

# Passed your CSA? Finished your ePortfolio? Think it's all over?? Not quite yet!

*Advice for GPST3s nearing the end of training... [This guide is written in good faith and is based on our personal experience in 2016-17. We cannot be held accountable for any changes in the guidelines or processes for any of the organisations involved. If in doubt, please check.]*

## Contents

1. To be able to work as a GP, you don't just need to pass your exams, you also need:
  - Your CCT and to be on the GMC's GP Specialist Register
  - To be on the NHS Performer's List
  - To have the appropriate indemnity
2. Other tips
3. A bit about revalidation and appraisal and ePortfolios

## Process to get your Certificate Completion of Training (CCT)

- In the last half of the 3<sup>rd</sup> year, you will have to complete all the WPBAs (and OOH hours) etc. early and have an earlier "end of placement" with your Educational Supervisor (and the CSR also has to be filled) – usually by about Mid-May (if you are on an Aug-Aug training timetable)

*Tips: This comes round quickly after the mid-year review! Issues for people in our year were needing to have all OOH hours done (or at least booked) by May and making sure audits were finished (you need to be the main author but the rumour it has to be a whole audit cycle didn't seem to be true)*

- Then, your ePortfolio is checked by Programme Directors locally
- Then, your ePortfolio is checked by Health Education England local ARCP Panel

### 1 - Apply for CCT through RCGP ePortfolio

- Once your ARCP is finalised (outcome 6) in an email from HEE, **you have to login to your RCGP ePortfolio and click to "accept" the ARCP.**
- **Then the blue button appears to allow you to "apply for CCT"** (see below)
- They then send a "recommendation of completion of training" to the GMC – you will get an email to confirm this about 2 weeks after you press the blue button... but that's not all...

#### Pressing the "apply for CCT" button

After signing off their final ARCP, a trainee should return to the "Progress to Certification" page of their ePortfolio to apply for CCT by clicking the blue button .

The trainee's view of the ePortfolio can be seen below, with the button circled.

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Trainee ePortfolio

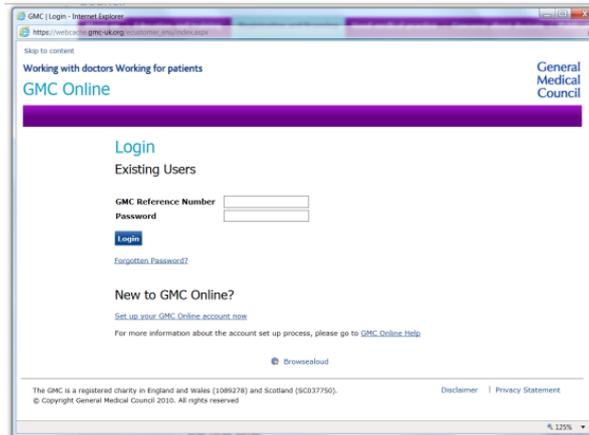
### Progress to Certification

Target	Progress	Date	Achieved	View
AKT	Pass	28/10/2014	Yes	View
CSA	Pass	28/02/2015	Yes	View
Hold valid CPE and AED certificate	Met		Yes	
Has met out of hours session requirements	Met		Yes	
Safeguarding children	Met		Yes	
Reviews	Most recent ST3-4	13/04/2016		View
ARCPs	Most recent ST3	01/05/2016	Yes	View

[Apply for CCT](#)

## 2 - Apply for CCT through GMC login

- At the same time, **you also have to apply for your CCT on the GMC website.** You will get an email from the GMC in May to let you know what to do.
- You can apply up to 3 months before you are due to get your CCT but please be warned that you have to **PAY** for the pleasure of getting your CCT (£420 in 2016) so you might want to budget for that.
- Go to “my GMC” and login:



- Then click on the left “My Registration” and within that “My Applications”
- The guidelines on how to apply are on the GMC website: <http://www.gmc-uk.org/doctors/CCT.asp>
- Once you have filled it in and paid the money, they will send you an email to confirm and they state:  
*“We will issue your certificate within 15 working days after we have received a recommendation from your Royal College or Faculty, but no earlier than 10 days before your completion of training date.”*
- So... **around the 25<sup>th</sup> July** then... Not tight timings at all! (as this is not the end)
- The website will update to say “Registration Granted” and your certificate should arrive in the post around the same time.
- Your entry on the List of Registered Medical Practitioners will then say “Registered with a licence to practise; this doctor is on the GP Register”

*Tips: My CCT certificate didn't arrive and I was on holiday so didn't realise. It took 2 weeks for me to finally get my CCT so I could actually apply for the Performer's List... (maybe don't go on holiday at this time if you are planning to work in August!)*

## How to get on the Performer's List

- **You have to be on the Performers List before you can work as a GP**
- You are already on the Performers List as a GP trainee (You can check this by searching for yourself on the website below) – if you are staying in the same area then you need to fill in the NPL3 form and email it to address on the website below (for your area).

