

# **Targeted investment in recruiting returning doctors pilot for 2016**

## Targeted Investment in Recruiting Returning Doctors Pilot 2016

Version number: 1

First published: May 2016

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Gateway Reference: 04962

Classification: OFFICIAL

## Table of Contents

<b>1 Summary</b> .....	<b>3</b>
<b>2 Introduction</b> .....	<b>3</b>
<b>3 Eligibility and support for GP Practices</b> .....	<b>4</b>
<b>4 Eligibility Criteria for Doctors</b> .....	<b>4</b>
<b>5 Support for Doctors</b> .....	<b>4</b>
<b>6 Management of the Pilot Scheme</b> .....	<b>5</b>
<b>Annex 1 - Application form for GP Practice</b> .....	<b>6</b>
<b>Annex 2 - Weighted Scoring Matrix</b> .....	<b>10</b>
<b>Annex 3 - GP Practice Claim Form</b> .....	<b>11</b>
<b>Annex 4 - Frequently Asked Questions for Returning and Relocating GPs and GP practices</b> .....	<b>13</b>
<b>Annex 5 - Further details on eligible and ineligible expenses</b> .....	<b>15</b>

## 1.0 Summary

- 1.1 This guidance document describes a new pilot scheme to invest resources in practices which can evidence that they have historically encountered difficulty in recruiting GPs (held vacancies for a minimum of 12 months). The pilot scheme offers support to promote their practices and advertise their posts. The scheme commences 1st May 2016.
- 1.2 The intended audience includes:-
- Doctors who wish to return to practice either via the Induction and Refresher Scheme or otherwise
  - Doctors who are currently on a retained doctors scheme who are interested in applying for a non retained doctor GP position in a targeted practice
  - GP practices who believe that they should be designated as a target practice

## 2 Introduction

- 2.1 Since the launch in April 2015 of the simplified Induction and Refresher Scheme there has been a considerable increase in GPs expressing an interest in coming back to work in the NHS. This targeted investment scheme aims to encourage these doctors, and GPs on the retained doctor scheme, to seek employment in areas which have historically struggled to recruit GPs.
- 2.2 This pilot scheme enables designated practices to access up to £10,000 in relocation allowances and an educational bursary for GPs they are able to recruit, assisting them to encourage GPs to take up positions.
- 2.3 The pilot scheme also supports identified GP practices in filling GP vacancies with advertising and marketing support to assist them with enhancing and promoting their vacant posts and with a small allowance to cover locum costs whilst a new GP engages in relevant educational activity in the first year.
- 2.4 The GP must be prepared to relocate to work in a practice identified by NHS England as one which has historically struggled to recruit GPs. The practice must be in excess of one hour's normal travel from their previous home/ work base (usually in excess of 50 miles). Time and distance will be calculated using the AA route planner <http://www.theaa.com/route-planner/index.jsp>
- 2.5 The pilot scheme offers:
- i. Up to £8,000 in relocation allowances for GPs relocating to designated practices paid via their employing practice
  - ii. Up to £2,000 in an education bursary in the first twelve months for relocating GPs to be used on professional development as agreed in their PDP.
  - iii. marketing assistance to support designated practices with recruitment including the development of job descriptions and recruitment packs.
  - iv. up to £2,000 locum cover in the first twelve months for when the new GP is undertaking educational sessions in line with their PDP.

- 2.6 The scheme will be piloted in 2016. Availability of future resource will depend on impact and take up.
- 2.7 Individual GPs will only be able to receive the resources once and will be required to stay with their recruiting GP practice for a minimum of three years.
- 2.8 Individual practices will only be able to access the relocation and educational bursary element once.

