



Mersey and West Lancashire  
Teaching Hospitals  
NHS Trust

**Mersey and West Lancashire  
Teaching Hospitals NHS Trust**

**LEAD EMPLOYER...**

[leademployer.sthk.nhs.uk](http://leademployer.sthk.nhs.uk)



# Who are we? Setting the Scene

## Lead Employer support for approximately 12,500 Speciality Trainees

Our Lead Employer Model is focused on improving the working lives of Colleagues-in-Training. To support trainees we cover a broad range of services including HR, Payroll, Health Work and Wellbeing and many more.

The Lead Employer model is a collaborative one, with the responsibilities of the traditional employer shared between three major stakeholders, who are:

- **Lead Employer – Employer**
- **Host Organisation** - NHS Trusts / GP Practice / Hospices / Dental Practices and any other approved training placements are the Host Organisation location where the trainee works and carries out their training. They provide day to day supervision
- **NHS England, Education** - Oversees the education for Specialty Trainees
- This presentation will provide a detailed overview of the Lead Employer, which is aimed at supporting trainees who may not have worked under a Lead Employer or NHS working environment previously, as we appreciate that things may differ to your home setting.



# Lead Employer Helpdesk

Whether you are a colleague-in-training, a practice manager or an educational supervisor, the Lead Employer Helpdesk is here to support you.

