**International GP**

**Recruitment Programme**

**Candidate document bundle**

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1. Section A: Letter template – Candidate acceptance to the IGPR programme

Date: **[To be inserted]**

Dear **[Forename]**

**Ref: Offer for participation in the NHS England International GP Recruitment Programme**

Further to your recent assessment process, I have the pleasure of writing to confirm that you have successfully met the criteria required for participation in the NHS England International GP Recruitment Programme.

The International GP Recruitment Programme (IGPR Programme) is an initiative delivered by NHS England, in partnership with a number of organisations such as Health Education England (HEE) and the General Medical Council (GMC). The IGPR Programme aims to deliver objectives laid out in the [General Practice Forward View](https://www.england.nhs.uk/gp/gpfv/) to support the development of the UK’s primary care workforce, including bringing an additional 2000 International GPs into the primary care workforce by 2020/21.

The NHS in England is built on a common set of values and principles, outlined in the NHS [constitution](https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england). The NHS [values](https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england) help to build a shared vision for the way that services are delivered, putting the patient at the heart of everything that we do. In order to achieve this, the NHS as a group of employers engages one of the largest workforces in the world. The NHS workforce is critical for successful delivery of services that are clinically driven, patient centred, technologically supported and efficient. The role of a GP within the NHS is a critical part of this, ensuring patients can access effective diagnosis and treatment close to home, and with an ageing population with complex multiple health conditions, the delivery of effective primary care services is critical for patients and the wider health system.

As such, the 3 year IGPR Programme has been developed to find the best GP candidates from across the world, putting potential candidates through a rigorous selection and assessment process. For those candidates who gain successful entry to the programme, the programme aims to provide a clear, supportive pathway through the transition to working as a GP in the UK, guiding and supporting candidates and providing the required training to get candidates through the regulatory requirements in order to obtain a license to practice in the UK. The programme has been developed to last a period of 3 years so that, once participants are licensed to work as a GP within the UK, support will continue to ensure participants are settled into practice and their local communities.

**We’d really like you to come and work with us and we’d really like you and your family to make England your new home**, so once paperwork is in progress, the IGPR Programme will help to make the relocation and transition as easy as possible for you and your family. This includes support with:

* Transport and accommodation
* Familiarisation with administrative processes e.g. setting up bank accounts
* Support with finding schools and other local facilities

In addition, once in the UK you will undertake a period of international GP training, including a preparatory phase before completion of the induction and refresher scheme, complete with international GP training salary. This will provide you with the opportunity to become familiar with the structure and processes within the NHS, prior to undertaking the induction and refresher scheme for GP registration and entry to the National Performers List. This is supplemented with a bespoke education and training package, developed with your allocated GP trainer to meet your individual needs, including both clinical and language skills.

Further information about the details of the programme can be found in the enclosed three way learning agreement. This agreement outlines the details of how NHS England/ the International GP recruitment team and the GP practice or employing organisation you will be working for will support you throughout your transition to the UK and to holding full registration and a license to practice with the General Medical Council (GMC) and to meeting the requirements for inclusion on the NHS England GP Performers list, also known as the National Medical Performers List (NPL).

We would like to take this opportunity to congratulate you on your acceptance to the programme and welcome you to the IGPR Programme. We look forward to meeting you in the UK.

*Signature*

IGPR lead

1. Section B – Three way learning agreement

International GP recruitment programme learning agreement 2018

Document purpose

This document outlines the terms and conditions relating to your participation on the International GP Recruitment (IGPR) Programme. This is not a contract of employment. A contract of employment will be issued to participants directly by the employing organisation. This document instead forms a learning agreement, outlining the responsibilities of:

* NHS England as IGPR Programme providers
* The Employing Organisation as your employer and clinical supervisors
* You as an IGPR Programme participant

For the purpose of this document the following definitions apply:

**‘Clinical Supervisor’**: The GP trained within the employing organisation, who supports the educational and clinical development of the participant, according to HEE local office's guidance

**'Employing Organisation'**: The approved GP practice or organisation through which the participant is employed for the duration of the 3 year IGPR programme.