*Tips: Please note that experiences from the last few years (even before Capita took over) were that it took longer than expected to get on the Performer's List and lots of people have been **unable to work for August** (or longer) because of this. Hopefully the system will improve but to give yourself the best chance, you need to get everything ready and sent in ASAP. Also note there will be an effect on your income if you cannot work.*

- Go to: <https://www.performer.england.nhs.uk/AT/SearchByPostcode> and type in the postcode of where you are planning to work to find out which Performers List you need to be on. There are

different areas of England and also the other UK countries. You might need to be on a different list to your current list. *e.g. Leicestershire is different to list shared by Notts/ Derbys.*

National Performers List

Home Public Performers Documents Contact us

**Search for Area Team**

On this page you can search for the Area Team of NHS England to which you belong. Your Responsible Officer (for GPs) and clinical leads (for Dentists and Opticians) sit within an Area Team and performers are allocated to Area Teams based on their postcode. Input the postcode of your practice, or the postcode registered with your regulator (GMC, GDC or GOC) below to find your Area Team.

Country:

Postcode:

Area Team contact search

Select a country and enter a postcode (if necessary), to find the responsible Area Team.

A postcode is not required for Ireland or other non UK countries.

Area Team

Code: Q76

Name: NHS England Midlands and East (North Midlands)

Contacts

Note: Fax: 0113 277 6912

Name: Capita PCSE

Telephone: 03330142884

Email: PCSE.enquiries@nhs.net

Address: PCSE Enquiries  
PO Box 350  
Darlington  
DL1 6QN

- If you are moving area you will probably need to fill in an NPL2 – best to check tho.
- NPL documents are found here: <https://www.england.nhs.uk/joint/>
- **You will need to send the NPL form, a PDF of your final ARCP – downloaded from the ePortfolio (see below) – and a scanned-in version of your CCT certificate** (so yes, you can only do this after 25<sup>th</sup> July!! – although it may be worth sending them a screenshot of the GMC page, which says “Recommendation received” which comes before “Registration Granted”)

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Trainee ePortfolio

ARCPs

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Review Referred On	Outcome	Review Type	Manual ARCP Reason	View
14/06/2016	Satisfactory final - clinical	ST3		<a href="#">PDF</a>
24/06/2015	Satisfactory progress - clinical	ST2		<a href="#">PDF</a>
17/07/2014	Satisfactory progress - clinical	ST1		<a href="#">PDF</a>

**Click**

- Progress to certification (on the left)
- ARCPs
- Then click here to download the PDF

- In 2016, they didn’t seem to respond to queries by the official email - [PCSE.enquiries@nhs.net](mailto:PCSE.enquiries@nhs.net) – but this may be sorted by the time you apply.
- One of my colleagues called and got another email address, which seemed to elicit responses – [lasca.contractoradmin@nhs.net](mailto:lasca.contractoradmin@nhs.net)
- To be sure of a response, best to call and ask if you aren’t sure about something (03330 142 884 for East Mids) but again there was another number which may be of use to you - 01772 222 1444

*Tips: I needed to work at the beginning of Sept and I wasn’t on the Performer’s List yet! However, in speaking to the office on the 01772 number, I was reassured that I was able to work because they have received all the documentation necessary (and also that I am on the list as a Registrar). So the lesson is – if in doubt, call them.*

*Update: although some people were sorted in Aug it took me until 21<sup>st</sup> Dec to get fully registered at my GP practice. I have been able to work but I had to prescribe under the name of one of the partners.*

- Eventually you get a letter with a “prescribing number” on it – your practice manager can then use it to get you logged into electronic prescribing AND your name will appear on the prescription!

*UPDATE 2017 – there is a new website for Primary Care Support Services:  
<http://pcse.england.nhs.uk/performer-list/>*

## Medical Indemnity

- **First make sure that you are covered for the end of training...** Your membership often runs for 12 months from the day you first joined – **you might need to pay a few more days indemnity as a Trainee.** Check with your provider and get the bill into the Practice Manager ASAP for reimbursement *(alternatively some trainees arranged to take last few days as A/L).*
- Then you need to get indemnity that covers the work you are about to do. This is different whether you are a Salaried/ Partner/ Locum/ work OOH and how many sessions you are planning to work per week.
- Call to get quotes from as many places as you can be bothered. And remember to call again if the situation changes.
- **Warning.** This is going to be a SHOCK – around £7,000 for 8 sessions – and you don’t get it reimbursed unless this is negotiated with the practice you are working for!