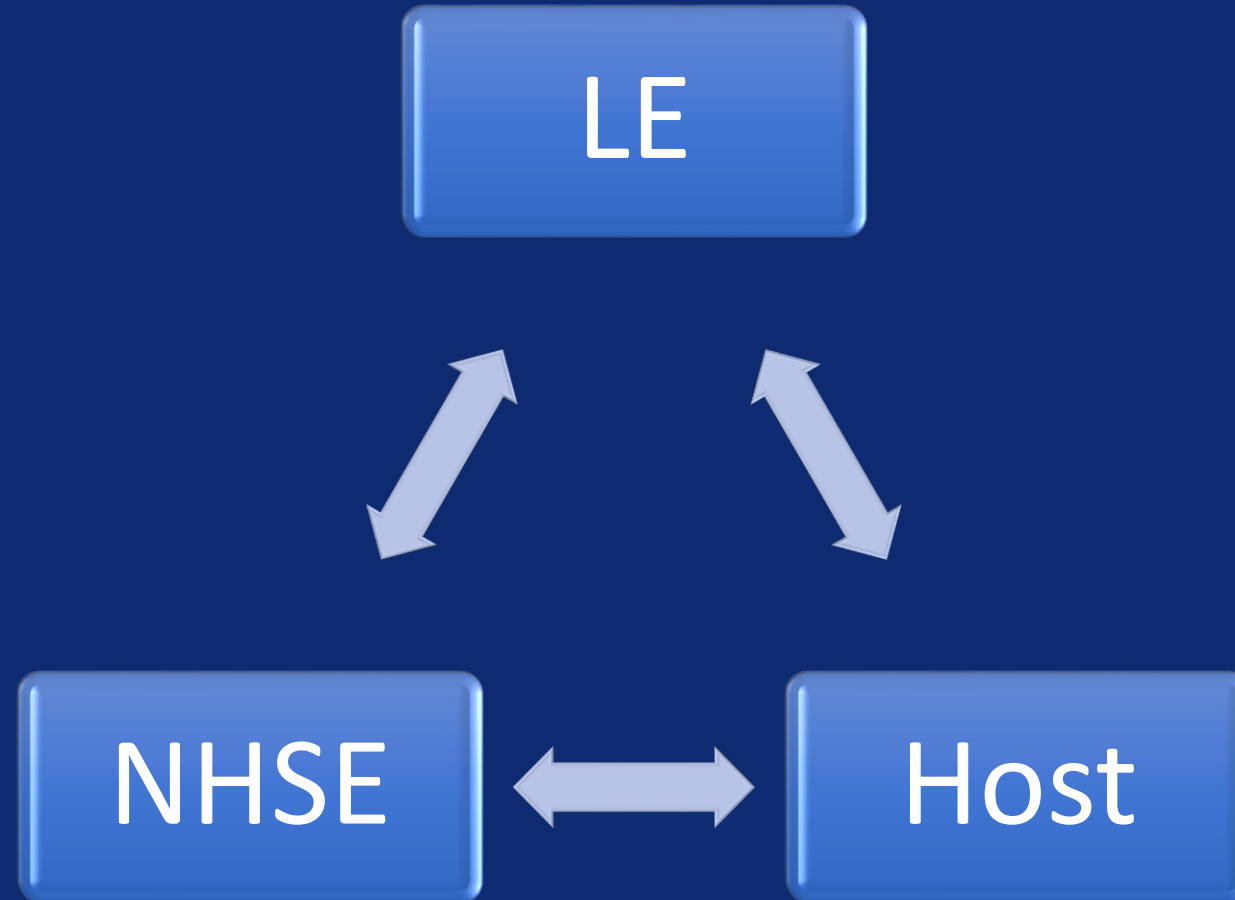
Call 0151 478 7777

Email [lead.employer@sthk.nhs.uk](mailto:lead.employer@sthk.nhs.uk)

(Monday-Friday / 9am-5pm)



