

Guidance for Practices –

Procedure when a Salaried GP or Partner Leaves or Joins the Practice

Contents

When a GP partner joins or leaves the practice (including when a partner becomes salaried)	2
A Non-Clinical member joins/leaves the practice as a Partner	3
A Salaried GP joins or leaves the practice (including retainer, trainee, returner GPs)	4
A Partner GP Takes 24 hour Retirement	5
General Enquiry Details:	6

When a GP partner joins or leaves the partnership (including when a current partner becomes salaried)

This will instigate a contractual change and so NHS England must be informed and provided with 28 days notice. PCSE will also need to be informed so they can amend the performers list and pensions. CQC will also need to be notified and any changes to premises and leases will need to be considered. The below boxes detail how to contact each organisation and the procedure, the below can be used as a checklist to ensure all steps have been completed.

NHS England Steps:

- ☐ Email dngp.nhse@nhs.net detailing the proposed change.
- ☐ NHS England will reply with the relevant forms for the practice contract and the change and details of how to complete these. Please note the application form will require the signatures of some or all of the partners.

The forms will need to be returned to NHS England at least 28 days prior to the change taking place -

Once returned, the application will be sent for approval to NHS England.

(NHS England will request the practices CCG approval in certain circumstance including for PMS contracts or single hander/partner contracts).

- ☐ If approved, a Contract Variation notice will then be sent to the practice. Two copies of this will need to be printed and signed by all partners listed.
- ☐ Both copies of the signed variation to be posted back to NHS England. (GP Team, Birch House, Southwell Road, Mansfield, NG21 0HJ). The variations will then be sent to NHS England approved signatories to be signed.
- ☐ Once signed by NHS England, one copy of the variation will be retained by NHS England and one copy will be sent back to the practice for the practice records. It is recommended that this is stored with the copy of the practice contract.

While this process is ongoing, please contact CQC and PCSE Performer List and Pensions departments. Details for this are listed on the right.

CQC Notification:

- ☐ Ensure CQC is notified.

The link below offers information and the relevant forms to download: <http://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration>

The completed form will need to be emailed to:

HSCA_Applications@cqc.org.uk

PCSE – Pensions and Performer List Notification:

- ☐ The practice will need to contact PCSE on the below link.

<https://pcse.england.nhs.uk/contact-us/>

Use the drop down menu to send the queries relating to pensions and performers list.

Forms will be issued for the practice to complete and to be sent to the address specified by PCSE.

PCSE will notify NHS England of forms they receive and NHS England will also notify the performers list once an initial application has been approved for a contract variation.

A Non-Clinical member joins/leaves the practice as a Partner

Non-clinical staff member can apply to join a partnership. When a non-clinical partner joins or leaves the partnership, this will instigate a contractual change. NHS England must be informed and provided with 28 days notice. A contract variation will have to be submitted. PCSE will also need to be informed so they can amend the performers list and pensions. CQC will also need to be notified and any changes to premises and leases will need to be considered. The below boxes detail how to contact each organisation and the procedure, the below can be used as a checklist to ensure all steps have been completed.

NHS England Steps:

- ☐ Email dngp.nhse@nhs.net detailing the proposed change.
- ☐ NHS England will reply with the relevant forms for the practice contract and the change and details of how to complete these. Please note the application form will require the signatures of some or all of the partners.

The forms will need to be returned to NHS England at least 28 days prior to the change taking place -

Once returned, the application will be sent for approval to NHS England (NHS England will request the practices CCG approval in certain circumstance including for PMS contracts or single hander/partner contracts).

- ☐ If approved, a Contract Variation notice will then be sent to the practice. Two copies of this will need to be printed and signed by all partners listed.
- ☐ Both copies of the signed variation to be posted back to NHS England. (GP Team, Birch House, Southwell Road, Mansfield, NG21 0HJ). The variations will then be sent to NHS England approved signatories to be signed.
- ☐ Once signed by NHS England, one copy of the variation will be retained by NHS England and one copy will be sent back to the practice for the practice records. It is recommended that this is stored with the copy of the practice contract.

While this process is ongoing, please contact CQC and PCSE Performer List and Pensions departments. Details for this are listed on the right.

