

Consolidated O4S Terminations (HR/Medical Staffing) SOP

N.B.

'Employing Board - Means the party which is the Employer in respect of a Doctor or Dentist in Training who is the subject of the relevant Placement agreement'

'Placement Board - Means the party providing a training Placement to the Doctor or Dentist in Training (who is not their employee) under the relevant Placement agreement'

| Action | Responsibility of | Standard | Dependent upon |
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| <p>End of Training / Resignation</p> <p>The Placement Board will send terminations to the Employing Board to process on eESS and check to include any owed annual leave on to the transaction.</p> | PB/EB | Employing Board terminations process | eESS |
| <p>OOP (Out of Programme) **</p> <p>Once a DDiT's OOP has been approved by the Deanery, the Training Management Team will issue a letter to the DDiT to confirm OOP approval and copy in the relevant Placement Board for actioning.</p> <p>The Placement Board will complete an NOC, which is then sent to the Employing Board for processing which may lead to termination via eESS (please see 'dependent upon' column for further information).</p> <p>If DDiT is terminated the Placement Board will re-engage trainees returning from OOP on Payroll.</p> | <p>Deanery</p> <p>PB/EB</p> <p>PB</p> | | <p>**Follow local process All Boards terminate those going OOP with exception of: A&A - who do not terminate those going to GGC Lothian – any DDITs going overseas & wish to remain on SPPA Tayside– those who will not be paid (OOPT) Lanarkshire – do not terminate OOP DDITs and these individuals are treated as other staff would be going onto career break.</p> <p>N.B. Termination is processed via eESS/Payroll</p> |
| <p>Outcome 4</p> <p>The DDiT is required to go through a 'fair exit process' prior to being terminated on eESS.</p> | | | |

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| <p>Once an outcome4/dismissal is reached the Employing Board will take action to terminate.</p> <p>The payroll termination form maybe completed by the Placement Board (if there is appropriate access on eESS)</p> <p>This would include instances where trainee has lost right to work.</p> <p>The Employing Board will terminate on eESS following unsuccessful redeployment.</p> <p>*For NES employed DDiTs, please see below.</p> | <p>EB</p> <p>PB</p> <p>EB</p> | | <p>eESS</p> <p>eESS</p> |
| <p>NES Employed DDiTs</p> <p>The relevant policy should be followed which leads to termination of trainee noting that could be outcome 4, capability/conduct, resignation, end of fixed term contract, out of programme.</p> <p>NES HR contact the NES Deanery for confirmation of all end dates (including resignations/end of contracts, OOP, Outcome 4s) prior to terminating from Payroll.</p> <p>NES HR will process the termination on eESS for all NES Employed DDiTs until which time placement boards have access to NES eESS.</p> | <p>EB</p> | | <p>eESS</p> |

| Version | Date | Author | Rationale |
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