

Primary Care Support England

PCSE Online



# Performer List Application Guide

Version V1.1 - August 2022



England

Primary Care Support England

# Introduction

Applications to join the Performers List is now managed through PCSE Online.

All primary care performers wishing to provide NHS primary care services are required to be on the Performers Lists for England.

This applies to all:

- **General Practitioners**
- **Ophthalmic Performers**
- **Dental Performers**

All applicants wishing to join the Performers List for England need to create and submit a **Performers List Entry Application**s via PCSE Online.

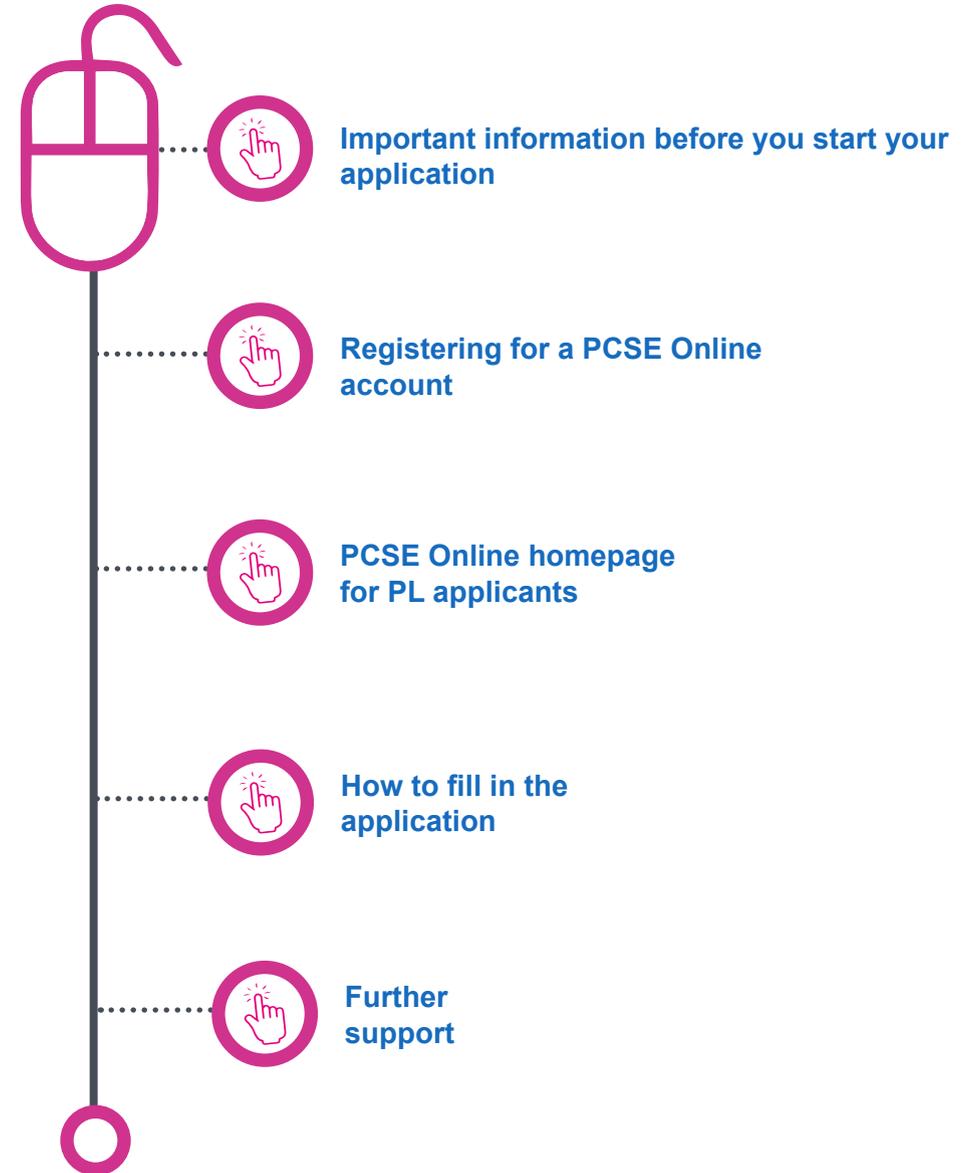
This user guide is a support tool for you as an applicant and provides comprehensive information regarding the application process.



Please complete and submit your application form with mandatory supporting documents as soon as possible, to help prevent any delays in starting your role. If there are any issues with the pre-admission checks, the application process will take longer to complete.

# Contents

If there is a specific section in this guide that you would like to see, please **click** one of the icons below to be taken straight to that section.





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# Section 1

## **Important information before you start your application**



# Important information before you start your application

During the application process, you will need to upload a number of documents to support your application.

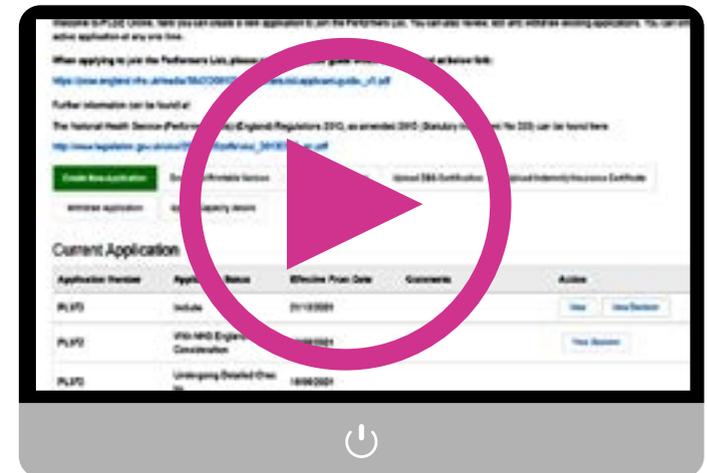
Click on the squares below to check each document off before you submit your application:

- Photo ID
- Scanned copy of signature
- Graduation Certificate
- Last appraisal (if required – not required for Foundation dentist or pre-reg optoms)
- Basic life support certificate
- Child safeguarding
- Adult safeguarding
- IELTS (if required)
- Police check (if resided/worked abroad in last 5 years)
- The following documents are also required, but these can be supplied after the application is submitted:
  - DBS certificate  
(Please note that the name on the DBS certificate needs to match the name on the photo ID)
  - Indemnity Certificate
  - Occupational Health Certificate (Dental applicants only)

## Hints And Tips For Submitting Your Performer List Application Through PCSE Online

7m 42s

Click on the **Play** button below to see a webinar covering the application process





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## Section 2 **Registering for a PCSE Online account**



# Registering for a PCSE Online account

Applicants to the Performers List for England need to register for PCSE Online to gain access to the online application form they need to complete and submit.