# Lead Employer Model





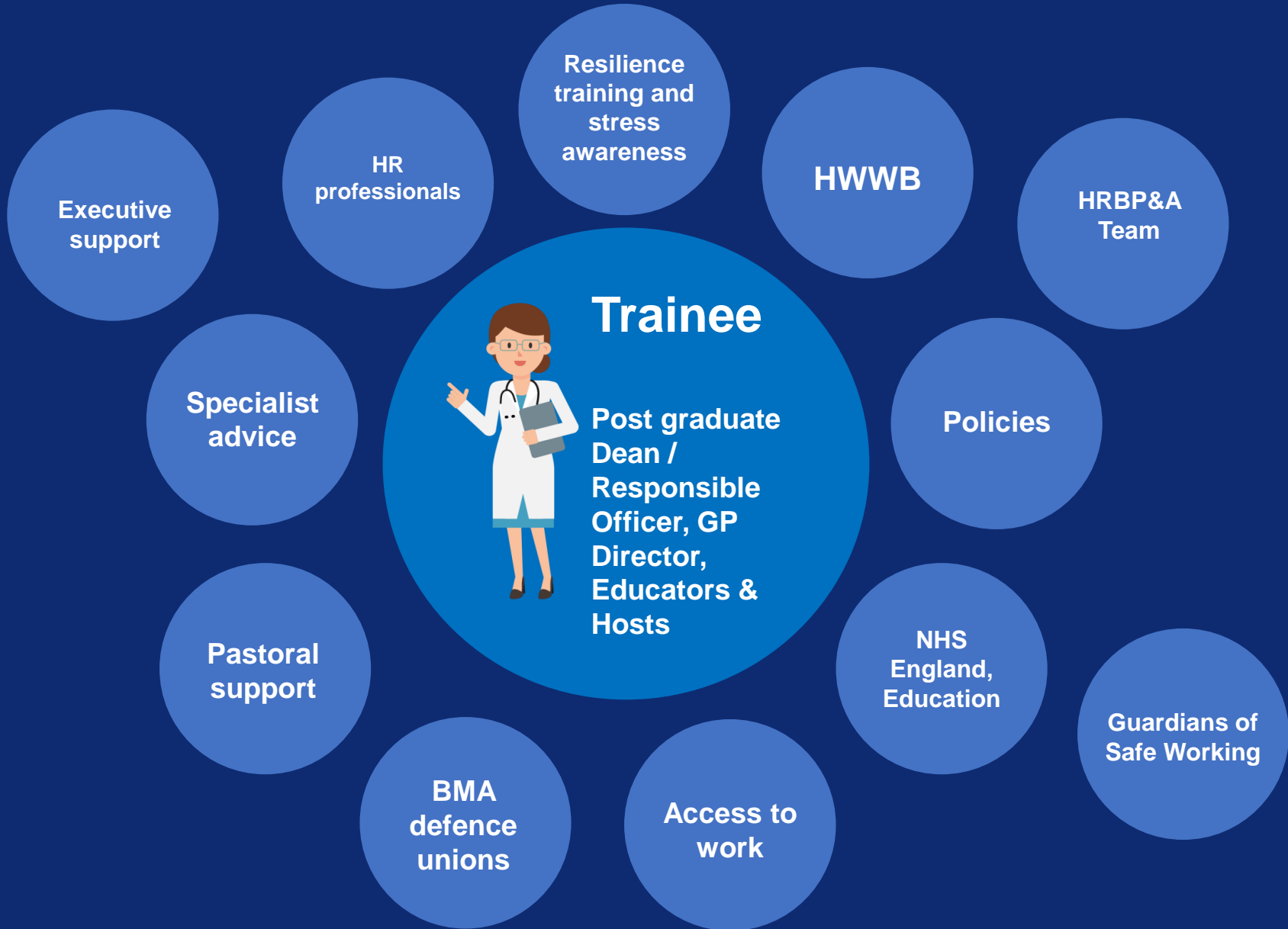
# Role of NHS England, Education NW

- Approves and provides post & programme details to the Lead Employer Service
- Provides details of rotation placements to the Lead Employer Service.
- Notifies issues emerging from the ARCP or college exams and reviews or other factors which impact on Certificate of Completion of Training (CCT) dates to the Lead Employer Service.
- Processes "Out of Programme" requests.
- Deals with requests for and manages "Less than full Time Training" (LTFT).
- Manages Inter-Deanery transfers (IDTs).
- Manages all study leave requests and expenditure.



# Role of Host Organisations

- NHS Trusts / GP Practice / Hospices and any other approved training placements are the Host Organisation location where the trainee works and carries out their training.
- Provides training placement
- Provides and invites trainee to local induction
- Produces, issues and monitors contract complaint rotas / work schedules. Liaise with Guardian as required.
- Provide 'day to day supervision' in line with LE Policies e.g.
  - Absence e.g. reporting, self certificates, RTW interviews and holding sickness meetings
  - Conducts local investigations in line with LE policy as required
  - Maternity/Paternity/Special Leave etc.
  - Expenses (please note that it is your host who approve your expenses)





# The Lead Employer Medical Director

Professor Andrew Rowland (“Andrew”) has a wide and varied portfolio career as our Medical Director, as a Consultant in Children’s Emergency Medicine, as Honorary Professor (Children’s Rights, Law, and Advocacy) at the University of Salford, as the Chair of the Board of Trustees of a charity, and as a Non-Executive Director of a non-governmental organisation (NGO) in Cambodia (where he is also registered to practise medicine and where he undertakes humanitarian work).

Andrew is originally from the North East of England and has lived and worked here in the North West of England for 20 years. He trained at Nottingham University Medical School and then, after working in Nottingham for a year, moved to the North West of England where he stayed. Andrew lives locally with his partner and their 4 year old dog called Hugo.

His role is to provide advice and support to our trainees on professional matters including regulatory guidance and requirements. He also works with our HR team to ensure appropriate mechanisms are in place for any of our trainees who require additional support during their training.