**'HEE local office'**: The NHS regional organisation responsible for postgraduate medical and dental training within the NHS in England.

**'IGPR Programme'**: The 3 year International GP Recruitment Programme which is delivered by NHS England in partnership with a number of organisations such as Health Education England (HEE) and the General Medical Council (GMC). This includes a preparatory phase, completion of the induction and refresher scheme and period of employment for the remainder of the programme as a qualified GP.

**'IGPR Programme Team'**: The team within NHS England responsible for the development and delivery of the IGPR programme, in collaboration with partnership organisations, contracted service provides (their global organisations and subcontractors).

**‘Induction and refresher scheme period’**: The period during which the participant is completing the induction and refresher scheme.

**'International GP training salary'**: The net salary the Participant receives during the preparatory phase and the induction and refresher scheme period after any deductions for income tax and National Insurance contributions. The Employing Organisation will receive a payment from NHS England to cover this cost.

**‘Post induction and refresher scheme period’**: Denotes the period of employment as a salaried GP for the remaining term of the 3 year programme, following successful completion of both the preparatory phase and induction and refresher scheme period, once the Participant holds full registration and a licence to practice with the General Medical Council (GMC) and has met the requirement for entry on the NHS England GP Performers list (National Medical Performers list (NPL)) and can therefore practice as an independent GP within the UK.

**‘Preparatory phase’**: Denotes the period prior to completion of the induction and refresher scheme period, where Participants are working within the GP practice, observing activities. This may include shadowing and training, learning about practice processes and procedures and familiarisation with the wider NHS and interdependent organisations and functions. This is a key requirement of the IGPR Programme and must be completed for participants to gain successful completion of the IGPR Programme.

By their signature on this form the participant, the participant’s employing organisation and the NHSE IGPR lead confirm that they have read and are agreeing to the terms and conditions of this document.

Please complete the information requested and sign in the places provided.

|  |
| --- |
| Name of organisation employing the participant ('the Employing Organisation'): |
|  |

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| --- |
| Participant name ('the Participant'): |
| Participant Signature:  Date: |
| Employing organisation lead name: |
| Employing organisation lead Signature:  Date: |
| Employing organisation Clinical Supervisor name: |
| Employing organisation Clinical Supervisor Signature:  Date: |

|  |
| --- |
| NHSE IGPR lead name ('the NHSE IGPR Lead'): |
| Signature:  Date: |

1. By their signature above the NHS England IGPR lead confirms:

1.1 Full support to the Participant to take part in the IGPR Programme and agreement to make the necessary arrangements, delivered by the IGPR Programme Team with its contracted service providers (their global organisation(s) and sub contracts), for the candidate relating to the programme elements outlined in Appendix 1- IGPR programme structure, subject to the Participant complying with their obligations in this Agreement and any contract of employment issued to the Participant by the Employing Organisation.

1.2 Support via NHS England regional and local teams and the IGPR Programme Team, with its contracted service providers (their global organisation(s) and sub contracts), to use their best endeavours to identify a GP practice or employing organisation within the Participant's allocated region, to provide employment to the Participant for the duration of the 3 year programme, subject to any early termination provisions in this Agreement and any contract of employment issued to the Participant by the Employing Organisation. This employment will include:

1.2.1 A standard International GP training phase period salary equivalent to £3000 per month (net) during the preparatory phase, followed by a salary equivalent to £3500 per month (net) for induction and refresher scheme period, until the participants have gained entry to the National Medical Performers list (salary for this period is funded by NHS England).

1.2.2 Access to employer contribution pension during the 3 year IGPR programme (the pension contributions are funded by the Employing Organisation).

1.2.3 Access to benefits to at least the minimum statutory pay and benefits requirements e.g. maternity pay, for the duration of the 3 year IGPR programme (the benefits for this period are funded by NHS England).