CQC Notification:

- ☐ Ensure CQC is notified.

The link below offers information and the relevant forms to download: <http://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration>

The completed form will need to be emailed to:

HSCA_Applications@cqc.org.uk

PCSE – Pensions and Performer List Notification:

- ☐ The practice will need to contact PCSE on the below link.

<https://pcse.england.nhs.uk/contact-us/>

Use the drop down menu to send the queries relating to pensions and performers list.

Forms will be issued for the practice to complete and to be sent to the address specified by PCSE.

PCSE will notify NHS England of forms they receive and NHS England will also notify the performers list once an initial application has been approved for a contract variation.

A Salaried GP joins or leaves the practice (including retainer, trainee, returner GPs)

A change in salaried staff does not result in a contractual change and so NHS England do not need to be notified. However, PCSE will still need to be notified to make changes to performer's list and pensions:

PCSE – Pensions and Performer List

Notification:

☐ The practice will need to contact PCSE on the below link.

<https://pcse.england.nhs.uk/contact-us/>

Use the drop down menu to send the queries relating to pensions and performers list.

Forms will be issued for the practice to complete and to be sent to the address specified by PCSE.

PCSE will notify NHS England of forms they receive and NHS England will also notify the performers list

Other points to consider when employing a new salaried GP:

- ☐ Have they completed a full induction process s and received information regarding local services and pathways?
- ☐ Is there scope for them to become a lead in a clinical area; e.g. sepsis lead, safeguarding lead.
- ☐ Does the practice have any gaps in clinical lead areas? Seek advice from CCG.
- ☐ Are there any gaps in training identified?

A Partner GP Takes 24 hour Retirement

A partner GP who wishes to take 24hour retirement will instigate a contractual change. NHS England will need to be notified and given at least 28 days notice. Only one contract variation document will need to be submitted to cover the 24hr retirement. PCSE will also need to be informed so they can amend the performers list and pensions. CQC will also need to be notified and any changes to premises and leases will need to be considered. The below boxes detail how to contact each organisation and the procedure, the below can be used as a checklist to ensure all steps have been completed.

NHS England Steps:

- ☐ Email dngp.nhse@nhs.net detailing the proposed change.
- ☐ NHS England will reply with the relevant forms for the practice contract and the change and details of how to complete these. Please note the application form will require the signatures of some or all of the partners.

The forms will need to be returned to NHS England at least 28 days prior to the change taking place -

Once returned, the application will be sent for approval to NHS England

(NHS England will request the practices CCG approval in certain circumstance including for PMS contracts or single hander/partner contracts).

- ☐ If approved, a Contract Variation notice will then be sent to the practice. Two copies of this will need to be printed and signed by all partners listed.
- ☐ Both copies of the signed variation to be posted back to NHS England. (GP Team, Birch House, Southwell Road, Mansfield, NG21 0HJ). The variations will then be sent to NHS England approved signatories to be signed.
- ☐ Once signed by NHS England, one copy of the variation will be retained by NHS England and one copy will be sent back to the practice for the practice records. It is recommended that this is stored with the copy of the practice contract.

While this process is ongoing, please contact CQC and PCSE Performer List and Pensions departments. Details for this are listed on the right.

CQC Notification:

- ☐ Ensure CQC is notified.

The link below offers information and the relevant forms to download:
<http://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration>

The completed form will need to be emailed to:

HSCA_Applications@cqc.org.uk

PCSE – Pensions and Performer List Notification:

- ☐ The practice will need to contact PCSE on the below link.

<https://pcse.england.nhs.uk/contact-us/>

Use the drop down menu to send the queries relating to pensions and performers list.

Forms will be issued for the practice to complete and to be sent to the address specified by PCSE.

PCSE will notify NHS England of forms they receive and NHS England will also notify the performers list once an initial application has been approved for a contract variation.

General Enquiry Details:

For general enquires please contact the relevant teams on the details below:

NHSE England: North Midlands Team	Dngp.nhse@nhs.net
PCSE	0333 014 2884 (8am – 5pm, Mon-Fri) https://pcse.england.nhs.uk/contact-us/
CQC	03000 616161 http://www.cqc.org.uk/contact-us/general-enquiries/contact-us-using-our-online-form