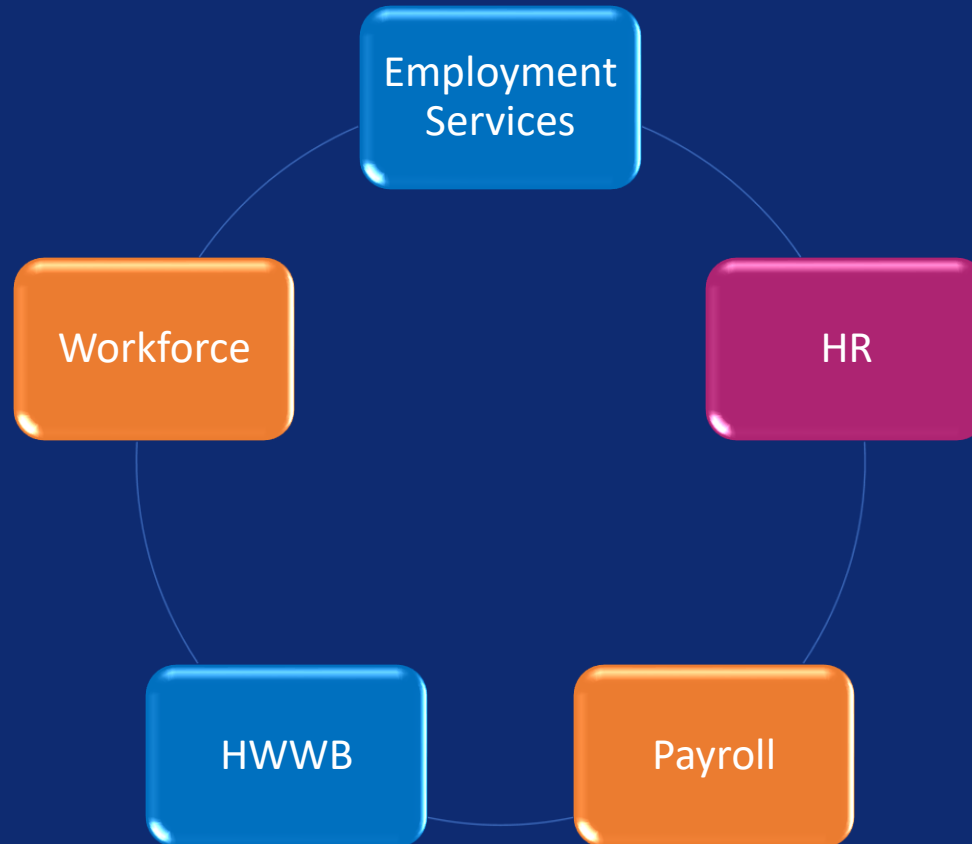
Andrew has a huge amount of experience supporting colleagues in difficulty at various points in their careers so if you find yourself in need of extra support and don’t know where to turn the he requests that you please do get in contact.