1.3 In addition, after completion of the induction and refresher scheme period, the Participant will be entitled to a standard salary of £68,000 to £72,000 (gross) (excluding London weighting) and any other benefits detailed in the Participant's contract of employment with the Employing Organisation (salary for this period is funded by the Employing Organisation).

1.4 If, after completion of the induction and refresher scheme period, the Participant choses to remain in England with the Employing Organisation or another GP practice or employing organisation participating in the IGPR Programme and they require a visa or other permission from UK Visas and Immigration , the Participant should contact **[insert details]** at NHS England.

1.5 Post completion of the induction and refresher scheme period, in the case of performance or appraisal concerns, NHS England agrees to support the Employing Organisation and the allocated HEE local office, with provision of remedial training or support to the Participant, as guided by the allocated HEE local office or NHS England regional team.

1.6 As detailed in clause [3.3], if the Participant does not remain with the Employing Organisation (or other approved employing organisation) and/or does not remain on the National Medical Performers list (NPL) for the remainder of the 3 year IGPR programme, the Participant will be required to pay back costs associated with the IGPR international GP training salary to NHS England.

1.7 NHS England reserves the right to transfer the right to recovery of any salary payments (as outlined in section 3) to the Participant's Employing Organisation or another company or body.

2. By their signature above the Employing Organisation confirms:

2.1 That the Employing Organisation has issued a substantive contract of employment to the Participant covering the duration of the 3 year IGPR programme, subject to early termination provisions.

2.2 That travel, subsistence and any other costs associated with employment (including training, on costs and pensions) that are not explicitly stipulated in clauses 1.2.1 – 1.2.3 will be covered by the Employing Organisation for the duration of the 3 year programme. This includes salary for the participant during the post induction and refresher scheme period.

2.3 Commitment to supporting the Participant to complete the requirements for UK GP registration and entry to the National Medical Performers List, including releasing them from their work-place arrangements to carry out any required training during the preparatory phase and induction and refresher scheme period.

2.4 To offer adequate and appropriate induction to the Participant, both on joining and after any significant break (e.g. maternity leave). This will include for example IT systems, practice procedures and protocols, referrals systems, in-house and community services, collaborative working arrangements and referral pathways, prescribing formularies, team roles, information governance, safeguarding etc.

2.5 Commitment to providing a supportive learning environment for the Participant during the entirety of the 3 year IGPR programme, making the safety and welfare of patients their primary concern.

2.6 To nominate a clinical colleague to act as a clinical supervisor, who will provide one to one support to the Participant in protected time. The clinical supervisor should where necessary complete clinical supervisor training in accordance with the requirements of the HEE Local Office. A suitably qualified medical professional should always be available in the employing organisation to substitute for the clinical supervisor where the clinical supervisor is absent from the learning environment.

2.7 That they will work with the Participant to create a job plan suitable for the needs of the Participant to keep them in the profession and to ensure compliance with the requirements of the induction and returner programme.

2.8 That they will notify the designated IGPR programme Lead and HEE Local Office I&R lead if appropriate and in advance of any substantial changes within the Employing Organisation, including significant or untoward events relating to patient safety, that may impact upon the employment and educational arrangements of the Participant. The clinical supervisor (CS) will complete and send I&R structured reports and work place based assessments as required by the Local HEE office to the HEE Local Office I&R lead. The CS will also complete an exit interview with the participant on completion of the I&R programme which should be recorded and shared with the I&R Programme Manager.

2.9 Agreement in principle to extension of the preparatory phase or induction and refresher scheme period, in the situation where the Participant is not deemed ready for assessment, or where there are unsuccessful in completion of the defined elements.

2.10 In the case of performance or appraisal concerns post completion of the induction and refresher scheme, the Employing Organisation agrees to inform the IGPR programme Team and to provide any required support or remedial training to the Participant, as guided by the allocated HEE local office or NHS England regional team.

2.11 To comply with all applicable employment legislation, including the Equality Act 2010.

2.12 To notify NHS England where the Participant does not remain in its employment for the duration of the 3 year programme, or where the Participant does not remain on the National Medical Performers list (NPL) for the remainder of the 3 years programme following completion of the induction and refresher scheme.

