

## A helpful guide to entering the National Performers List for GP Trainees

As a GP trainee it is a mandatory requirement to be on the National Performers List. Whilst there are a number of organisations that can support you with your application, the responsibility for obtaining inclusion on the national performers list rests firmly with you as a specialty trainee. You are required to supply all of the below information at the point of submitting your application. The item that is likely to cause most delay in the process is the Disclosure and Barring Service (DBS) check; you are required to make an application to the DBS immediately, irrespective of when you are to undertake a GP placement. You must also subscribe to the online DBS service, which must be activated within 19 days of receiving your disclosure certificate.

The undertakings you will be signing require you to notify NHS England within seven days of any material change to the information provided in the application, whether such change occurs before NHS England's determination of the performer's application or subsequently; this includes email addresses, home addresses, names and telephone numbers. It is so important that we maintain accurate contact details.

In previous years trainees have been required to attend Thames Valley Primary Care Agency (TVPCA) in person for identity checks and provide original copies of their degree certificates. As of August 2015 this is no longer necessary, due to significant work and collaboration between Health Education Thames Valley (HETV) (previously Oxford Deanery), NHS England South (South Central) (previously Thames Valley Area Team) and TVPCA.

Description	Details
<p><b>Application Form</b></p>	<p>The form (along with the other documents required as outlined below) must be completed electronically and submitted to Thames Valley Primary Care Agency (TVPCA) <a href="mailto:tvpca.contracts@nhs.net">tvpca.contracts@nhs.net</a> Notes are also provided to support the applicant.</p> <p>The National Performers List Application Form, can be found on the link below: <a href="https://www.performer.england.nhs.uk/Documents">https://www.performer.england.nhs.uk/Documents</a></p> <p>The Regulations require all specialty trainees to be on the performers list within three months of commencing their training.</p> <p>You can work for a period of three months at the commencement of your training programme, whilst your application is being processed, otherwise your placement will be delayed. This is critical for those trainees whose first placement is in general practice. Applications to the Performers List need to be submitted to TVPCA in Reading prior to the start date of your training programme and in any event at least three months before you start your first GP placement. Late applications or incomplete applications will be referred to NHS England South (South Central), and the application may be lapsed. This will mean a full refreshed application pack will need to be re-submitted.</p> <p><b><i>Your inclusion to the medical performers list will be confirmed in writing to you.</i></b></p>

<p><b>Occupational Health Clearance</b></p>	<p>If you had OH screening at the start of your training and have been working under the supervision of a postgraduate dean without a break in service, you may seek your OH clearance certificate from the OH service which conducted your previous screening. If you have been undertaking foundation training without any break in service, you may seek your OH clearance certificate from the OH service which cleared you for foundation training, as long as the clearance includes Exposure Prone Procedures (EPP) clearance.</p> <p>If you do not already have OH clearance, you will need to complete the Performers List Health Assessment Form, found on the link below:  <a href="https://www.performer.england.nhs.uk/Documents">https://www.performer.england.nhs.uk/Documents</a></p> <p>You will need to pay the fee for the initial paper assessment, which will be approximately £30. Any subsequent face to face appointments with Occupational Health, required as part of your list application, will be funded by NHS England South (South Central), by emailing <a href="mailto:england.tv-performerslist@nhs.net">england.tv-performerslist@nhs.net</a></p> <p>The Performers List Health Assessment Form should be submitted to your locally approved Occupational Health provider:</p> <p>Fiona Warren, Lead Occupational Health Advisor, Centre for Occupational Health and Wellbeing, John Radcliffe Hospital, Headington, Oxford, OX3 9DU  Email: <a href="mailto:Fiona.Warren@ouh.nhs.uk">Fiona.Warren@ouh.nhs.uk</a> Telephone: 01865 223325 Fax: 01865 223341. Please note the John Radcliffe Occupational Health Department are only able to grant clearance if assessment of your form does not reveal the need for a face-to-face consultation with an Occupational Health Physician (this will be the case until they have full SEQOHS accreditation).</p> <p>OR,</p> <p><b>Imperial Health at Work</b>, 4 West, Fourth Floor, Charing Cross Hospital, Fulham Palace Road, London, W6 8RF Telephone – 0203 313 7010 Email: <a href="mailto:healthatwork@imperial.nhs.uk">healthatwork@imperial.nhs.uk</a> Please note Imperial Health at Work are an accredited SEQOHS Occupational Health provider.</p>
<p><b>Clinical References</b></p>	<p>There is a requirement for the details of two referees in the application form. Please ensure these are the same names provided to HETV at the time of your recruitment. There is a local agreement with HETV that they will confirm and share copies of satisfactory references that they have received. This reduces the burden on your referees.</p>
<p><b>Disclosure and Barring Service Certificates (previously CRB)</b></p>	<p>The new Enhanced Disclosure and Barring certificates are now required along with confirmation of sign up to the online update service operated by the DBS. Signing up to the online update service must be completed within 19 days of the date of the certificate. CRB certificates are no longer valid and will not be accepted as part of the application.  <a href="https://www.gov.uk/disclosure-barring-service-check/overview">https://www.gov.uk/disclosure-barring-service-check/overview</a></p> <p>If you have had a recent certificate issued, but you did not sign up to the</p>