### **3 Eligibility and support for GP Practices**

- 3.1 For a GP practice to benefit from the support available, the practice must be able to demonstrate to their NHS England local team that despite frequent attempts they have been unable to recruit and have held vacant GP post(s) for a minimum of 12 months, and that this is causing a risk to the continuity of patient service (such that the practice may be recognised as 'a vulnerable practice'). Attached as an Annex is a scoring matrix that NHS England will utilise in selecting practices wishing to participate in this pilot. Practices will be required to provide supporting information to their local NHS England Primary Care team as part of their application.
- 3.2 The support includes:
  - i. up to £2,000 to enable cover when the new GP accesses education and development (within the first twelve months of employment)
  - iii. access to up to three days (or equivalent) marketing support
  - iv. up to £8,000 relocation allowance for the practice to give to a newly employed GP

### **4 Eligibility Criteria for Doctors**

- 4.1 The pilot scheme is open to any doctor who has completed the NHS England/ Health Education England Induction and Refresher Scheme and wishes to take up a post in a designated practice for at least 0.5 Whole Time Equivalent.
- 4.2 The pilot scheme is also open to GPs who are still on the National Performers List but who are not currently working (and have been out practice for less than 24 months). They must be willing to take up a salaried post in a designated practice at least 0.5 Whole Time Equivalent.
- 4.3 GPs who are currently on a retained doctors scheme who would like to increase their hours (taking a salaried position) and relocate to another practice in excess of 50 miles from their existing home/ place of work are also eligible. GPs must work at least 0.5 Whole Time Equivalent and therefore will no longer be eligible for the retained doctors scheme.

### **5 Support for Doctors**

- 5.1 The relocating GP will be able to claim from their employing practice up to £8,000 in relocation expenses. A full list of eligible expenses is available in Annex 5 and includes:

- i. Legal fees associated with buying and selling house, eg estate agency fees, survey fees, stamp duty, mortgage redemption fees on property to be sold
- ii. Rental costs
- iii. Cost of boarding a child of school age in the existing location (including abroad)
- iv. Removal expenses such as removal teams to pack up and relocate personal effects

5.2 In addition the relocating GP will be able to claim via the practice, up to £2,000 educational bursary for personal development as agreed in their PDP and this will be agreed between the GP practice and the individual GP. This money is only available in the GPs first twelve months of employment.

## **6 Management of the Pilot Scheme**

6.1 The NHS England local team will manage the pilot scheme.

6.2 The NHS England local team will identify the GP practices that could benefit from the scheme and invite them to apply. These practices will be those that demonstrate considerable challenges in recruiting and retaining GPs over the past three years and where this is impacting on service delivery.

6.3 Initially applications for support can be made between 1 May 2016 and 7 July 2016.

6.4 An example application form can be found in Annex One. It will be the responsibility of the local team to circulate an application form to identified practices.

6.5 The recruited GP will access the relocation expenses and education bursary via their employing practice who will reclaim the money from NHS England.

## Annex One - Application form for GP Practice

The Targeted Investment in Recruiting Returning Doctors scheme is for GP Practices that are recognised by their NHS England regional team as in need of additional support to enable recruitment.

To be considered for the scheme, a GP practice must be able to demonstrate to their NHS England local team that despite frequent attempts they have been unable to recruit and have held vacant GP post(s) for a minimum of 12 months, and that this is causing a risk to the continuity of patient service (such that the practice may be recognised as 'a vulnerable practice').

**GP practices that may benefit from the scheme will be invited to apply by their NHS England local team. These practices will be forwarded the application form and invited to complete and return. Instructions on where to return the form will be provided by the NHS England local team.**

Applications will be assessed by the local team using the weighted scoring matrix as an indicator of need. This is not the only assessment the local team will make, they will also take into account other local factors and pressures and may engage with the local CCG to assist the decision making process..

If your application is successful you will be informed by mid August 2016.

GP Practice Details	
Name of GP Practice	
Address	
Postcode	
Country	
Main telephone number	
Email address	

Personal details of person applying on behalf of the Practice	
Title	
Surname/Family Name	

