**Process for managing Out of Programme (OOP) trainees who are moving onto Lead Employer model Following their OOP time**

Turas People is designed to allow the onboarding of trainees at the start of their training programme and to help facilitate the Lead Employer model (which took effect from 01/08/18). There is a finite group of trainees who are currently OOP and who require to be migrated to the Lead Employer model when they rejoin their programme; as each of these cases differ it is not possible to design a standard workflow within Turas People for these trainee therefore there requires to be a manual intervention prior to submitting these trainees to payroll to ensure the correct placement and WTE are recorded at the date of the trainees moving to Lead Employer rather than the situation at the start of their programme. The below flowchart describes the process which should be followed to allow an OOP trainee to be engaged onto the Lead Employer’s payroll:

Using rotation report Placement Board identifies trainees returning from OOP & submits Helpdesk ticket to request trainee is activated

Helpdesk process activates trainee and sends welcome e-mail

Trainee completes SEF

Placement board completes PSEF and saves as draft at Stage 1

Placement Board submits template to Helpdesk requesting any of the following out of sync fields are updated:

* Placement Board
* Main location for placement
* Contractual hours

Helpdesk process updates the database & authorises at Stage 1 in name of the user who submitted ticket

Helpdesk e-mail Placement Board user to advise them they can Authorise for Payroll

**Turas People**

**Proforma to request completion of Out of Programme (OOP) trainee data**

In order to ensure that a trainee who is returning from OOP and migrating onto the Lead Employer model (i.e. their OOP period began prior to 01/08/18) it is necessary to make manual adjustments to these records as the unique circumstances of each of these trainees means that it is not possible to automate the submission of the record.

**Process:**

Once a trainee who is returning from OOP has completed a Staff Engagement Form, as a Placement Board HR user you should complete the payroll information (PSEF) as you normally would, save the form as **draft**, then complete the below form and submit it via the Turas People Helpdesk (TurasPeopleSupport@nes.scot.nhs.uk ). The Helpdesk team will then update the record, approve it at stage one on your behalf (by submitting this form you are agreeing to this approval by proxy) and inform you when the form is ready for stage 2 authorisation.

|  |  |
| --- | --- |
| **Trainee name:** |  |
| **GMC Number:** |  |
| **Placement Board:** |  |
| **Main location for placement:** |  |
| **Contractual hours:** |  |
| **Date of Commencement of placement:** |  |
| **Reason for returning (e.g. mat returner):** |  |
| **Speciality (complete if different to displayed):** |  |
| **Stage 1 Authoriser name:** |  |
| **Stage 1 Authorise e-mail:** |  |
| **Date of submission to Helpdesk:** |  |
| **Comments:** |  |