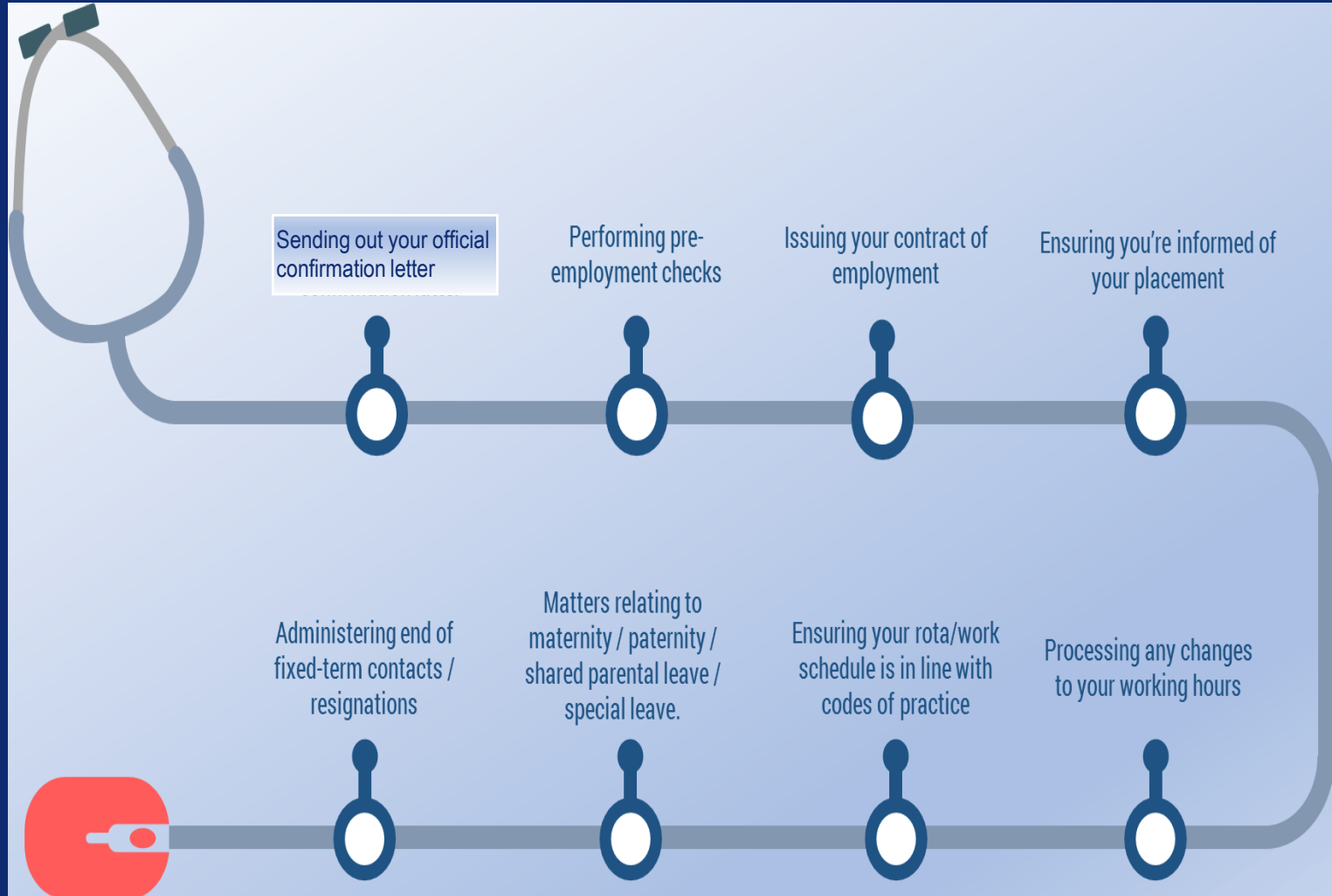


# Lead Employer Overview





# Employment Services



Our dedicated Employment Services team are a key point of contact for trainees from the start of their employment through to the completion of their training programme.



# HR Business Partner & Advisory Team

- Provide HR advice and support
- Process Health, Work and Wellbeing (HWWB) referrals (outside North West region)
- Provide guidance about key HR policies including attendance management, conduct, grievance, dignity at work
- Manage long term sickness cases in line with Trust policy
- Link in with NHSE regarding the on-going management and support of trainees
- Focus on prevention and identification of trends and themes alongside LE Medical Director
- Timely intervention and collaboration is key!

**Intervention**  
Policy guidance  
**ADVICE**  
**SUPPORT**





# Working in the NHS

## Respect and Dignity at Work

Cultural differences are important (medical and social culture), Values vary between cultures, including ethical values underlying professional codes like 'Duties of a doctor' and 'unprofessional' behavior can reflect lack of familiarity with current UK professional codes and the values underlying them.\*

MWL is committed to creating a safe and fair working environment where everybody is treated with dignity and respect. Bullying and harassment of trainees is completely unacceptable.

Each trainee should take personal responsibility for their own behaviour, treating colleagues with respect and for ensuring that they comply with MWL policies.