First names	
Contact telephone number	
Mobile telephone number	
Email address	
NHS England DCO office	
Practice List Size:	
CCG of which the practice is a member	
<p>Practice Demographics</p> <p>Include here details of the population you serve, for example age profiles, deprivation, number of visits on average per patient per year. Issues of special note such as rurality may be useful.</p>	
Number of WTE GP Principals employed	
Number of hours per week provided by WTE GP Principles	
Number of WTE Salaried Doctors employed	
Number of hours per week provided by WTE Salaried Doctors	
Number of regular Locum	



hours per week	
Number of locum hours provided per week	
Number of WTE other clinical staff within practice. (Include here all practice nurses, HCAs, Clinical Pharmacists etc.)	
Number of GP vacancies at the practice by hours	
Length of time the vacancy has existed	
Details of previous attempts to recruit to this post. Please attach copies of adverts, dates of adverts etc.	
Any significant spatial plans resulting in population growth and impact on primary medical services.	
Why do you consider that you need this additional support to recruit GPs to your practice and what evidence do you have of this?	Max 500 words

Declarations

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application. Where applicable, I consent that the organisation can seek clarification regarding professional registration details and details about the practice.

I agree to the above declaration	
Signature	
Name	
Partner in practice	
Date	

## Annex 2 – Weighted Scoring Matrix

Criteria for targeted investment in GP Recruitment Scheme

<b>CRITERIA</b>	<b>POINTS CLASSIFICATION</b>	<b>TO BE COMPLETED BY NHS England &amp; CCG</b>	<b>OFFICE USE TO BE COMPLETED BY PANEL</b>
<b>Number of patients per GP including WTE principles, salaried doctors and regular locums</b>	Maximum score of 5 5= Over 2,600 4= 2,400 – 2,600 3 = 2,200 – 2,400 2 = 2,000 – 2,200 1 = Under 2,000		
<b>Age Demographic: % of GP Principles &amp; salaried over age 50</b>	Maximum score of 4 4= Over 75% 3= 50-75% 2= 25-50% 1= Under 25%		
<b>Number of Advertised GP Vacancies (Principles / Salaried)</b>	Maximum score of 4 4 = Over 12 3= 8-12 2 = 4-8 1 = Under 4		
<b>Length of time vacancies have been unfilled</b>	Maximum score of 4 4= Over 1 year 3= 6 months – 1year 2= 3-6 months 1= Under 3 months		
<b>Number of advertised nursing / other NHS professional vacancies</b>	Maximum score of 4 4 = Over 12 3= 8-12 2 = 4-8 1 = under 4		
<b>Population growth within the CCG area - current development (please provide summary in Appendix 1)</b>	Maximum score of 4 4= Over 10,000 houses 3= 5 - 10,000 houses 2= Up to 5,000 1= No current building programme		
<b>Population growth anticipated within the CCG area within 3-5</b>	Maximum score of 4 4= Over 10,000 houses 3= 5 - 10,000 houses 2= Up to 5,000		

<b>years</b> <i>(please provide summary in Appendix 1)</i>	1= No planned building programme		
<b>Redesign of service initiatives by CCG leading to increase work moving into primary care</b> <i>(please provide summary of CCG initiatives in Appendix 1)</i>	Maximum score of 4 4= Plans already implemented 3= Probable plans 2= Possible plans 1= No current plans identified		
<b>Number of WTE other clinical staff within practice.</b> <b>(Include here all practice nurses, HCAs, Clinical Pharmacists etc.)</b>	Maximum score of 4 4 = Over 12 3= 8-12 2 = 4-8 1 = under 4		
<b>Details of previous attempts to recruit to this post. Please attach copies of adverts, dates of adverts etc.</b>	Maximum score of 4 4 = 5 or more 3= 4 2 = 3 1 = 2		
<b>Total score</b>			



## Annex 4 - Frequently Asked Questions

### GP practices

**Q: As a practice how do I apply?**

A: Practices that meet the criteria will be invited to apply by their NHS England local team. These practices will be sent an application form and advised where to return it once completed. The NHS England local team will then assess the application based on the set criteria and agree with regional colleagues whether your practice will be supported.

**Q: How many GPs can I employ on this pilot scheme?**

A: You can employ one GP on this pilot scheme and they must work for more than 0.5 WTE on average each week.

**Q: Is this just for salaried doctors or are partners also eligible**

A: This pilot scheme is for both salaried GPs and GPs who wish to take up a role as a partner in a practice.