2.13 To make any deductions from the Participant's salary on NHS England's behalf (as directed by NHS England) and to repay those sums to NHS England.

2.14 During the preparatory phase or induction and refresher scheme period, if the Employing Organisation wishes to terminate the contract of employment with the Participant, this should be first discussed with the IGPR Programme Team in order to ascertain:  
  
- if the Participant is unsuitable for continuation on the programme; or  
  
- if the Participant can be reallocated to another practice participating in the IGPR Programme.

Any non-continuation of employment would be made on the basis of clinical performance, in line with standards outlined within the Induction and Refresher scheme, to ensure parity with current UK GP trainees and therefore the decision would not be made wholly by the Employing Organisation.

2.15 The Employing Organisation will notify the IGPR Programme Lead of any substantive changes that may affect employment of the Participant. Examples may include a practice merger, change to different premises, change of NHS England practice contract holder or contract type.

2.16 In exceptional circumstances practices may employ more than one IGPR participant where there is capacity for support and long term career opportunities with the prior approval of the IGPR Programme Lead. 3. By their signature above the Participant confirms:

3.1 Commitment to undertaking the requirements for UK GP registration outlined within the IGPR Programme (as defined by the requirements for holding registration and licence to practice with the GMC and meeting the requirements for entry onto the GP performers list (National Medical Performers list)).

3.2 Receipt and acceptance of a substantive contract of employment with an identified GP practice or other approved employing organisation recognised under the IGPR Programme, for the duration of the 3 year programme.

3.3 If upon completion of the induction and refresher scheme the Participant does not remain with the identified employing organisation for the remainder of the 3 year programme, the candidate agrees to repayment of a proportion of their International GP training salary provided during the preparatory phase and induction and refresher scheme period, to a maximum of £9000 and subject always to the Participant receiving at least the applicable National Minimum Wage ('NMW') for the work the Participant has carried out to that point. Terms of repayment will be:

3.3.1. The period that the Participant has been classed as participating in the IGPR Programme (for the purpose of international GP training salary repayment) is defined from start date of the contract of employment with the Employing Organisation, reflecting commencement of the preparatory phase. This includes any periods of sickness absence, maternity, paternity, dependants or carers leave etc.

3.3.2 The Participant will be required to repay some or all of the International GP training salary provided during the preparatory phase and induction and refresher scheme period. Where the Participant is no longer employed to work as a GP in England repayment of the international GP training salary will be based on a sliding scale, as outlined in table 1 below.

**Table 1**: International GP training salary repayment sliding scale – Candidate no longer employed to work as a GP in England.

|  |  |
| --- | --- |
| Period candidate has participated in the programme (as defined in 3.3.1) | Percentage of International GP training salary to be repaid (to a maximum of £9000 and NMW requirements) |
| 0 month – 12 months | 100% |
| 13-24 months | 75% |
| 25-36 months | 50% |
| 37 months onwards | No repayment required |

Exclusions or exceptions to this are:

3.3.4 Where the Participant is reallocated to another GP practice or employing organisation participating in the IGPR Programme, for the purpose of calculating the Participant's period of participation in the IGPR Programme, all periods of work will be seen as contributing towards the 3 year programme period. The period that the Participant has been engaged in the programme (as per clause 3.3.1) will be deemed as continuous from the start date of employment with the first Employing Organisation (reflecting commencement of the preparatory phase). Any gaps in service between employment contracts will not be counted towards the period that the Participant has been engaged within the programme.

3.3.5 In the case where all parties are in agreement to terminate the contract, repayment may not be required.

3.3.6 Where the Participant ceases employment with the Employing Organisation, or a GP practice or other approved employing organisation recognised under the IGPR Programme, but continues to practice within England as a GP via an NHS contracted and funded GP practice or employing organisation not participating in the IGPR Programme, the percentage of the International GP training salary to be repaid will be reduced, in line with table 2 below.