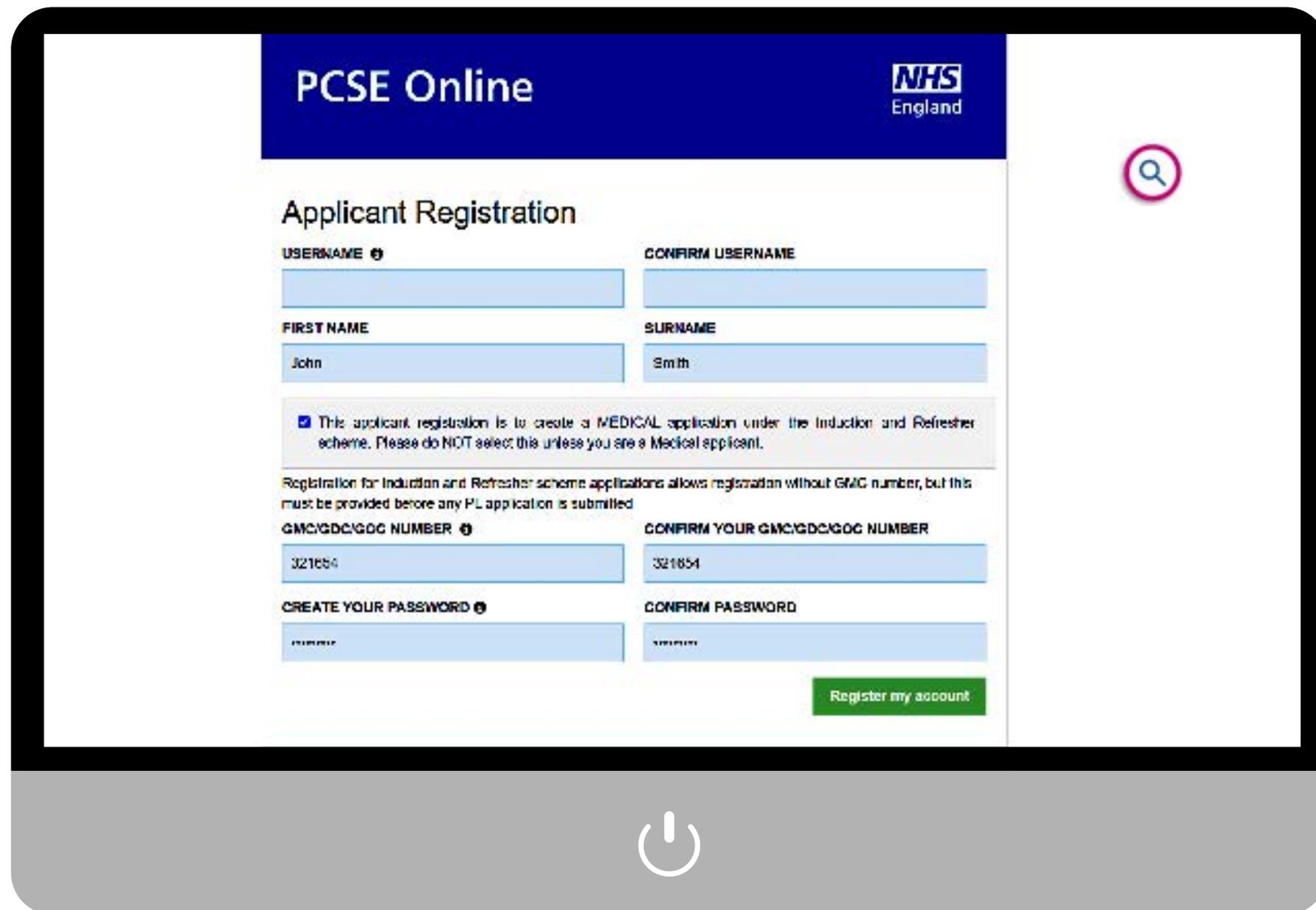
To register for PCSE Online you need to:

- Visit <https://secure.pcse.england.nhs.uk>
- Select Register as a Performers List Applicant from the drop down menu and click Register

A pop up message will appear reminding you to use your existing credentials to Log in if you already have a PCSE Online account, Proceed if not.



Click Proceed to be taken to the applicant registration Screen





# Applying to the Performer List if you already have a PCSE Online account

If you already have a PCSE Online account and wish to submit an application to the Performer list, you need to:

- Visit <https://secure.pcse.england.nhs.uk>
- Log in using your existing credentials
- Click the Performer List button on your PCSE Online home page
- Complete the applicant registration page

Click on the magnifying glass icon to see more information:

The screenshot shows the PCSE Online website interface. At the top, there is a blue header with the text 'PCSE Online' and the NHS England logo. Below the header is a navigation bar with links for 'HOME', 'OPHTHALMIC', 'PERFORMERS LIST', and 'HELP'. The main content area features a personalized greeting: 'Hello Testing Forsevenzeroeight,' followed by a search icon. Below the greeting is a welcome message: 'Welcome back to the PCSE portal. Select the service you require from the navigation bar above or from the summary panels below. And remember we're here to help.' There are two summary panels: 'OPHTHALMIC' with a document icon and text 'Track claims, view statements and easily reconcile your payments.' and 'PERFORMERS LIST' with a document icon and text 'To add a Performer, update a Performer record or create a new application to join the Performers List.' A green button labeled 'PERFORMERS LIST >' is visible below the second panel. A blue callout box with three white dots is positioned to the left of the 'PERFORMERS LIST' panel. A pink callout box with a white 'X' icon is overlaid on the bottom right of the screenshot, containing the following text: 'If you have an existing account, log in using your credentials. When you log in, you will see a **Performers List** tab on your PCSE Online home page. Click this tab and you will be taken to the applicant registration page. You can now register as a performers lost applicant.'