**Q: Is this support only for practices or can federations employing GPs also participate?**

A: We can only support GP Practices via this pilot scheme.

**Q: What happens if the GP I have recruited leaves within 36 months?**

A: Unless there are exceptional circumstances you will be expected to claw money back from the GP and then repay this to NHS England. Your local NHS England team may choose to waive this if it believes that there are good reasons to do so.

If your practice merges with another practice and this post is no longer required causing you to make the post redundant then this will not be a requirement.

### GPs

**Q: Am I eligible for the scheme?**

A: The pilot scheme is open to any doctor who has completed the Induction and Refresher Scheme.

It is also open to GPs who are still on the National Performers List but who are not currently working (and have been out practice for less than 24 months).

GPs who are currently on a retained doctors scheme who would like to increase their hours are also eligible.

To qualify for the scheme, you must be prepared to relocate to work in a practice identified by NHS England as one which has historically struggled to recruit GPs. The practice must be in excess of one hour's normal travel from your previous home/work base (usually in excess of 50 miles/ one hour).

Your new role must be at least 0.5 Whole Time Equivalent.

**Q: I have retired and am in receipt of an NHS pension but I am interested in returning part time - is this possible?**

A: The pilot scheme is open to you if you are prepared to work at least 5 sessions each week.

You must be prepared to work in a practice identified by NHS England as one which has historically struggled to recruit GPs. The practice must be in excess of one hour's normal travel from your previous home/ work base (usually in excess of 50 miles/ one hour).

You will need to be eligible to work independently in primary care.

If you have been out of practice for more than 24 months you will not be eligible for this scheme unless you complete the Induction and Returners Scheme. For more information or to apply to the [Induction & Returner](#) scheme please follow the link.

**Q: How do I claim expenses?**

A: GPs will claim their expenses via their GP practice who in turn will use the form at annex 3 of the guidance to claim this back from NHS England. Receipts will be required for all claims.

**Q: What can I claim expenses for?**

A: A full list of eligible expenditure can be found at Annex 5. NHS England will reimburse the following receipted defrayed costs incurred, up to a maximum of £8,000 per each individual who qualifies:

- i. Legal fees associated with buying and selling house, eg estate agency fees, survey fees, stamp duty, mortgage redemption fees on property to be sold
- ii. Rental costs
- iii. Cost of boarding a child of school age in the existing location (including abroad)
- iv. Removal expenses such as removal teams to pack up and relocate personal effects
- v. In addition GPs will be able to claim a one off sum of up to £2,000 educational bursary to cover continuing professional development identified between the practice and the GP.

Practices can claim for up to £2,000 support to cover the costs of locums whilst the new GP is on educational and training activity in the first twelve months of employment.

**Q: I do not want to move but the commute is a significant distance from my home am I able to claim this travel expenses?**

A: If you choose not to move home but to commute, where this commute is in excess of 50 miles you can claim travel expenses from your home to the new practice up to a maximum of £8,000. This will only be paid in the first twelve months of employment. Where the GP is driving travel will only be paid at the rate of 24 pence per mile. Where travel is via train only second class rail fare can be claimed. GPs will claim this from the practice who in turn will claim this from NHS England.





## **Annex 5 - Further details on eligible and ineligible expenses**

The new residence should be within a reasonable daily travelling distance of the new work base and in any case closer to the new place of work than the existing home.

The old residence should not be within a reasonable daily travelling and this is considered to be one hour commute by normal means and / or in excess of 50 miles.

Doctors who are relocating are expected to sell their old property and purchase their new one within 12 months of starting their new role. The pilot scheme is for returning doctors who are relocating and taking up a salaried or partner post in a GP practice.

Before a claim for storage and/or removal of furniture is made, three written quotes should be obtained for approval. Reimbursement will usually be limited to the lowest quote. For small removals, quote for and reimbursement of a self-hire vehicle and fuel would be acceptable.

Stamp duty will normally be reimbursed to the order of the lower value of either the old permanent residence sold, or the new permanent residence purchased.