**Table 2**: International GP training salary repayment sliding scale – Candidate no longer employed under the programme but practicing in England

|  |  |
| --- | --- |
| Period candidate has participated in the programme (as defined in 3.3.1) | Percentage of International GP training salary to be repaid (to a maximum of £9000 and NMW requirements) |
| 0 month – 12 months | 75% |
| 13-24 months | 50% |
| 25-36 months | 25% |
| 37 months onwards | No repayment required |

3.3.7 Where, during the 3 year programme, the Participant fails to maintain the requirements for inclusion on the National Performers list or other elements required for GP registration within the UK, the Participant will be required to repay 100% (up to a maximum of £9000) of the International GP training salary, subject always to the Participant receiving at least the applicable National Minimum Wage ('NMW') for the work the Participant has carried out during the preparatory phase and induction and refresher scheme period.

3.3.8 Where due to ill health or bereavement the Participant is unable to complete the preparatory phase, induction and refresher scheme period or fails to meet the requirement for employment with a GP practice or employing organisation recognised under the IGPR Programme for the remainder of the 3 year IGPR programme, a repayment of International GP training salary may not be required. This is to be reviewed on a case by case basis.

3.3.9 The Participant agrees that the Employing Organisation or any other subsequent employer may deduct from the Participant's salary any sums due from the Participant to NHS England pursuant to this clause 3.3.

3.4 As per Induction and Refresher scheme appraisal [guidelines](https://gprecruitment.hee.nhs.uk/Portals/8/Documents/National/IR%20Scheme%20and%20Appraisal.pdf?ver=2018-01-03-172056-000), participants are required to undertake their first GP appraisal between months 3-6 post NPL entry and annually thereafter.

3.5 The Participant must have a right to live and work in the United Kingdom to participate in the IGPR Programme and commence employment with the Employing Organisation. The Participant warrants that he is entitled to work in the United Kingdom without any additional approvals and will notify NHS England and the GP Practice or other Employing Organisation immediately if he ceases to be so entitled or of any other changes to his right to work status. The Participant agrees to provide to NHS England and/or the GP Practice or other Employing Organisation any documents or information required pertaining to their right to live and work in the UK to facilitate the GP Practice or other Employing Organisation to undertake the requisite right to work checks and satisfy its obligations pursuant to the Immigration, Asylum and Nationality Act 2006, the Immigration Rules and relevant Home Office guidance or otherwise as amended from time to time (the "Immigration Legislation") or in response to a request from the Home Office. If the Participant requires permission to work in the United Kingdom they are required to inform the GP Practice or the Employing Organisation of any change to his circumstances which may impact on his right to work status or in the event of a change to his contact details including his name, address or telephone number.

3.6 The Participant confirms that they will complete all of the study activities (face-to-face and virtual) (as detailed in their individual development plan programme outline) and all other learning activity associated with the IGPR Programme, including any assignments, examinations and assessments, regardless of the amount of study leave granted. The participant confirms understanding that all the elements of the IGPR Programme are compulsory and attendance is part of the requirement for completion of the programme.

3.6 The Participant will notify the designated IGPR Programme Lead, in advance where possible, of any changes in working arrangements (e.g. additional work) and domestic circumstances that may affect participation in the programme.

3.7 The Participant will notify the designated IGPR Programme Lead of any long spells off work (over four weeks), e.g. maternity leave or long-term sick leave.

3.8 The Participant will ensure that they have enough access to any online learning environments to complete the significant amount of online learning or assessments required. The Participant agrees to make the IGPR programme Team and/or its contracted service providers (their global organisation and subcontractors) aware of any accessibility issues in this regard so that appropriate support can be found before the IGPR Programme starts. Minimum system requirements are as follows:

XXXX

XXXX

3.9 The Participant understands that, if the employing organisation changes within the 3 year IGPR programme to another GP practice or employing organisation under the IGPR Programme that:

3.9.1 this does not constitute extenuating circumstance for withdrawal from the IGPR Programme; and

3.9.2 the Participant will make their new employer and line manager aware before they accept the job offer that they committed to complete the IGPR Programme and will require their support to do so; and

3.9.3 the Participant uses his/her best endeavours to have a new version of this document completed by the Participant and the lead from the new employing organisation.