Most IMGs come from more hierarchical medical culture – adapting to ours may take some time, remember you are all ambassadors for your culture



# ACE Behavioural Standards



Attitudes

Communication

Experiences

The Behavioural Standards cover three areas and apply to all staff at all levels:

- The Attitude that we appear to show
- How we Communicate with patients, relatives and colleagues
- The Experiences we create



# Freedom to Speak up (FTSU)

- The Lead Employer takes all trainee concerns seriously and our Respect and Dignity at Work policy details how to raise any concerns, as well as how these will be managed.
- All NHS trusts now have FTSU Guardians' in place and they are tasked with supporting staff to effectively raise and respond to public interest concerns.
- There is also a number of FTSU Guardians available to our trainees to discuss any concerns with, should they feel they are not able to discuss these concerns with the Lead Employer HR Team.
- There will be local trust FTSU Guardians for trainees working in secondary care placements. For trainees who are working in GP placements, concerns can be confidentially raised via our hotline and website.
- This role is different to the Guardian of Safe Working (for more information on this visit our website).

**SPEAK UP!**

**Do it confidentially**

Speak to your Line Manager  
or call the Raising Concerns  
Hotline on  
0151 430 1777

**Do it anonymously**

Contact: Speak in confidence  
[www.speakinconfidence.com/sthk](http://www.speakinconfidence.com/sthk)



# Annual Leave

- Each trainee has an entitlement to annual leave and public holidays. These entitlements will vary dependent upon certain factors which are explained below.
- On first appointment, trainees will be entitled to 27 days annual leave per year. After 5 years' service, trainees will be entitled to 32 days annual leave. (AL runs from August – July)
- 
- Annual Leave for less than full time Specialty Registrars should be calculated on a pro-rata basis. So, for example, a less than full time trainee working 60% of a full-time rota should receive 60% of the full time entitlements of annual leave, plus 60% of the entitlement to Bank Holidays. Bank holiday hours should only be deducted if this is the trainee's normal working day.
- It is the role of the registrar to ensure that their annual leave is recorded on ESR and ensure their Clinical and Educational Supervisor is aware.



# Working Hours

- As an employee in the UK you are protected by certain minimum statutory employment rights. You can not work more than 48 hours a week on average (normally averaged over 17 weeks). This law is sometimes called the 'working time directive' or 'working time regulations'.

You can choose to work more hours by opting out of the 48-hour week.

If you wish to undertake locum shifts in addition to your contracted working hours then you will be required to have a discussion regarding this with your TPD, you are then required to inform the Lead Employer who will ask you to sign an opt out form.

- Please remember that working additional locum shifts should not cause a detriment to your training.
- Less than full time (LTFT) working - if you wish to reduce your working hours then you will need to apply to the LTFT team within NHSE. Please speak to your TPD about the application process.





# Digital Communication

- Social Media provides a great way for trainees to maintain or enhance communication.
- The amount and type of information, however, can leave trainees open to certain risk.
- We recommended that you review MWL Social Media policy along with the GMC Social Media guidance if you have any queries.





# Payroll Services



- Pay - Salaries are paid on the 28th of each month.
- Pensions
- Business mileage
- Removal expenses and excess mileage
- Mess Fees
- Salary Sacrifice Schemes

Further information can be found here:  
<https://leademployer.sthk.nhs.uk/payroll-hub>



# Stay Connected – Follow us

## How do we communicate with you?

Here at Lead Employer we communicate with you primarily over email so it is vital that your details are updated regularly in ESR.

You will receive our Lead Employer update via email on a fortnightly basis. This communication will share key updates and important messages to support you with your specialty training. We also include useful wellbeing resources and upcoming events that are relevant to you as an NHS colleague.

Lead Employer Colleague App - download the Lead Employer colleague app today and receive employment updates direct to your phone. Search MWL Lead Employer via your app store, register with the email address we have on file for you and start receiving news, updates and alerts via your mobile device.

