**GP REGISTRARS / ST DOCTORS - INFORMATION**

As you are aware all Doctors working in general practice are required to have their name included on the Primary Medical Services Performers List and it would appear that many ST Doctors are unaware that on completion of training, they cannot work in general practice as a fully qualified doctor, until they have submitted a Performers List application and supporting documentation to the Health Board area that they intend to carry out the majority of their work and their name is included on the Performers List.

**Information on how to join the Performers List :**

GPs Registrars are advised to apply to join the Performers List at least three months before they complete their training. Please read the undernoted  information on how to apply for inclusion in the Performers List:-

There are fourteen Health Boards in Scotland and you should apply to the board, where you intend to undertake the majority of your work for appraisal/revalidation purposes.  In this connection, please contact the Team for further information and an application pack – Email: [gp.pcs@ggc.scot.nhs.uk](mailto:gp.pcs@ggc.scot.nhs.uk).

Once you have received this documentation you should complete the form/s and return by email along with the required supporting documentation, in order that we may progress your application (if your host board will be NHS Greater Glasgow & Clyde).

As you are currently an ST Doctor (Registrar) awaiting receipt of your CCT Certificate to confirm completion of general practice training, I would suggest that you complete the forms and submit with the supporting documentation that is currently available to you.

This, in accordance with the Regulations, will allow the Board to undertake a PVG check, Counter Fraud Service check and seek two clinical referees in support of the application, whilst awaiting receipt of the outstanding documentation and confirmation of your name in the GMC – GP Register.

You should be aware that in some instances it can take up to six weeks for the Board to receive references in support of your application.  Accordingly, until the Board is in receipt of all the required documentation and the aforementioned checks have been completed, you are not eligible to work in general practice until your name is included in the Primary Medical Services Performers List of the Health Board area/s in which you intend to provide services.

Three forms of identification are required, one of which must be your Passport and at least one must have your current address.  Due to the ongoing COVID19 crisis, the process for submitting supporting identification has temporarily changed. Your supporting ID and form should be forwarded to the [gp.pcs@ggc.scot.nhs.uk](mailto:gp.pcs@ggc.scot.nhs.uk) email address.  Please note these are required to be emailed separately and not in one continuous scan.

The following documentation should be submitted with the application

§  Passport

§  Utility Bill, Bank/Council Tax statement, Driving Licence, etc (with current private address)

§  One other form of identification, i.e Birth/Marriage Certificate etc

§  Language Certificate (if applicable) - EEA members

§  Professional Indemnity documentation (updated Indemnity required on inclusion)

§  CCT Certificate (once you are in receipt of this)

When returning your PL application and ID documents, can you please confirm:

* If you are not a PVG Scheme member and require the Board to initiate an ‘Application to Join PVG Scheme’; or
* If you are an existing PVG Scheme member for both protected adults and children and require the Board  to initiate an ‘Existing PVG Scheme Member Application’ Please provide your current PVG certificate alongside the documentation in support of your application.

Once we initiate the PVG application you will receive an email from Disclosure Scotland which includes a link to completing your section of the application.  To complete please refer to the attached guidance notes ‘Disclosure Scotland – PVG Online – Applicant Guide Feb 2021’ which will be emailed to you along with your application form  This link will only work for 7 days so please action this as a matter of urgency when you receive it, as failure to do so may delay the application process.

Once you have completed and submitted your application to Disclosure Scotland, both you and the Board will receive an email confirmation that your application is being processed.

For PVG Scheme Membership number enquiries:  contact[response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot).  To provide you with your PVG Scheme Membership number, Disclosure Scotland will need your full name, date of birth, current home address and mother’s maiden name.

Once we are in receipt of this information, we will need to arrange a Zoom/MS Teams call which will take approximately 5 minutes to confirm your identity - we will ask you to show your passport next to your face. Please let me know when you would be available.

You may wish to note that on receipt of your application for inclusion in the Primary Medical Services Performers List, the Board will contact those doctors whom you have indicated are willing to provide clinical references in support of your application, before progressing the application.

If you wish clarification and/or wish to discuss any aspect of the application process, please do not hesitate to contact us. Email: [gp.pcs@ggc.scot.nhs.uk](mailto:gp.pcs@ggc.scot.nhs.uk)