3.10 The Participant agrees to any personal data (whether supplied by them, collected by the IGPR programme Team via the application process and from time to time throughout the delivery of the IGPR Programme) being shared by the IGPR programme Team with its contracted service providers (their global organisation(s) and subcontractors) and that the IGPR programme Team and/or its contracted service providers (their global organisation and subcontractors), may share or disclose the Participants personal data to a third party for a specific purpose, for example where the IGPR Team needs to provide contact information for removal services. In addition the participant agrees that their personal data may be routed, stored, or transferred internationally both inside and outside the EU on the understanding that IGPR Team has sought assurance from its contracted service providers (their global organisation and subcontractors) that they have policies in place to ensure an equivalent level of protection is in place as is provided by the IGPR programme Team.

3.11 The Participant understands that there may be audio recording, filming and / or photography of them, taken whilst on the IGPR Programme. The Participant agrees that the IGPR Programme Team may use photographs, film, audio and video recordings of them made during the Programme to showcase the Programme including promoting it in the NHS, to Central Government, and to the general public via NHS England’s and associated programme partners websites or other media.

3.12 The Participant is required to inform the IGPR Programme Team immediately of any police investigations or criminal proceedings of any kind with which they are subject to (including if they are detained, arrested, cautioned, charged, receive notice of prosecution or are charged with any offence, including a driving offence) as this may impact ability to proceed with the IGPR Programme.

3.13 The Participant is required to inform the IGPR Programme Team immediately of any investigations or fitness to practice proceedings of any kind with which they are subject to in relation to professional performance or maintenance of professional registration.

3.14 The Participant's entitlement to participate in the IGPR Programme is subject at all times to the maintenance of satisfactory conduct and the achievement and maintenance of the required standards of performance relevant to this post. The Participant's level of performance will be monitored and reviewed in line with the relevant standards and any issues will be brought to their attention and appropriate action taken. Any failure to achieve and/or maintain the required standards and/or level of conduct could result in dismissal from employment and removal from the IGPR Programme.

3.15 NHSE shall be entitled to remove the Participant from the IGPR Programme at any time without notice or payment of International GP training salary in lieu of notice (and with no liability to make any further payment to the Participant other than in respect of amounts accrued due at the date of termination) if the Participant commit a serious breach of their obligations or if they are negligent or incompetent in the performance of their duties, or if they cease to be entitled to live and work in the United Kingdom or if they are unable to evidence or unwilling to provide evidence of an ongoing right to work in the United Kingdom or because they no longer have the necessary professional qualifications or registration which are essential to participation in the IGPR Programme. These examples are not intended to be an exhaustive list. This right is without prejudice to any other rights that the Employing Organisation might have at law to terminate the Participant's contract of employment or to accept any breach of this agreement by you as having brought the agreement to an end. Any delay by NHS England in exercising its rights to removal of the Participant from the IGPR Programme shall not constitute a waiver thereof.

3.16 In the eventuality of any concerns about the structure or delivery of the IGPR Programme, the Participant should contact **[INSERT NAME]** in the first instance.

3.17 The Participant understands and acknowledges that, whereas NHS England is committed to using their best endeavours to identify GP practices/other employing organisations participating in the IGPR Programme to provide employment to the Participant during the 3 year IGPR programme, there is no guarantee of employment for the whole or part of either of those periods.

