

Crib sheet for NES employees

Query related to	Responsibility	Contact Details
GP Recruitment	NES HR Trainee Services for enquiries relating to GP recruitment, timelines, how to apply, offers etc.	GPSTP@nes.scot.nhs.uk
Maternity, Paternity, Shared Parental Leave & Adoption Leave	NES HR manages this for ALL trainees (please also inform your Manager and the relevant Placement Board)	GPtraining.HR@nes.scot.nhs.uk
Absence Management (submission of sick notes/fit lines, return to work forms)	Relevant Placement Board	Contact details are available here
Trainee Documentation queries when in hospital placement	Relevant Placement Board	Contact details are available here
Turas Training Programme Management updates	Deanery	Contact details are available here for each Training Programme administrator
ePortfolio related queries	Deanery	Contact details are available here for each Training Programme administrator
Salary setting	NSS Payroll	nss.payrollsupport-nes@nhs.scot
LTFT requests	Deanery	https://www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/
Deferred entry	Deanery	Contact details are available here for each Training Programme administrator (please note, only statutory reasons are eligible for deferred entry to training)
ARCP	Deanery	Contact details are available here for each Training Programme administrator
TERS Bursary Payment	NES	paula.blair@nhs.scot
Study Leave	Deanery	study.leave@nes.scot.nhs.uk
Change of address	NES HR trainee Services	GPtraining.HR@nes.scot.nhs.uk
Skilled Worker Sponsorship (previously Tier2)	NES HR Trainee Services for issuing Sponsorship to all Medical & Dental trainees in Scotland.	Tier2sponsorship@nes.scot.nhs.uk

Complaints relating to GP trainees in practice	NES	paula.blair@nhs.scot
Complaints relating to Hospital Placement	Placement Board	https://hub.nes.digital/contact-us/ - for the correct placement board contact
Mortgage letters	Relevant Placement Board (NES can confirm correct salary details)	Contact details are available here
PVG	NES HR Trainee Services provides this service to all Medical & Dental trainees in Scotland.	pvg.hr@nes.scot.nhs.uk
P60 & P45		Finance Service Desk - Jira Service Management (atlassian.net)
Tax Codes		Finance Service Desk - Jira Service Management (atlassian.net)
Pension		Finance Service Desk - Jira Service Management (atlassian.net)
Copy Payslip Requests		Finance Service Desk - Jira Service Management (atlassian.net)
Expenses for GP trainees in practice		Finance Service Desk - Jira Service Management (atlassian.net)
Expenses for GP trainees in Hospital		Trainees should submit expenses to placement board. Once approved, placement board contact should sent to finance via the Portal like above.
Update Bank Details		Finance Service Desk - Jira Service Management (atlassian.net)
Turas Applications access issues e.g. People, Training Management, Learn, etc		Via green 'helpdesk' button on each Turas application

Absence notification and documentation contacts for trainees in Hospital placements

- **NHS Tayside:** medicalstaffing.tayside@nhs.scot
- **NHS Orkney:** ork.hr@nhs.scot
- **NHS Lanarkshire:** Trainee should liaise with their current Supervisor and any fit notes should be sent to HR, gillian.swinburne@lanarkshire.scot.nhs.uk
- **NHS GG&C:** craig.travers@ggc.scot.nhs.uk
- **NHS Grampian:** agnieszka.stephen@nhs.scot & heather.malcolm@nhs.scot
- **NHS Ayrshire & Arran:** Medicalstaffing@aapct.scot.nhs.uk
- **NHS Borders:** medical.staffing@borders.scot.nhs.uk
- **NHS Dumfries & Galloway:** Acute and Diagnostics Directorate - dg.ad-admin@nhs.scot; Women, Children and Sexual Health Directorate - dg.wcsh-support-team@nhs.scot; Mental Health Directorate - nicola.rae2@nhs.scot
- **NHS Fife:** fife.medicalhr@nhs.scot
- **NHS Highland:** sara.palmer4@nhs.scot; laura.mcphee2@nhs.scot
- **NHS Lothian:** report into a Supervising Consultant, Service Manager, Secretary, Directorate Assistant within the relevant department.
- **NHS Shetland:** shet.hradmin@nhs.scot
- **NHS Western Isles:** michelle.morrison7@nhs.scot
- **NHS Forth Valley:** Sickness absence is dealt with at unit level.

Main contacts, as follows

Surgical - Joanna Weston: Joanna.weston@nhs.scot

Medicine - Julie Innes: Fv.doctorsintraining@nhs.scot

Anaesthetics - Julie Carter: Fv.anaesthetics@nhs.scot

Psychiatry - Ross Cheape: Fv.psycdoctorscsd@nhs.scot

W&C - Rachael Angus-Felton: Rachael.angusfelton@nhs.scot

Additional Contacts

Anaesthetics (plus HDU)	Julie Carter: Fv.anaesthetics@nhs.scot
Dental	Sarah Blair: sarah.blair2@nhs.scot
Emergency Medicine	Dr Karyn Webster: fv.edadminteam@nhs.scot
General Medicine	Julie Innes: Fv.doctorsintraining@nhs.scot
GUM	Rachael Angus-Felton: Rachael.angusfelton@nhs.scot
GPs (FY2s)	
General Surgery	Dr Joseph Crozier: joseph.crozier@nhs.scot
Golden Jubilee	
Histopathology	Karen McMain: Karen.mcmain@nhs.scot
Haematology	Karen McMain: Karen.mcmain@nhs.scot
Obstetrics & Gynaecology	Rachael Angus-Felton: Rachael.angusfelton@nhs.scot
Ophthalmology	Joanna Weston: Joanna.weston@nhs.scot
OMFS	Roslyn Grant: Roslyn.grant@nhs.scot Miranda Angus: mandy.angus@nhs.scot
Paediatrics	Rachael Angus-Felton: Rachael.angusfelton@nhs.scot
Public Health	Dr Oliver Harding: oliver.harding@nhs.scot
Psychiatry	Ross Cheape: Fv.psydoctorscsd@nhs.scot
Radiology	Dr Ewen Robertson: ewen.robertson@nhs.scot Dr Chris Smith: christopher.smith1@nhs.scot
Trauma and Orthopaedics	Joanna Weston: Joanna.weston@nhs.scot
Urology	Roslyn Grant: Roslyn.grant@nhs.scot
Strathcarron	Dr Sarah Miller: Sarah.miller25@nhs.scot
ENT	Roslyn Grant: Roslyn.grant@nhs.scot