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## Section 3 PCSE Online homepage for PL applicants



# PCSE Online homepage for PL applicants

Once you have set up your PCSE Online account, you will have access to a personal home page.

From here you can:

- Track the progress of any submitted forms
- Withdraw an application
- Download and print your completed application
- Upload your DBS certificate as this may not have been available to you during the application submission
- Update your contact details
- Update your GOC number (Pre-Registration Optometrists Only)

Welcome to PCSE Online, here you can create a new application to join the Performers List. You can also review, edit and withdraw existing applications. You can only have one active application at any one time.

**When applying to join the Performers List, please use the detailed guide which can be found at below link:**  
[https://pcse.england.nhs.uk/media/1842/200102-performers-list-applicant-guide-\\_v1.pdf](https://pcse.england.nhs.uk/media/1842/200102-performers-list-applicant-guide-_v1.pdf)

Further information can be found at:  
The National Health Service (Performers Lists) (England) Regulations 2013, as amended 2015 (Statutory Instrument No 335) can be found here:  
[http://www.legislation.gov.uk/ukSI/2013/335/pdfs/ukSI\\_20130335\\_en.pdf](http://www.legislation.gov.uk/ukSI/2013/335/pdfs/ukSI_20130335_en.pdf)

**Create New Application**   Download Printable Version   Update GOC Number   Upload DBS Certification   Upload Indemnity/Insurance Certificate

Withdraw Application   Update Capacity details

### Current Application

Application Number	Application Status	Effective From Date	Comments	Action
PL372	Include	21/10/2021		<a href="#">View</a> <a href="#">View Decision</a>
PL372	With NHS England-Under Consideration	19/08/2021	x	<a href="#">View Decision</a>
PL372	Undergoing Detailed Checks	18/08/2021		
PL372	Checking for Completeness	18/08/2021		



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## Section 4

# How to fill in the application



## Section 1 - Personal details

Once you have created a PCSE online account, from your homepage you need to click on the Create a new application button.

The first page of the application is the Personal Details section.

Here you will need to enter your:

- Title
- First name, surname and your previous surname (if applicable)
- Date of birth
- Gender
- Residential address
- GMC/GDC/GOC address
- National Insurance number
- Contact telephone number/  
Alternative telephone number

Click on the magnifying glass icon to see more information:

The screenshot shows the 'Create New Application' form on the PCSE website. The breadcrumb trail is 'PCSE Home > Performers List > Create New Application'. The main heading is 'Create New Application'. On the left, there is a vertical list of 13 application sections, each with a green checkmark: 1 - Personal Details, 2 - Employment History, 3 - Referees, 4 - Capacity, 5 - Indemnity / Insurance Details, 6 - ID Check Documentation, 7 - Proposed Employment, 8 - Student / Trainee Info, 9 - Professional Qualifications, 10 - Professional Details, 11 - Appraisal History, 12 - Training Details, and 13 - Communication Skills. The 'Personal Details' section is expanded on the right. It contains the following fields: 'TITLE' (a dropdown menu with 'Please Select' selected), 'FIRST NAME' (text input with 'Sophie'), 'SURNAME' (text input with 'Test'), 'PREVIOUS SURNAME' (text input with 'Previous Surname'), 'DATE OF BIRTH' (text input with 'dd/mm/yyyy' and a calendar icon), 'GENDER' (radio buttons for 'Male' and 'Female'), 'EMAIL' (text input with 'sopt@boc@capite.com' and a magnifying glass icon), 'RESIDENTIAL ADDRESS' (text input with 'Postcode' and a magnifying glass icon, with a blue 'Enter Address Manually' button), 'GMC/GDC/GOC ADDRESS' (text input with 'Postcode' and a magnifying glass icon, with a blue 'Enter Address Manually' button), and 'NATIONAL INSURANCE NUMBER' (text input). At the bottom center of the screen is a power button icon.



## Section 2 - Employment history

In this section you will need to upload your CV.

- Click the browse button
- Select the CV file you wish to attach
- Then click the upload icon (highlighted)

The uploaded CV will appear on the screen. A 'Delete' button will be next to it. To replace a document you have already uploaded, click on 'Delete' and upload a new CV as necessary.

When you have uploaded your CV successfully, you will need to add your employment history, creating a record for each role or break in employment you have had.

To do this, click on 'Add New Employment History Record'.

**Please note:** you do not need to include an employment record for current roles. You will be prompted for this information in Section 7 – Proposed Employment

Click on the magnifying glass icon to see more information:



If you do not click the upload button after attaching your document to the application, the document will not be submitted as part of the application.



PCSE Home > Performers List > Create New Application

### Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓

#### Employment History

In chronological order please list all of your professional experience. For Locum work please indicate the period of Locum work and the type of work undertaken for the most recent appointment only. Please also indicate where a period of Locum work has been interrupted by a permanent or semi-permanent post. Please provide an explanation of any appointment gaps which are greater than 14 days and mark them as an employment gap. Leave of absence for matters such as maternity leave or study leave whilst in a permanent post do not need to be listed.

PLEASE UPLOAD AN UP TO DATE CURRICULUM VITAE IN SUPPORT OF YOUR APPLICATION

Browse  

Add New Employment History Record

Previous | Save For Later | Save and Next





# Section 3 - Referees

In this section, You are required to enter contact details for two referees who have agreed to provide clinical references relating to two recent or current posts. If you provide details for a referee based outside the UK, they will also need to include proof of their registration.

Click on **Save & Next** to save details for Referee 1. The information will be validated and if successful, you will be able to complete details for Referee 2 in the same way.

Click on the **Save & Next** button to save details for Referee 2. The information will be validated, and if successful you will be able to proceed to Section 4 "Capacity".

Click on the magnifying glass icon to see more information.



This section requires you to submit 2 clinical references.  
Before you input the details of these references, please make sure you have made the individuals aware that you are proposing them as a reference and that PCSE will need to contact them as part of the application process.  
So make sure that their contact details are up to date and advise them to check their Junk folder in the quoted email account.