Be sure to follow us on social media too - we love to engage with our trainees and learn more about how we can best support you so please get in touch. If you have any queries regarding communication, please email: [communications.leademployer@Sthk.nhs.uk](mailto:communications.leademployer@Sthk.nhs.uk);

Twitter - [https://twitter.com/MWL\\_LE](https://twitter.com/MWL_LE)

Instagram – [https://www.instagram.com/mwl\\_leademployer/](https://www.instagram.com/mwl_leademployer/)

LinkedIn - <https://uk.linkedin.com/company/the-lead-employer>



# Support Networks

- **Health, Work & Well-Being (Occupational Health Service)**
- Self-Referral facility
- Management Referral facility
- 0151 430 1985
- [HWWB.admin@sthk.nhs.uk](mailto:HWWB.admin@sthk.nhs.uk)
- **Practitioner Health Programme**
- [www.practitionerhealth.nhs.uk](http://www.practitionerhealth.nhs.uk)
- **Employee Assistance Programme –Vita Health**
- 03001312067
- Password: STHKWELL
- The whole network of LE support services can be found at:
- [leademployer.sthk.nhs.uk](http://leademployer.sthk.nhs.uk)

This leaflet provides detailed resources to enable our colleagues to reach the best support needed for their wellbeing.

**Call Health, Work & Wellbeing**  
0151 430 1985  
Available Mon-Fri 8.45am - 4.15pm

**Email Health, Work & Wellbeing**  
[hwwb.admin@sthk.nhs.uk](mailto:hwwb.admin@sthk.nhs.uk)  
Anytime referrals, responses within 72 hours

**Call Employee Assistance Programme Insight Healthcare**  
0300 131 2067  
Available 24 hours a day, 7 days a week, 365 days a year

**Wellbeing Resources**  
Lead Employer

**Alcohol and Substance Misuse**  
For medical professionals seeking advice on issues related to alcohol or substance misuse, please find support from the below organisations:  
**British GPs and Dentists' Group**  
[Stk.Dentists.Trust](http://Stk.Dentists.Trust)  
**Wellbeing Apps**  
There are a number of free wellbeing apps available for all NHS staff to access. For the most up to date list of apps, please visit NHS Practitioner Health.  
VISIT: [NHS.PractitionerHealth](http://NHS.PractitionerHealth)

**Doc Health**  
A confidential, non-profit, psychotherapeutic consultation service for all doctors.  
VISIT: [Doc.Health](http://Doc.Health)

**COVID-19**  
Working throughout a pandemic can have a big impact on our wellbeing, both mentally and physically. If you feel you need support then please visit the below websites:  
[COVID-19 Resilience Hub](http://COVID-19.Resilience.Hub)  
[COVID-19 Anxiety Support](http://COVID-19.Anxiety.Support)

**Bereavement**  
For those who have been affected by a sudden bereavement who need support, advice and guidance call The Good Grief Trust on: 0800 2000 400 or visit their website.  
[Good.Grief.Trust](http://Good.Grief.Trust)

**Financial Support**  
If you are looking for support during financial hardship or are seeking advice, then please visit the following services who provide support in times of financial need:  
**The Cameron Fund Royal Medical Benevolent Fund**  
Contact the Money Advice helpline on: 0800 4480 828

**BMA Resources**  
The BMA provides wellbeing support services for doctors and medical students. Visit their website for more information.  
VISIT: [BMA](http://BMA)

**Practitioner Health Programme**  
A free, confidential NHS service for doctors and dentists across England who are experiencing mental illness and addiction problems and looking to return to clinical practice.  
VISIT: [NHS.PractitionerHealth](http://NHS.PractitionerHealth)

**Samaritans**  
The Samaritans service supports anyone who needs to talk, including those who are at risk of suicide.  
Contact the helpline on: 116 123

**Doctors Support Group**  
The DSG aims to assist doctors and dentists who need help when coping with enormous stresses and pressures.  
VISIT: [Doctors.Support.Group](http://Doctors.Support.Group)

**Domestic Abuse**  
Call Rape & Sexual Assault Helpline for free confidential advice, 24 hours a day.  
0800 2000 247



**Any Questions?** — Please access our Website which provides 24/7 support and guidance from Lead Employer through-out your training programme.  
Or contact our Helpdesk – 0151 278 7777

