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**JUNIOR DOCTORS ADDITIONAL INFORMATION**

**Payroll**

In order to ensure your salary is correct it is important that you complete as fully as possible the start form and supplementary information sent to you prior to your commencement.

In order to ensure that you are placed on the correct incremental point you should supply the HR Medical representative with a copy of your last payslip. If your previous employer is outwith Scotland you should also supply a staff transfer certificate. This will enable your previous service to be validated without waiting for confirmation of your previous employment that can often take up to 6 weeks to obtain.

It is also important that if you do not have a P45 from your previous employer you complete and a Starter Checklist form. This ensures your Income Tax will be correct.

Your pay slip will be available from:

***Hairmyres General Office, 2nd Floor, East Wing***

***Monklands The Unit Secretaries within each directorate***

***Wishaw The Directorate Co-ordinators within each directorate***

***CHPs From your local Clinical Lead's Secretarial Office***

**Additional Payments and Expenses**

The last day that additional payments for the monthly payroll can be accepted is the first day of the month. Any claims received after this date will be paid in the following month’s salary.

NHS Lanarkshire will not pay any expenses claims that are over 3 months old. Therefore it is important that any expenses incurred in the course of your employment are claimed within the 3-month time limit. Claim forms for additional duties and expenses are held by the Directorate Co-ordinator.

Forms to claim reimbursement for Study Leave, additional locum shifts, interview expenses etc are available from the Directorate Administrators, Firstport or Patient Services (for trainees at Monklands Hospital only). Once signed off by the appropriate signatory specified on the form please send the completed form to the relevant person for processing. (this will also be specified on the form).

**National Insurance Number**

If this employment is your first in the United Kingdom then you may need to apply for a National Insurance Number from the Department for Work and Pensions.

Therefore you should contact HR for Medical & Dental Department to arrange for a National Insurance questionnaire form to be sent to you if you haven't already received one. It is your responsibility to complete the form and return it to HR for Medical & Dental Department.

The actual renewal date is stated on the certificate/Licencing letter and individuals should allow sufficient time to apply for new registration. Individuals who require referee or sponsors reports to be submitted in support of their renewal should allow at least six weeks to obtain the appropriate reports. This will enable the GMC/GDC to consider them within the appropriate timescale.

Always remember you are personally responsible for keeping your registration up to date.

**On Completion of Foundation Year 1 Post**

It is your responsibility to complete and return the required information to ensure full registration. Further information can be obtained from the NES website or the e-portfolio link.

**Sickness Absence**

All staff have an entitlement to sick leave and pay in accordance with their terms and conditions of service. However, failure to adhere to absence reporting procedures, poor attendance or abuse of the sick leave provisions are issues of personal conduct and should be dealt with NHS Lanarkshire’s Sickness Absence Policy, which can be sourced from FirstPort. <http://firstport2/Pages/home.aspx>

Within each local area there will be appropriate procedures for reporting sickness absence, which will also be reported through Early Access to Support for You (EASY). Individual employees have a responsibility to ensure that they are familiar with these procedures.

**General Practitioners**

Any doctors that are new to the area are recommended to register with a local GP Practice. A list of GPs nearest to your base hospital are available from <http://firstport2/Pages/home.aspx>