The screenshot shows a web form titled "Referees". On the left is a vertical navigation menu with 15 items, each with a green checkmark: 1 - Personal Details, 2 - Employment History, 3 - Referees, 4 - Capacity, 5 - Indemnity / Insurance Details, 6 - ID Check Documentation, 7 - Proposed Employment, 8 - Student / Trainee Info, 9 - Professional Qualifications, 10 - Professional Details, 11 - Appraisal History, 12 - Training Details, 13 - Communication Skills, 14 - Additional / Supporting Info, 15 - Declarations. The main content area is titled "Referees" and contains a sub-section for "Referee 1". A pink callout box with a blue 'X' icon is overlaid on the form, containing the text from the previous block. The form fields for Referee 1 include: TITLE (Please Select), FIRST NAME (First Name), BURNAME (Surname), CONTACT TELEPHONE NUMBER (Telephone Number), ALTERNATIVE TELEPHONE NUMBER (Alternative Telephone Number), REFEREE 1 EMAIL ADDRESS (Email Address), and REFEREE 1 ADDRESS (Search for your residential address by entering your postcode, Postcode, and Enter Address Manually). A magnifying glass icon is visible in the bottom right corner of the form area.





## Section 4 - Capacity

In this section, You are required to declare the type of performer that you will be working as. I.e. a:

- **Medical**
- **Dental**
- **Ophthalmic**

Enter your capacity details. Based on the capacity selected, respective fields will open.

Click on the magnifying glass icon to see more information:

### Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Personal Details	✓
12 - Trainee	
13 - Com	
14 - Additional supporting info	✓

### Capacity

PLEASE INDICATE WHICH NATIONAL PERFORMERS LIST (ENGLAND) YOU WISH TO JOIN

Please Select

Please Select

Medical

Dental

Ophthalmic

PLEASE ENTER YOUR REGULATORY BODY NUMBER (GMC/GDC/GOC)

000006

ARE YOU INTENDING TO WORK AS A LOCUM?

Yes  No

Previous

Save For Later

Save and Next

Search icon

Close icon

Select the relevant role that applies to you (see the capacity drop down at the top of the screen) once you select your role, the screen may change depending on the option you select. Select all of the relevant options that apply



# Section 5 - Indemnity/Insurance

In this section, you are required to declare the type of insurance/indemnity that you have arranged.

Fill in the relevant details on screen and upload your indemnity/insurance certificate

Click on the magnifying glass icon to see more information:

**Please note:** If you do not have your indemnity certificate when filling in your application, please note that this can be uploaded at a later date, same as the DBS certificate.

Once done, click on the **Save & Next** button and the information will be validated. If successful, you will be able to proceed to Section 5 "Indemnity/Insurance Details". Alternatively, click on "Save for Later" to save the information for later use.

**Please note:** Clicking on "Save for Later" does not validate the information provided. It will only be validated when you return to the "Capacity" section and click on "Save & Next".

**Create New Application**

1 - Personal Details ✓  
 2 - Employment History ✓  
 3 - Referees ✓  
 4 - Capacity ✓  
 5 - Indemnity / Insurance Details ✓  
 6 - ID Check Documentation ✓  
 7 - Proposed Employment ✓  
 8 - Student / Trainee Info ✓  
 9 - Professional Qualifications ✓  
 10 - Professional Details ✓  
 11 - Appraisal History ✓  
 12 - Training Details ✓  
 13 - Communication Skills ✓

**Indemnity / Insu**

PLEASE SELECT TYPE OF COVER YOU HAVE

Indemnity  Insurance

PLEASE RECORD YOUR INDEMNITY/INSURANCE CERTIFICATE NUMBER (IF KNOWN)

Indemnity/Insurance Number

PLEASE RECORD YOUR INDEMNITY/INSURANCE PROVIDER NAME (IF KNOWN)

Professional Indemnity Ltd

INDEMNITY/INSURANCE START DATE

01/01/2022

INDEMNITY/INSURANCE END DATE

01/01/2022

Please upload evidence that you have an appropriate indemnity/insurance certificate which provides you with cover in respect of liabilities that may be incurred in carrying out your work.

**Browse**

The GMC's scheme covers appropriate clinical negligence, whilst that may arise in general practice. GPs are not



## Section 6 - ID Check Documentation

In this section, you will need to declare your nationality and provide evidence of this in the form of photographic ID.

Click on the magnifying glass icon to see more information:

**Photo ID** – Copy of your current passport, or driving licence photocard (UK, Isle of Man, Channel Islands or EU). Other acceptable forms of ID can be found on the Disclosure and Barring Service (DBS) website [here](#).

PCSE Home > Performers List > Create New Application

### Create New Application

**ID Check Documentation**

PLEASE UPLOAD A SCANNED IMAGE OF THE PHOTOGRAPH PAGE OF YOUR PASSPORT OR ALTERNATIVE PHOTO ID ⓘ

Browse [upload icon] ⓘ

File Name	Action
temp.txt	Delete

PLEASE UPLOAD A SCANNED IMAGE OF YOUR HANDWRITTEN SIGNATURE

Browse [upload icon]

File Name	Action
temp.txt	Delete

Previous Save and Next



## Section 7 - Proposed employment

In this section, you need to enter the details of your employment arrangements and a declare a commitment percentage %. This is the percentage of your working time that you will dedicate to this employment

Enter the information requested. Further information about each of the fields is provided in the table below. Please note that you can add details for more than one practice and NHS England Local Office in those sections marked \*

PCSE Home > Performers List > Create New Application

### Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓

### Current / Proposed Employment Details

Please provide the details of your employment arrangements and the percentage commitment (%) you have in each case. For guidance only, nine sessions is the equivalent to 100% commitment.

If your employment is not with a Practice or you do not have a current or proposed employment role, please select a Local Office or County.

N.B. Trainees and students should provide their training Practice details

Do you have a current or proposed employment at a Practice?  Yes  No





## Section 8 - Student / Trainee info

In this section, you need to declare whether you are a trainee or not.

Click on the magnifying glass icon to see more information:



If you select **No**, you will be asked to move onto the next section of the application.

If you select **Yes**, please make sure you complete all of the fields shown on screen.

### Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Personal Details	✓
6 - Education	✓
7 - Employment	✓
8 - Professional Details	✓
9 - Professional Details	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓
14 - Additional / Supporting Info	✓

### Trainee Details

ARE YOU A STUDENT OR A TRAINEE (i.e. GP Registrar, Dental Foundation Trainee or Pre registration Optometrist):

Yes  No 

SELECT THE DATE OF COMMENCEMENT OF PLACEMENT AS A TRAINEE



SELECT EXPECTED END DATE OF YOUR PLACEMENT AS A TRAINEE



NAME OF APPROVED TRAINER (IF KNOWN)



# Section 9 - Professional qualifications

In this section, you need to enter your professional qualification information.

You will also need to upload a copy of your qualification:

- **Certificate of graduation** (Dental and Medical Practitioners only)
- **Postgraduate training from a UK optometry department**

Click on the magnifying glass icon to see more information:

**Create New Application**

1 - Personal Details ✓  
 2 - Employment History ✓  
 3 - Referees ✓  
 4 - Capacity ✓  
 5 - Indemnity / Insurance Details ✓  
 6 - ID Check Documentation ✓  
 7 - Proposed Employment ✓  
 8 - Student / Trainee Info ✓  
 9 - Professional Qualifications ✓  
 10 - Professional Details ✓  
 11 - Appraisal History ✓  
 12 - Training Details ✓  
 13 - Communication Skills ✓  
 14 - Additional / Supporting Info ✓

**Professional Qualifications**  
 Please list all of your primary qualifications.

Upload copies of qualification certificates, diplomas, or other documents that prove your qualification. A certificate issued by a legitimate organization and signed by an official translator is required.

**Upload Document**

File Name: test.docx | Action: Delete

**Add New Professional Qualification**

QUALIFICATION: [text input]  
 INSTITUTION: [text input]  
 DATE OF QUALIFICATION: [date picker]

Buttons: Close, Add Professional Qualification, Previous, Save For Later, Save and Next

**Callout Box:** To upload a document, click on the Browse button. Select the relevant document from your device. Once you attach the document. Click the Upload icon.





## Section 10 - Professional details

In this section, you will need to enter your professional details.

Simply answers **Yes** or **No** the statements on screen and then click **Save and Next**.

PCSE Home > Performers List > Create New Application

### Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓

### Professional Details

HAVE YOU EVER BEEN REMOVED, OR ARE YOU CURRENTLY SUSPENDED FROM, OR HAVE YOU BEEN REFUSED INCLUSION IN OR INCLUDED SUBJECT TO CONDITIONS IN ANY LIST?

Yes  No

Have you at any time during your career been subject to sanctions, conditions or suspensions imposed by your regulatory body, employer or other NHS body?

Yes  No

Are you currently, or have you ever been, subject to a national disqualification?

Yes  No

Have you at any time been on the Performers List(s) or any Primary Care organisation in England, Scotland, Wales or Northern Ireland?

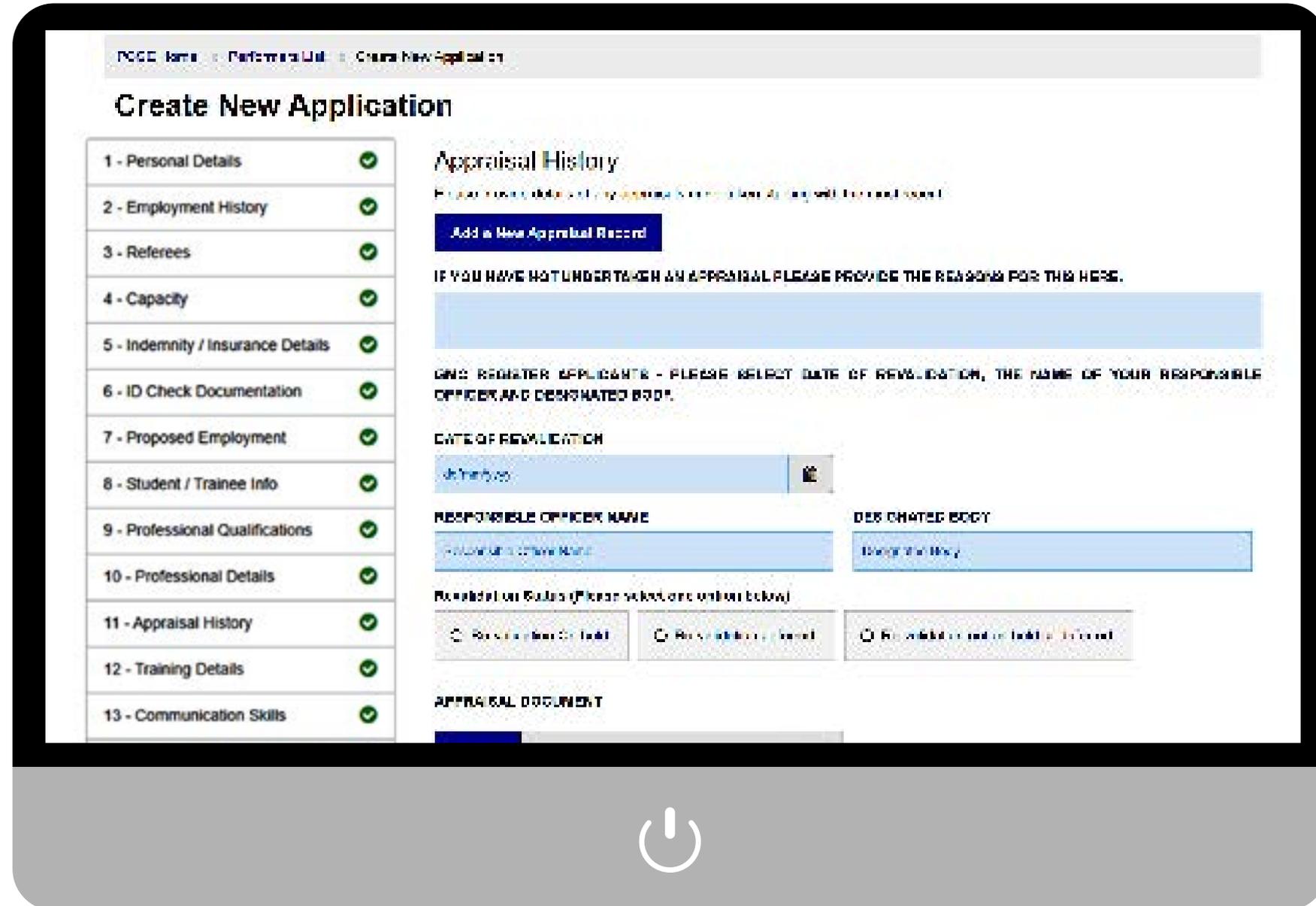
Yes  No



# Section 11 - Appraisal history

On this page, you will need to enter your appraisal history.

