



APPLICATION TO JOIN THE PERFORMERS LIST

GUIDANCE FOR DOCTORS

Things you need to know

You cannot perform primary medical services in Scotland until you have received confirmation that your name has been included in the primary medical services performers lists (the list) from the Board who processed your application – known as the gateway board.

It can take up to, or longer than, six weeks to process an application. Accordingly, you should not commit to any general practice work until you have checked the progress of your application.

Supporting original documentation will be returned to you under recorded/secure mail arrangements. Alternatively you may wish to arrange to attend the gateway board office to display them in person. Contact details are provided in the letter accompanying the application form.

If you are a Doctor completing training and awaiting receipt of your Certificate of Completion of Training (CCT), do not delay sending in your application and the documentation you have at this time. The original copy of your CCT can follow once received.

If you think you may require to complete either the NES Enhanced Induction Programme or GP Returner Programme please contact the gateway board to discuss. Health Board officers will advise you of the steps you need to follow to access the programme – and what aspects of the Performers List application has to be done at this time.

Following receipt of your application, your nominated clinical referees will be asked to complete a structured clinical reference form. You should advise your referees of this and the need to ensure a timely response.

How to fill in each section of the application form

Page
No.

Part 1 (to be completed by all applicants)

Complete all fields.

1

If you are unsure of the dates of your full and provisional registration check your on the GMC website: www.gmc-uk.org

1

Status

Select all that apply

2

Part 2 (to be completed by all applicants **except locum/sessional GPs)**

2

If you are a locum/sessional GP please move to Part 3 of the application form

Part 3 (to be completed by all applicants)

3

Please complete all sections in this Part.

Professional Experience

3 & 4

When completing this section please make sure that you provide details of all your experience in the relevant subsections e.g. GP work, hospital etc. You may also provide an up to date CV to support this section. An explanation of any gaps between appointments or dismissals from posts must be provided within the application form.

GP Appraisal

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Please complete full details in this section where applicable.

Members of an EEA State

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If your **undergraduate/postgraduate training was not taught in English language** this section requires you to provide documentary evidence that you have a satisfactory knowledge of English necessary for the provision of primary medical services e.g. IELTS level 7.5 . If you do not have documentary evidence, or if your evidence does not meet required level of attainment, you may be required to attend an interview with Board officers to discuss your application.

The GMC were given legal powers to ask EEA applicants, applying for a licence to practise for the first time, for evidence of their English language capability from June 2014. However in June 2016 GMC confirmed that they do not ask every EEA applicant for evidence, they look at each applicant's circumstances individually.

Therefore it may be that you shall be asked by Board officers to provide documentary evidence, or attend for interview, to demonstrate that you have a satisfactory knowledge of English necessary for the provision of primary medical services, as the board cannot assume that the GMC has

already screened you.

Members of non EEA States

This section requires you to provide evidence of your entitlement to enter and work in the UK; your English knowledge will have been tested by the GMC at time of registration.

There are different forms of evidence available:

- residency permit indicating “indefinite leave to remain” - this is the preferred type of evidence which does not require any follow up action by the HB.
- letter from The Home Office – you may not have received your permit at the time of application to join the PL. If this is the case you must provide a letter from The Home Office confirming your residency application is under consideration and that you are eligible to work in the UK in the interim period. The permit must be submitted to the board as soon as possible upon receipt.
- residency permit indicating Tier 2 (General) status – this shows that you are under a sponsorship arrangement with an organisation allowing you to reside and work in the UK in a specific capacity/role. To ensure compliance with the sponsoring arrangement it is essential that applicants with this type of permit are included in the PL solely in the directed capacity via the sponsoring HB. The sponsoring HB has the responsibility for monitoring your compliance with the residency arrangement.

You should send the original copy of you residency permit/evidence of eligibility to work in the UK as soon as possible as your application will not be approved until it is received.

Referees

You must provide contact details of two referees who are willing to provide clinical references in respect of two recent posts as a medical practitioner which lasted at least three months without a significant break. These should be people who are qualified to comment on your clinical competency and experience. You should not use family members or friends as referees. If you are unable to supply clinical referees who fulfil these criteria please contact the board to discuss and ensure that you also provide an explanation on the application form.

Referees can be contacted via e-mail only where NHS provided e-mail addresses are available. It is acceptable to provide paper reference requests to a referee’s home address only when a business address is not available.

Certificate of Goodstanding

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Applicants coming from outwith the UK in the preceding 5 years require to provide a Code of Conduct/Certificate of Good Standing. This is usually obtained from the police authority within the country of residence or working within. The documentation should provide assurance with regards to your personal conduct and/or convictions as this would not be accessible to Disclosure Scotland as part of your PVG application process.

Supporting Documentary Evidence

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The application form identifies the documentary evidence which should be submitted by all applicants. The requirement for applicants to provide documentation regarding language, entitlement to work, and certificate of goodstanding only applies to those meeting the criteria as outlined in the relevant sections within this guidance note.

Evidence of Professional Indemnity

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Every Doctor joining the list requires evidence of current professional indemnity cover. The level of cover requires to be appropriate for the status and sessional commitment of your intended practise. This also includes Doctors joining in order to participate in the NES Induction or Returner Programmes i.e. until such times as you complete the programme you only require “top up” cover in respect of e.g. good Samaritan acts or GMC complaints, as you will have a limited level of cover provided by NES. Doctors who have completed the NES Programmes require to submit appropriate evidence of professional indemnity cover when changing status in the list.

Disclosure Scotland PVG Scheme Record and PVG Short Scheme Record Disclosure

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Further information is available at www.disclosurescotland.co.uk

If you are not a PVG Scheme member please complete form ‘Application to Join PVG Scheme’.

If you are an existing PVG Scheme member please complete form ‘Existing PVG Scheme Member Application’ and provide your current PVG certificate alongside the documentation in support of your application.

Please read the contents of the PVG application form and refer to the corresponding guidance notes, as inaccurate or incomplete applications can result in delays in processing your application. **Parts E and F will be completed by this office as counter signatory.**

You must submit **three original forms of ID from the following** to accompany your application, one of which must be photographic and one must confirm your current home address (the list below is not exhaustive):

- **Photographic ID** - current passport, current UK driving licence (with photograph), current national ID card.
- **Other ID** – drivers licence (without photograph), utility bill, bank/building society statement, current council tax statement, marriage certificate, birth certificate, UK P45/P60 statement, TV licence, mortgage statement, valid vehicle registration document, payslip with current address.

The cost of processing a PVG Scheme application is currently £59 and the cost of the Scheme Record Update is £18. You should indicate at Part D3 how you intend to make this payment, cheques should be made payable to Disclosure Scotland.

DECLARATIONS, UNDERTAKINGS AND CONSENTS 7-10

Please mark 'X' in appropriate box. If you answer 'Yes' to any of the questions in (c) to (o) please give full details regarding the investigation or proceedings. A separate sheet of paper may be used if required.

Please ensure that you sign and date the form at the end of the Undertakings and Consents section Checklist prior to sending – Have You? 10

- Fully completed, signed and dated application form
- Provided the Original versions of all necessary supporting documents
- Fully completed, signed and dated PVG Application Form (and existing PVG membership certificate if applicable)
- Payment for PVG Application - only if paying by cheque which should be made payable to Disclosure Scotland