Eligible GPs who are occupying rented accommodation immediately prior to beginning this employment may be reimbursed the cost of removal of furniture and effects and for expenses relating to a search for accommodation including rental agency fees. No other expenses will normally be reimbursed in these circumstances.

Costs may also be paid to reimburse expenses for a visit to inspect the new accommodation, prior to relocating.

Original receipts or invoices will be required as proof of outlay against authorised expenditure. Reimbursement will not be made to third parties.

### **Expenses during Search for Accommodation**

When relocating, doctors are entitled to make preliminary visits to the area of their new employment in search of accommodation.

Expenses for preliminary visits may cover accommodation (for a maximum of four nights), subsistence and travel at 24p per mile for a maximum of 4 return journeys, for the doctor and their immediate family. Self-drive car hire may be an acceptable alternative where 3 written quotes are provided and the cost is less than public transport.

### **Continuing Commitments**

Whilst the old property remains unsold, reasonable accommodation costs may be reimbursed. Reimbursement should normally be for the lower of the monthly mortgage payments on the old property and the monthly mortgage payments/rent on the new property, normally for a maximum of twelve months.

Doctors who have not found suitable accommodation in the new area and who are in accommodation separated from their family may be reimbursed the travel costs of weekly visits either by the doctor to the family home or by immediate family to the doctor, at 24p per mile for a maximum of twelve months..

The reimbursement of travel costs will only be available for travel within the UK.

To be eligible for reimbursement under these provisions, doctors should expect to be required to demonstrate that they are actively marketing their former property at a realistic price and that they are actively seeking suitable accommodation in the new area, or that they have a good reason not to relocate immediately. Such reasons might include partner's employment, childcare, schooling, or elderly dependents.

Please be aware that all claims for excess travel and continuing commitments will be liable to tax and national insurance. Most claims for relocation or removal costs would not be liable to tax. Doctors who do not move their family home in entirety but rather relocate on a temporary basis will be liable to tax deduction on their removals claim.

### **Funding Provision for Removal and Associated Expenses**

Expenses incurred as a result of an abortive sale/purchase may be reimbursed where the doctor is not responsible for the abandonment of the transaction, or the doctor's withdrawal is considered by the NHS England local team to be entirely reasonable.

Doctors are advised to act cautiously when making/receiving an offer on a property and incurring solicitor's/surveyor's fees as this will count against the overall maximum amount of £8,000 payable under this policy and reduce the amount available for an eventual successful purchase and sale.

Doctors and their dependants may be reimbursed for travelling expenses incurred on the day of removal from the old accommodation to the new property accommodation at 24p per mile.

Doctors may be reimbursed for one return visit to their old property to supervise the removal. Entitlements would normally include accommodation for a maximum of three days and one return journey at 24 p per mile.

### **Administrative Arrangements**

Reimbursement will not be made until the doctor takes up the appointment. Doctors voluntarily leaving the employer before the end of 36 months will be required to repay part of their expenses as follows:

Total sum of money awarded in removal costs + Total sum of money awarded as education bursary /36 x number of completed months employment at the practice.

### ***Costs which may be covered***

#### **House Purchase**

Solicitors' fees  
Estate agents' or auctioneer's fees  
Finder's fees  
Stamp duty  
Land registration fees  
Survey fees  
Incidental legal expenses

### **House Sale**

Solicitors' fees  
Estate agents' or auctioneer's fees  
Incidental legal expenses

### **Removals**

Furniture removal (not including specialist removals eg livestock/pets, piano etc) and storage expenses including insurance of goods in transit

Travelling expenses in connection with the move

Subsistence expenses in connection with the move

### **Property Rental**

Agency administration fees

### **Continuing Commitments**

Cost of monthly rent or mortgage interest payments  
Weekly visits to and from family home and VAT where applicable on any of the above.

### **Excluded Expenses**

The following categories of expenses will be excluded:

- Interest on bridging loans
- Increase in insurance premiums
- Redirection of post
- Agency fees such as check in fees etc.
- Parking or congestion charges
- Costs relating to letting out a property e.g. agency fees, cleaning services etc.
- Furniture costs and phone/TV/broadband installation.