If you have not received an appraisal, for whatever reason, you need to declare it on this page.





## Section 12 - Training details

On this page, you will need to provide the following:

### Dental Performers

- Attach a copy of your Basic Life Support training certificate (The screen right shows a BLS certificate upload)
- 
- Provide details of your compliance with core CPD/CET requirements of your regulatory body if applicable

### Medical and Ophthalmic

- Provide details of your compliance with core CPD/CET requirements of your regulatory body if applicable.
- Please note that medical and Ophthalmic performers will only see the free type text box to enter the above details

Click on the magnifying glass icon to see more information.

The screenshot shows the 'PCSE Online' interface. At the top right is the NHS England logo. Below the header is a navigation bar with 'HOME', 'PERFORMER LIST', and 'HELP'. A breadcrumb trail reads 'PCSE Home > Performers List > Create New Application'. The main heading is 'Create New Application'. On the left is a progress list with 10 items, each with a green checkmark: 1 - Personal Details, 2 - Employment History, 3 - References, 4 - Capacity, 5 - Indemnity / Insurance Details, 6 - ID Check Documentation, 7 - Proposed Employment, 8 - Student / Trainee Info, 9 - Professional Qualifications, and 10 - Professional Details. The 'Training Details' section contains the instruction 'PLEASE PROVIDE DETAILS OF YOUR COMPLIANCE WITH CORE CPD/CET REQUIREMENTS OF YOUR REGULATORY BODY IF APPLICABLE' and a text input field with the value 'test'. Below the input field are 'Previous' and 'Save and Next' buttons.



# Section 13 - Communication skills

In this section, you will need to enter your communication skills. Please note that not all the following questions will be relevant to all applicants, however each question requires a response of either 'Yes' or 'No' to proceed.

If you answer 'Yes' to the question, "Do you have a certificate of graduation or postgraduate training from a UK or Irish Republic medical or dental school, or university optometry department?", And upload the mandatory certificate, you will not be required to answer any further questions in this section.

Click on the magnifying glass icon to see more information.



Please note, IELTS is the abbreviation for International English Language Testing System.



PCSE Home > Performer List > Create New Application

## Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓

### Communication Skills

NHS England must be assured that you have a satisfactory level of English language necessary for the work that those included in the list are expected to perform.

If you answer 'Yes' to question 4 and provide the mandatory certificate, you will not be required to answer any further questions in this section. [International English Language Testing System](#)

Please answer the following statement(s):

Do you have a certificate of graduation or postgraduate training from a UK or Irish Republic medical or dental school or university optometry department?

Yes  No

Please upload a scanned image or copy of your graduation certificate / postgraduate certificate before proceeding





## Section 14 - Additional/Supporting information

In this section, you will need to enter any additional information you wish to provide in support of your application.

Click on the magnifying glass icon to see more information.

**Additional/Supporting Information**

If required, please provide

You need to explain in this section any:

- Surname changes that conflict with what you have stated in Section 1.
- Any extended breaks

PLEASE UPLOAD ANY OTHER INFORMATION THAT NHS ENGLAND MAY REASONABLY REQUIRE TO DETERMINE YOUR APPLICATION

Browse

Previous Save For Later Save and Next



# Section 15 - Declarations

In this section, you need to carefully read and answers Yes or No to the on screen statements.

Click on the magnifying glass icon to see more information.

PCSE Home > Performers List > Create New Application

## Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓

### Declarations

In accordance with Regulation 4, sub-paragraph 5 of The National Health Service (Performers List) Regulations 2013, as amended 2015, Performers are required to make a declaration with their application. If you are a body corporate, you will need to complete section 16 (Body Corporate declarations)

against any of the statements below, you must provide an explanation of the facts giving rise to that matter. Please include those concerned, relevant dates and any outcomes for each that apply on the following screens. Please note that answering 'Yes' to one or more of these questions does not automatically preclude an Applicant from being included in the National Performers List(s) or being included in the National Performers List with conditions. The Rehabilitation of Offenders Act 1974 and The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 do not apply for the purpose of this declaration. Offences considered "spent" under that act must be declared.

Do you have a criminal conviction in the United Kingdom, including one in respect of which you have been bound over?  Yes  No

Have you ever accepted a police caution in the United Kingdom?  Yes  No

Have you ever accepted a conditional offer under section 302 of the Criminal Procedure (Scotland) Act 1995(c) (fixed penalty: conditional offer by procurator fiscal) or a compensation offer under section 302A of that Act(d) (compensation offer by procurator fiscal) or agreed to pay a penalty under section 115A of the Social Security Administration Act 1992(a) (penalty as alternative to prosecution)?  Yes  No

Are you in proceedings in Scotland for an offence been the subject of an order under section 240(2) or (3) of the Criminal Procedure (Scotland) Act 1995 (admonition and absolute discharge)(b) discharging you absolutely?  Yes  No



# Section 17 - Upload DBS/Police Checks

In this section, you will need to enter your DBS/Police Checks information and upload evidence.

It is possible to upload your DBS certificate after you have submitted your application. You can do this from the home page. Please note that your application cannot be considered until this has been uploaded.

Where you upload any supporting documents, you will have the option to delete those documents where required.

Click on the magnifying glass icons to see more information.

**Important information regarding DBS certificates** It is important to apply for your enhanced DBS certificate early, and in advance of making your application to join the Performers List. It can take up to eight weeks to obtain an enhanced DBS certificate, and an application cannot be progressed without one.