*Tips: MDU (most commonly used cover) will charge you interest if you pay monthly direct debit and not up front. However some practices have a group indemnity scheme (get a code off your practice manager) this doesn’t make it cheaper but does allow you to pay monthly without interest charges.*

*If you are planning to change company then note that it can take a **few weeks** to arrange and you will need a “letter of good standing” from your current organisation to be sent to the new one before it can be switched.*

## Other things to think about

### EQUIPMENT

- Remember as a Registrar that you are usually using the Practice’s Doctors bag and equipment. You will need to provide this for yourself when you start work “for real”
- You don’t have to get stuff from medical suppliers if you can find similar things on Amazon/ in Boots etc.

### TAX / EXPENSES

- Keep receipts for the equipment you buy for work as you should be able to claim the tax back.
- Also remember to **claim tax back** on all the exams and Professional Fees we pay! – get advice from tax office or an accountant if you aren’t sure (there is also some info on the BMA site).

*Tips: As a registrar this can be done by submitting a P87 form allowing you to reclaim all exams, indemnity (your part only not reimbursed bit), GMC / BMA costs etc. Once it’s over £2500 total (or if you are self employed) you have to do a tax return.*

- Most practices don’t reimburse you travel costs as a Salaried GP – the answer when I enquired was its part of your salary – however if you are self-employed you might be able to claim 24.4p (2016) / mile off your tax bill so keep logging it.

*Tips: Also poorly advertised is that you can also claim travel / accommodation costs to exams and to OOH shifts off HEEM while on training - Denise Menzies is the current contact point at HEEM.*

## Revalidation

- Revalidation happens every 5 years. You may have had one already but the CCT counts as a “big revalidation” so your 5 year cycle may change.

*I was revalidated during F2 so thought I'd have to go through it again within the 1<sup>st</sup> year of GP but the GMC sensibly changed my revalidation date to be 5 years after my CCT. They sent me an email about it and I didn't have to fill anything else in.*

- You need to make sure that you update your area of work on “GMC online”
  - Login
  - Click on “My Revalidation” on the left
  - Then at the bottom of the grid click on "change designated body"

*The letter I got from the local area team that prompted me to do this says to chose "Nottingham area team" but the corresponding “drop-down” selection on the GMC website is: “NHS England - Midlands and East (North Midlands)”*

- If you are not sure about the area you are moving to, you can use this tool on the GMC website: [http://www.gmc-uk.org/doctors/revalidation/designated\\_body\\_tool\\_landing\\_page.asp](http://www.gmc-uk.org/doctors/revalidation/designated_body_tool_landing_page.asp)

## Appraisal

- You should also get an email from your area team about your Appraisal date – you will be given a Month for your appraisal and then you will be given an Appraiser and their contact details. It is then up to you to arrange a convenient date with your Appraiser.
- This will be your appraisal month every year afterwards.
- Here is a link to the **GPUpdate** summary of the 2016 Appraisal & Revalidation Guidelines from RCGP: [https://www.gp-update.co.uk/updates?reqUpdate=302#upd\\_update\\_nid\\_302](https://www.gp-update.co.uk/updates?reqUpdate=302#upd_update_nid_302)

*We haven't had to do our first appraisal yet so can't really guide you more but we do know that you need an... **ePortfolio***

## ePortfolio

- You need to have an ePortfolio in much the same way as you have done throughout training. The RCGP linked ePortfolio is Clarity - <https://appraisals.clarity.co.uk/> - which you have to pay for (£45 if you are a member of the RCGP)
- There are a few other free and paid for ePortfolios and also a number of websites e.g. Patient.info, BMJ Learning, GPNotebook, Pulse... that will record your CPD (i.e. if you read one of their articles), some of which allow you to directly upload the details to your ePortfolio.
- It is worth asking what the GPs in your practice use and also if the Appraisers of an area prefer a particular system.

*Apparently appraisers in Nottingham are used to using Clarity*

**We really hope this document helps you to navigate the complexities of finishing training and becoming a fully-fledged GP – Good Luck!**

*Rebecca McConnell & Jenny Clar, GPST3s Derby  
August 2016/ February 2017*