4. Miscellaneous

4.1 The headings in this agreement are inserted for convenience only and shall not affect its construction.

* 1. A reference to a particular law is a reference to it as it is in force for the time being taking account of any amendment, extension or re-enactment and includes any subordinate legislation for the time being in force made under it.
  2. Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
  3. This agreement and any document referred to in it constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
  4. Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.
  5. No variation or agreed termination of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
  6. This agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.
  7. No one other than the NHS England or the Employing Organisation shall have any right to enforce any of its terms.
  8. This agreement and any dispute arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
  9. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims)

Appendix 1 – IGPR programme structure

|  |  |
| --- | --- |
| Element | Notes and exclusions |
| Language support | Training to support candidate with IELTs, based on a jointly agreed development plan. |
| DBS check | The programme will cover the cost of any DBS check required for initial registration and employment |
| Indemnity | TBC |
| I&R assessment | Participants will be funded for up to 4 attempts of the Induction and Refresher assessment |
| International GP training salary | An international GP training salary of £3000/ calendar month (net) will be paid to the candidate during the preparatory phase. Following this, a salary of £3500/ calendar month (net) will be paid for the induction and refresher scheme period, until the participant has gained entry to the National Medical Performers list.  This salary replaces any bursary or financial incentive offered as part to the Induction and Refresher Scheme and excludes any periods of absence or leave taken during the programme as defined in section [3]. |
| Costs associated with relocation | Costs associated with relocation, to a maximum of £5000 per Participant, specifically:   * estate agency or letting agency administration fees * costs associated with removal and transportation of furniture and other household items from the candidates normal place of residence to their allocated UK base on arrival |
| TBC |  |
| TBC |  |

1. Section C – Principles of engagement and draft contract clauses

All IGPR participants will be employed by the agreed participating practice or employing organisation. Subject to any terms in this Agreement, GMS and PMS practices should offer terms and conditions that are no less favourable than the [model salaried GP contract](https://www.bma.org.uk/advice/employment/contracts/sessional-and-locum-gp-contracts/salaried-gp-model-contract) as determined in GMS/PMS Contract Regulations. For APMS employers the Model Salaried GP Contract is recommended and considered as a benchmark.

It is anticipated that local terms and conditions of employment forming the contract of employment made between the employing organisation and participant will include clauses relating to:

* Confidentiality of information
* Provision of statutory employment rights and benefits e.g. maternity pay
* Maintenance of professional registration, clinical standards and codes of conduct
* Information Governance
* European Working Time Regulations

Through agreement to participate in the IGPR programme, employing organisations participating on the programme agree to standardised terms and conditions to be included in the contract of employment held between the Employing Organisation and the Participant relating to employment of a participant of the IGPR Programme. These terms and conditions will cover the preparatory phase, the induction and refresher scheme period and the remaining term of the 3 year IGPR programme.