**Police Checks** - Apply for a police check if you have been resident in the UK for less than five years. If you have lived (6 months or more) outside of the UK within the past five years, you will need to obtain a police check for all countries you have been resident in, including being a student, during your absence from the UK. You are advised to request this as soon as possible as a police check can take a number of weeks to complete depending on the country. Information on how to apply for a police check can normally be found on the website of a country's Ministry of Foreign Affairs.

**Create New Application**

- 1 - Personal Details ✓
- 2 - Employment History ✓
- 3 - Referees ✓
- 4 - Capacity ✓
- 5 - Indemnity / Insurance Details ✓
- 6 - ID Check Documentation ✓
- 7 - Proposed Employment ✓
- 8 - Student / Trainee Info ✓
- 9 - Professional Qualifications ✓
- 10 - Professional Details ✓

### Upload DBS/Police Checks

Please upload a scanned copy of your Disclosure and Barring Service (DBS) check. You must have one you will need to apply for one before your application is reviewed. Checks must be uploaded before this is uploaded, provided all other information is complete.

**Browse**

File Name  
test.jpg

**PLEASE PROVIDE EVIDENCE YOU HAVE APPLIED FOR YOUR DBS CERTIFICATE BY PROVIDING THE DBS APPLICATION REFERENCE NUMBER HERE**

aaa

Please note: You can log back into PCSE Online to upload a DBS Certificate once you have submitted your application. Your application will not progress to be considered by NHS England until this is completed.

Have you been resident abroad in last five years?

Yes  No

**Previous** **Save and Next**



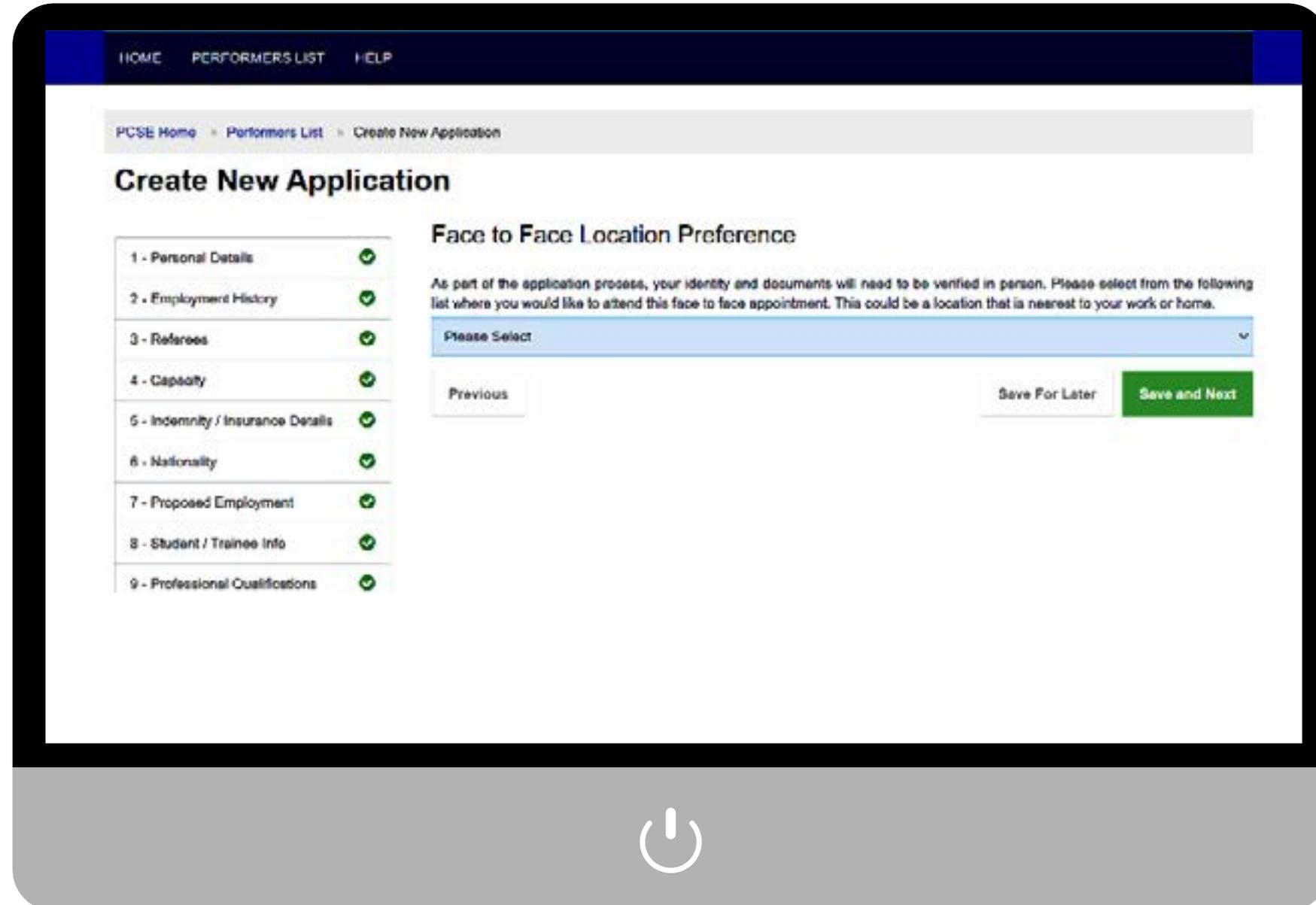


## Section 18 - Face to face location preference

In this section, you will need state your preferred location for a face-to face meeting.

**Please note:** These meetings are currently being held through Zoom while under Covid restrictions.

This meeting needs to happen so a PCSE representative can check your Passport (photo ID).





# Section 19 - Occupational health clearance (Dental Only)

**Please note!** The Occupational Health section is only applicable to Dental Performers.

**Medical and Ophthalmic performers will be taken straight to the Undertakings section and this page will not appear!**

In this section, you will need to attach and upload a copy of your occupational health clearance certificate.



If you do not click the upload button after attaching your document to the application, the document will not be submitted as part of the application.