	<p>online update service, then you will be required to undertake a further DBS check, which you will need to fund, including the cost of the on line update service. Currently the costs for these services are £44 for a DBS certificate and £13.00 per annum for the online update service. If you are about to have a DBS check through a hospital trust, then we would suggest you consider signing up to the online update service at the same time, in order to meet the requirements of the Performers List regulations, without having to pay for a full new DBS check when you move to a general practice post. However, if your first post is in general practice you must contact your practice manager, who will request your DBS check, as your employer.</p> <p>There are different types of Disclosure and Barring certificates (Standard and Enhanced). The only type acceptable under the Regulations is an <b>Enhanced Disclosure</b> which includes a check against the barred lists for people who are working in Regulated activity (listing those people barred from working with children or adults). <b><i>A DBS certificate will be sent directly to you, as the applicant; therefore you must ensure that you supply TVPCA with the original certificate with your application for inclusion in the Medical Performers List. This can be done by either taking it in person to TVPCA or posting it recorded delivery and they will return this to you by recorded delivery.</i></b></p> <p>The DBS do NOT supply TVPCA with a copy of your DBS certificate, and it is mandatory that TVPCA have sight of the original DBS certificate, as well as then being able to check online for sign up to the Update service.</p> <p><b><i>Please remember the online update service is an NHS England requirement and failure to comply will mean your application will not be progressed.</i></b></p>
<p><b>Proof of UK residency during the last 5 years</b></p>	<p>If you cannot prove residency within the UK during the last 5 years you should provide a police check to demonstrate a lack of criminal activity in the country or countries in which you have lived. It is your responsibility as the applicant to seek this information (guidance is provided on the DBS and Embassy website).</p> <p>Please note this excludes holidays and short term study periods, as you would still be considered to be resident in the UK.</p> <p>Most doctors are likely to have the opportunity of undertaking a period of elective study, usually during their final year, which is often undertaken outside the UK. During this period of study you would be considered to be resident in the UK.</p>
<p><b>Face to Face Identity Checking</b></p>	<p>We are required to meet with you face to face to fulfil the requirement of the performer list regulations. As your identity will be checked as part of your recruitment to the training programme, we have an agreement that NHS England South (South Central) will accept the check undertaken by HETV at the time of recruitment, and therefore no further face to face identity checks will be required.</p>

<b>Photo Identity Documents</b>	<p>Current passport or, where a passport is not available, an acceptable photo ID (originals only) as defined on the DBS website. This must include a work Permit – (non EEA applicants admitted to UK after April 1985 only)  <a href="https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-">https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-</a></p> <p>HETV require a copy of your passport, and they have agreed to share copies of this document for the purpose of your Performers List application, therefore you are not required to provide them with your application.</p>
<b>Curriculum Vitae</b>	<p>You will need to enclose an up to date CV, detailing employment/training history, ensuring that any gaps in the employment history are explained in full. This can be done by either taking it in person to TVPCA or by posting it to TVPCA or by emailing it to <a href="mailto:tvpca.contracts@nhs.net">tvpca.contracts@nhs.net</a> . If you supplied one to HETV at the time of recruitment then a copy will be shared with NHS England South (South Central).</p>
<b>Appraisal</b>	<p>A copy of your most recent appraisal/outcome statement (e.g. ARCP).</p>
<b>Revalidation</b>	<p>Confirmation of revalidation (as appropriate).</p>
<b>Evidence of membership of a defence organisation, at an appropriate level</b>	<p>You must have suitable Medical Indemnity at all times. At the point of submitting the application you must provide your current indemnity certificate. As you may be admitted to the list before starting in a GP practice, you must agree to provide a copy of a Medical Indemnity certificate at an appropriate level of cover, to your practice prior to commencing your placement in general practice. Failure to comply may lead to your removal from or refused inclusion to the Medical Performers List, and may impact your continued training.</p>
<b>Child Protection Safeguarding</b>	<p>You must provide evidence of child protection competence at level 3 for GPs (including Specialty Trainees). E-learning for Health is a web based learning tool provided by the Department of Health. Please print the certificate available upon completion of the training, or a screen shot of your activity log showing successful completion, as your evidence, and submit it with your application. <a href="http://www.e-lfh.org.uk">www.e-lfh.org.uk</a></p>
<b>Certificate of Graduation</b>	<p>A certificate of graduation or postgraduate training from a UK or Irish Republic medical school. <b>(Overseas applicants – see below)</b></p> <p>HETV require a copy of your certificate of graduation or postgraduate training, and they have agreed to share copies of these documents for the purpose of your Performers List application, therefore you are not required to provide them with your application.</p>
<b>Applicants from Outside the UK must also:</b>	
<b>Police checks and Certificate of good standing from</b>	<p>If you cannot provide UK residency details for the last five years, you must undergo a Police Home Check.</p>