1. For the preparatory phase and induction and refresher scheme period, the Employing Organisation agrees to include terms in the contract of employment to reflect the following:  
   1. The Contract of employment with the Participant will start from the date of commencement of the preparatory phase of the IGPR programme.
   2. The preparatory phase and induction and refresher scheme period cover the period of employment from the date of commencement of employment with the GP practice, until the candidate holds full registration and a licence to practice with the General Medical Council (GMC) and has met the requirement for entry on the NHS England GP Performers list (National Medical Performers list (NPL)).
   3. For the preparatory phase (as defined in Section B) the Employing Organisation agrees to pay the participant a salary of £3000 per month (net). (The Employing Organisation will receive a payment from NHS England to cover this cost.)
   4. The preparatory phase is to be completed within the practice or wider NHS, undertaking shadowing, training and other exercise required to produce familiarisation with the processes, procedures and approaches relating to primary care and other interlinking NHS/ Non NHS organisations, ensuring sufficient preparation for the participant to undertake commencement of the induction and refresher scheme. Where the employing organisation is not an individual practice, participants must be allocated to one primary practice for the duration of the preparatory and induction and refresher scheme phases.
   5. Any periods of absence, including annual leave and sickness cannot be counted towards the preparatory phase. Practices must therefore be able to evidence that participants have completed the required preparatory work to proceed to the induction and refresher scheme phase and where the preparatory phase has not been deemed sufficient (e.g. due to sickness, annual leave, maternity leave etc. ), the preparatory phase should be extended until the requirements have been achieved.
   6. For the duration of the induction and refresher scheme period, the employing organisation agrees to pay the participant a salary of £3500 per month (net). (The employing organisation will receive a payment from NHS England to cover this cost.)
   7. That travel, subsistence and any other costs associated with employment (including training, oncosts and pension) that are not explicitly stipulated in section B clause 1.2.1 – 1.2.3 will be covered by the employing organisation for the duration of the 3 year programme.
   8. During the preparatory phase and induction and refresher scheme period a standard notice period of 1 month is required if the participant wishes to cease employment with the practice and withdraw from the IGPR programme.
   9. For contractual purposes, a notice period of 1 month shall be required, where the Employing Organisation wishes to terminate the contract of employment with the Participant. After completion of the induction and refresher scheme period, a notice period of 3 months shall be required where the Participant wishes to terminate the contract of employment.
   10. During the preparatory phase and induction and refresher scheme period, the Participant agrees not to enter into any other paid or voluntary employment or engagement.
2. Post induction and refresher scheme completion, for the remainder of the 3 year IGPR programme the Employing Organisation agrees to include terms relating to:  
   1. Post completion of the induction and refresher scheme period salary – For non London employing organisations (defined by NHS England regions) this is to be a salary of £68,000 - £72,000 per annum. GP's salary must be subsequently uplifted annually at least in line with the Review Body on Doctors' and Dentists' Remuneration recommended increase. The cost of this salary is to be covered by the Employing Organisation.
   2. Post completion of the induction and refresher scheme period salary – For London based practices (as defined by NHS England regions) this is to be a salary of £68,000 - £80,000 per annum. GP's salary must be subsequently uplifted annually at least in line with the Review Body on Doctors' and Dentists' Remuneration recommended increase. The cost of this salary is to be covered by the Employing Organisation.
   3. Post completion of the induction and refresher scheme period, the Participant's working time is to be capped to a maximum of 10 sessions per week for the remainder of the 3 year programme. This is to be completed as 7 clinical sessions per week and 3 training sessions (1x language, 1x clinical, 1x free choice).
   4. The contract of employment issued to the Participant must be a substantive contract of employment, to cover a period of employment of 3 years, in line with the 3 year IGPR programme structure. This does not affect the Employing Organisation or the Participant's statutory rights to give notice on the contract.
   5. The Employing Organisation agrees that the Participants will not work in isolation or across multiple sites whilst participating within the IGPR Programme.
   6. The Employing Organisation agrees to nominate a clinical colleague to act as a clinical supervisor, who will provide one to one support to the Participant in protected time.
   7. The period post completion of the induction and refresher scheme period forms the remainder of the 3 year IGPR programme, where participants are employment as a salaried GP. This is based upon successful completion of the preparatory phase and induction and refresher scheme period, once the Participant holds full registration and a licence to practice with the General Medical Council (GMC) and has met the requirement for entry on the NHS England GP Performers list (National Medical Performers list (NPL)) and can therefore practice as an independent GP within the UK.
   8. The post induction and refresher scheme period is not required to be extended where time off has been taken during that period relating to maternity, parental, adoption or sick leave.
3. In all cases, the Employing Organisation agrees to include terms in the contract of employment relating to the Participants eligibility to live and work in the United Kingdom, including:  
   1. A warranty that the Participant is entitled to work in the United Kingdom without any additional approvals and will notify NHS England and the Employing Organisation immediately if he ceases to be so entitled or of any other changes to his right to work status;
   2. A requirement that the Participant provides NHS England and/or Employing Organisation with any documents or information required pertaining to their right to live and work in the United Kingdom to facilitate the Employing Organisation to undertake the requisite right to work checks and satisfy its obligations pursuant to Immigration Legislation as amended from time to time or in response to a request from the Home Office.
   3. A warranty that the Participant will inform the Employing Organisation in the event of a change in his circumstances which may impact on his right to work in the UK or of a change to his contact details including his name, address or telephone number.
   4. A clause entitling NHS England to remove the Participant from the IGPR Programme without notice or payment in lieu of notice in the event that they do not have an ongoing right to work in the United Kingdom or in the event that they are unable or unwilling to provide the Employing Organisation with evidence of their eligibility to work in the United Kingdom.