The screenshot shows a web application interface for creating a new application. The breadcrumb trail is 'PCSE Home > Performers List > Create New Application'. The main heading is 'Create New Application'. On the left, there is a vertical list of 11 steps, each with a green checkmark: 1 - Personal Details, 2 - Employment History, 3 - References, 4 - Competency, 5 - Indemnity / Insurance Details, 6 - Nationality, 7 - Proposed Employment, 8 - Student / Trainee Info, 9 - Professional Qualifications, 10 - Professional Details, and 11 - Appraisal History. The 'Occupational Health' section is active, displaying a text box with instructions: 'Medical and Dental Performers applying for inclusion in the relevant National Performers List are required to provide an occupational health clearance certificate from an NHS occupational health provider or from a Safe Effective Quality Occupational Health Service (SEQOHS) accredited occupational health provider. The clearance will cover the services the Performer shall provide or could be reasonably expected to provide as a Performer and will demonstrate their suitability for inclusion in NHS England's Performers Lists. Please upload documentary evidence as required.' Below this text is a 'Browse' button with a download icon and a magnifying glass icon. A checkbox is present with the text: 'Your occupational health clearance certificate must include clearance for Exposure Prone Procedures (EPP). Please tick this box to confirm.' At the bottom, there are three buttons: 'Previous', 'Save For Later', and 'Save and Next'.





# Section 19 - Undertakings (Section 20 for Dental Performers)

In this section, you will need to read the undertakings statements carefully and select the ones appropriate to the role you are applying for.

When completing this section of the application, if you need further information regarding the regulations, you can go to [www.legislation.gov.uk](http://www.legislation.gov.uk)

1 - Personal Details	✓
2 - Employment History	✓
3 - References	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - ID Check Documentation	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓
14 - Additional / Supporting Info	✓
15 - Declarations	✓
16 - Declarations(Body Corporate)	✓
17 - DBS / Police Checks	✓
18 - Net Team Preference	✓

### Undertakings

20.1 Regulation 20(2) – The Medical Practitioner must give the following undertakings –

(a) if the Medical Practitioner is a contractor under a general medical services contract, to comply with the requirements of paragraph 124 of Schedule 6 to the National Health Service (General Medical Services Contracts) Regulations 2004 (GMS); and

(c) if the Medical Practitioner is not a contractor under a general medical services contract, to comply with the requirements related to in sub-paragraph (b) as though the Medical Practitioner were such a contractor.

If you require further information regarding these regulations, you can go to [www.legislation.gov.uk](http://www.legislation.gov.uk)

20.2 I am a qualified Practitioner and agree to provide the following undertakings, required by Regulation 4, sub paragraph 3 of the NHS (Performers Lists) (England) Regulations 2013, as amended.

I agree to:

- Provide any declaration or document required by Regulation 9 of the NHS (Performers Lists) (England) Regulations 2013, as amended;
- Notify NHS England within seven days of any material change to the information provided in the application, whether such change occurs before NHS England's determination of my application or subsequently;
- Maintain an appropriate indemnity arrangement which provides cover in respect of liabilities that may be incurred in carrying out work as a Practitioner at all times and to provide evidence of such an indemnity arrangement to NHS England on request;
- Notify NHS England if I am included, or if I apply to be included, in any other list;
- Co-operate with an assessment by NHS England where appropriate and when requested to do so by NHS England; and
- Participate in any appraisal system established by NHS England

Note: Type 1 Armed Forces GPs are not required to participate in any appraisal system established by NHS England. Type 1 Armed Forces GPs are required to provide a copy of their annual appraisal relating to their provision of medical services as a Type 1 GP.

20.3 I declare that:

- I am in good health and know of no health issues which could impact my performance
- I am fully registered with my professional registration body with a licence to practise in the name shown at the beginning of this





## Section 20 - Submit application (Section 21 for Dental Performers)

In the final section, you will need to read and accept the statements shown on screen and then click the submit button.

Please note: If you need to re-visit a section in the application, click the previous button and complete the page accordingly. You can then progress back to section 21 and submit your application.

When you submit your application, a unique reference number will be displayed on the conformation screen. This can be used to follow-up on your application if necessary. Confirmation of your application submission and your unique reference number will also be emailed to you at the email address used when you registered for PCSE Online.

HOME PERFORMERS LIST HELP

PCSE Home > Performers List > Create New Application

### Create New Application

1 - Personal Details	✓
2 - Employment History	✓
3 - Referees	✓
4 - Capacity	✓
5 - Indemnity / Insurance Details	✓
6 - Nationality	✓
7 - Proposed Employment	✓
8 - Student / Trainee Info	✓
9 - Professional Qualifications	✓
10 - Professional Details	✓
11 - Appraisal History	✓
12 - Training Details	✓
13 - Communication Skills	✓

### Submit Application

You are about to submit your application to be included on NHS England's Performers Lists. Your application will be checked by Primary Care Support England (PCSE) who will contact your referees, conduct a face to face interview with you and consult with third parties before submitting your application to NHS England for a decision to be made. You will be contacted shortly by the National Engagement Team (PCSE) to arrange a face to face interview. You can log into the PCSE Online at any time to see what stage your application is at or to withdraw your application.

- I confirm that I consent to NHS England or delegated agents to perform an online DBS Check.
- I confirm that I have applied to The Disclosure and Barring Service (DBS) or provided a DBS certificate.
- I confirm I have provided evidence of professional indemnity or insurance or I intend to provide professional indemnity or insurance but I understand I must do so to be included in the Performers Lists for England.
- I confirm I have a license to practise or that I will obtain a license before I can be included in the Performers Lists for England.
- I confirm that to the best of my knowledge, all the information provided as part of this application is correct at the time of submission.



[Go back to the contents page](#)

## Section 5 **Further Support**



## Primary Care Support England

Your feedback helps us to make things better.

How satisfied are you with this interactive guide for submitting an application to join the performers list.



Very Satisfied



Satisfied



Dissatisfied



Very Dissatisfied

# Contact Us

For further support and information, please visit our website:



## PCSE Website

[www.pcse.england.nhs.uk](http://www.pcse.england.nhs.uk)

To visit PCSE Online:



## PCSE Online

For queries relating to a particular service, please use our:



## Online Enquiries Form

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

Or alternatively, you can call our:



## Customer Support Centre

0333 014 2884



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