trainer or their nominated deputy. Further guidance can be found at <http://www.rcgp.org.uk>.

There are two types of inclusion on the list of performers, full and provisional registration. The local primary care trust (PCT) is responsible for deciding whether to include all GP trainees on the performers list under provisional or full registration. The option followed by most PCTs is to require provisional registration. One of the reasons for this is to provide safeguards regarding clinical governance; and preventing GP trainees moving from one PCT to another for work until they have completed training. Such transference is not as easily accomplished with provisional registration.

Although provisional registration is also used at times for practitioners for whom there is a concern regarding performance, in this instance the PCT reiterate that such registration for GP trainees is not a reflection of under-performance. Reference to the reason for inclusion and subsequent conversion to full registration is made clear on any supporting documentation that is passed to their PCTs in the future.

There are other benefits associated with inclusion of the performers list, including dissipation of information relating to local and national health issues (e.g. public health cascades), educational opportunities, and provision of BNFs etc.

A significant issue for GP trainees in London is that it can cause significant delays in getting registered on a PCT performers list. There are a number of reasons for this.

- Firstly, GP trainees do not get the requisite paperwork in on time to the relevant PCT officers.
- Secondly, the paperwork is incorrectly causing the PCT to send the paperwork back to the GP trainee.
- Thirdly, GP trainees provide incorrect completed information (e.g. giving the wrong contact details for referees) which can add to the delay.
- Another significant cause for delay is that every GP trainee needs to have a Criminal Records Bureau (CRB) check. This can take anywhere from 6 to 12 weeks. Obviously, delays in submission of paperwork will result in delays in being cleared by the CRB.

All GP trainees starting in practice have an 8-week grace period so that the application to the Performers List can be completed. However, beyond this 8-week grace period GP trainees are not allowed to work in direct patient contact. If a GP trainee is not included on the performers list within these 8 weeks then the PCT are able to suspend them unpaid from duties, until such time as they are included on the list.

### **What you need to do as a GP Specialty Trainee**

To gain inclusion you need to contact the administrative staff at the PCT as soon as you have been formally notified where you will be spending your GP placements by one of the Programme Directors or the Deanery. Ideally you should know the location of your training practice, but it is important to get the ball rolling as soon as possible. Your programme director should be able to point you in the right direction. Don't forget to ask them well in advance (at least 12 weeks before) of your anticipated start date.

### **If you have spent time on the Specialty Training Scheme where the practice is based.**

1. Contact the PCT for a Performer's List application form.
2. Gain one reference from one of the Programme Directors and one reference from one of the consultants you have worked for on a scheme. The local PCT may have a proforma for this and you should check this before obtaining a reference.
3. Provide a copy of your training post assessment as required by the PCT during the application process.
4. Complete the CRB form and give to the PCT with your application.
5. Contact the PCT after 4 weeks to ensure that the references have been received.

### **If you have not spent time on the scheme**

1. Contact the PCT for a Performer's List application form.
2. Ensure you have two referees who are willing and able to provide a reference for you within 6 weeks.
3. Provide a copy of your training post assessments.
4. Complete the CRB form and give it to the PCT.
5. Contact the PCT after 4 weeks to ensure that the references have been received.

### **On completion of ST3**

If you wish to continue practising in the same PCT area as you undertook your training, you will need to contact the PCT in order to ensure you hold full registration with them and are included on their Performer's List accordingly.

If you wish to take up practice in a new PCT area, you will need to ensure that you are registered on that PCT's Performer's List. Please be aware that you are only able to be registered on one PCT's Performers List. It is important that you ensure that you follow the steps above as far in advance of your proposed start date as possible, as it will not be

possible for you to practise independently as a GP if you are not on the PCT's Performer's List.

### **What you need to do as a practice**

If your new GP trainee has been appointed within the scheme, remind them that they will have to register on the performer's list, issue them with a copy of this guidance (if they have not already been given on by the Programme Directors) and advise them to contact the appropriate person at the PCT. It may be that this should be done via the Practice Manager. Such arrangements should be confirmed with the PCT and communicated to the GP trainee as soon as possible.

Ensure by the time that they start their post that the GP trainees name is on the performer's list or at the very least, that their application is in progress. If there is any hitch, the GP trainee should be directed to liaise with the PCT. You should not allow them to commence in post until the PCT has confirmed they are happy to do so.

### **What Programme Directors may be expected to do**

Ensure that all members of the scheme are aware of the issues surrounding the performer's list at regular intervals.

Be prepared to offer, if requested, a reference for current members of your scheme.

Once the GP practice allocation process has been completed, notify the appropriate person at the PCT with the names and addresses of prospective GP trainees for the August intakes and ensure that the Deanery Recruitment Officer is made aware.

Liaise with admin staff at the PCT/SHA if there are any unforeseen problems (eg GP trainees appointed at short notice by the Deanery).

### **What administrative staff at the PCT may be expected to do**

Alert practices at the beginning of August and February of their expected trainees that have not completed the administrative process to gain inclusion on the performer's list.

Alert prospective GP trainees if references have not been received from their referees within 4 weeks of the completion and delivery of the CRB form.

Liaise with Programme Director if there are any unforeseen problems.

Created on 19<sup>th</sup> December 2008 by Ann Mullen.  
Re-typed by Tara Talbot May 2010  
Updated by Sanjiv Ahluwalia June 2010