<p><b>their relevant professional body.</b></p>	<p>This police check is to identify any criminal activity you have been involved in while outside of the UK. It should be obtained by you by contacting the Home Office or Embassy (guidance is available on the DBS and Embassy websites).</p> <p>The certificate of good standing should be obtained by you by contacting your registered professional body, prior to coming to the UK.</p> <p>Where a police check or certificate of good standing is required, this should be supplied in English, if not in English, you must provide a translation that has been issued in the UK and signed by a certified translator.</p>
<p><b>Work Permit</b></p>	<p>Required by all non EEA applicants to the UK after 1985 only.</p> <p>HETV require a copy of your work permit (if applicable), and they have agreed to share copies of these documents for the purpose of your Performers List application, therefore you are not required to provide them with your application.</p>
<p><b>Language Checking - Trained outside the UK or Irish Republic medical school</b></p>	<p>A certificate indicating a pass obtained within the last two years, at the required level of IELTS 7.5 language testing (NHS England follows the stance of the regulatory bodies in regard to English Language testing which is to currently only accept a pass in IELTS at level 7.5);  <a href="https://www.ielts.org">https://www.ielts.org</a></p> <p>OR, a certificate of graduation or postgraduate training within the past two years from a recognised medical school taught and examined in English.</p> <p>AND one of the following:</p> <p>Evidence of three months professional employment from the past two years in a country where English is the first language, and current English language capabilities necessary for the work which those included in the list could reasonably be expected to perform, are documented in the references submitted as part of the application form;</p> <p>OR, agreement to a face to face oral assessment of English language skills in a clinical context with a clinician identified by NHS England South (South Central)/HETV. We would only expect to do this in very exceptional circumstances.</p>
<p><b>Completion of Training:</b></p>	
<p>Change Notification</p>	<p>When you have completed your training, you need to notify TVPCA by submitting a NPL3 - National Performer List Change Notification Form, which can be found on the following website:  <a href="https://www.performer.england.nhs.uk/Documents">https://www.performer.england.nhs.uk/Documents</a></p> <p>If, at the point of qualifying as a GP, you also intend to move to an area outside of South Central, you will also need to submit an NPL2 - National Performers List Change of Status Form - to TVPCA and your new NHS England</p>

	area. This will trigger an area to area transfer which will ensure you are aligned to the most appropriate Responsible Officer. The transfer takes place in the background, and as long as you have submitted form NPL3 to TVPCA, this process will be completed without interfering with your ability to practice. No further actions will be required by you.
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**Useful contact details:**

**Health Education Thames Valley**

Thames Valley House  
4630 Kingsgate  
Oxford Business Park South  
Oxford OX4 2SU  
T: 01865 785581 F: 01865 785501  
E: [gpadmin@thamesvalley.hee.nhs.uk](mailto:gpadmin@thamesvalley.hee.nhs.uk)

**Thames Valley Primary Care Agency**

7/9 Cremyll Road  
Reading  
Berkshire  
RG1 8NQ  
T: 0118 918 3333  
E: [tvpca.contracts@nhs.net](mailto:tvpca.contracts@nhs.net)

**NHS England South (South Central)**

Jubilee House  
5510 John Smith Drive  
Oxford Business Park South  
Cowley  
Oxford  
OX4 2LH  
E: [england.tv-performerslist@nhs.net](mailto:england.tv-performerslist@nhs.net)

**Check List Reminder**

Name:	
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Date application submitted:	
Date by which your application must be fully processed: (three months from date of submission of application)	

No.	Information required	Date submitted
1	Application Form	
2	Occupational Health Clearance including EPP clearance	
3	Clinical References	Copies provided by HETV
4	Disclosure and Barring Service Certificates (previously CRB)	
5	Proof of UK residency during the last 5 years	
6	Face to face identity check	Undertaken by HETV
7	Photo Identity Documents	Copies provided by HETV
8	Curriculum Vitae	
9	Appraisal /most recent ARCP Report	
10	Revalidation (as appropriate)	
11	Evidence of membership of a defence organisation, at an appropriate level	
12	Child Protection Level 3	
13	Certificate of Graduation	Copies provided by HETV
14	Police checks (advice available from relevant Embassy) as appropriate, linked to No.5. above	
15	Certificate of good standing from your relevant professional body as appropriate	
16	Work Permit as appropriate	Copies provided by HETV
17	Language Checking – For those trained outside the UK or Irish Republic medical school, as appropriate	

***Your application will not be progressed without all of the above information. If the above information remains outstanding three months from the date of your application, NHS England South (South Central) Responsible Officer (Medical Director), will be asked to consider lapsing your application, possibly resulting in your training placement being ceased. At the same time HETV will be made aware of your non-compliance with the Performers List Regulations.***

***Your inclusion on the National Performers List will be confirmed in writing, please ensure you provide this document as proof to your practice of your inclusion to the Medical PerformersList in advance of the end of the 3 month grace period.***