



## SCOTTISH EXECUTIVE

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Health Department  
Human Resources Directorate

Dear Colleague

### **EXTRA RESOURCES PACKAGE FOR IMPROVING GP RECRUITMENT AND RETENTION: UPDATED GUIDANCE**

#### **Summary**

1. This circular provides updated guidance and details of amendments made to the "golden hello" scheme for general medical practitioners in Scotland. The revised guidance has been agreed between the Scottish Executive Health Department (SEHD) and the Scottish General Practitioners Committee (SGPC). The circular also provides details of an amendment to the Statement of Fees and Allowances (SFA) which takes account of the changes made.

#### **Background**

2. On 9 November 2001 SEHD announced a package of measures aimed at improving recruitment and retention among family doctors in Scotland. [PCA\(M\)\(2001\)26](#) provided detailed guidance on the operation of the scheme. [PCA\(M\)\(2002\)16](#), issued on 25 September 2002, updated that guidance by making amendments to the scheme.

3. This circular further updates the guidance by making the following additional changes:

- From 29 November 2002, the minimum commitment that a GP must work to be eligible for a golden hello payment has been reduced from 25% to 20% of a full-time commitment.

This means that any GP working in a post with a commitment of between 20% and 25% on 29 November 2002 who was appointed on or after 1 April 2001 and who is still working in the post may be eligible for a golden hello payment, providing the GP meets the scheme's eligibility criteria (as outlined in the relevant sections of the SFA). The date of eligibility is 29 November 2002.

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1 April 2003

#### **Addresses**

##### For action

Chief Executives of NHS Boards  
Chief Executives of Primary Care  
Trusts  
Director of Practitioner Services,  
Common Services Agency  
General Practitioners

##### For information

General Manager,  
Common Services Agency

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#### **Enquiries to:**

John Hannah  
Room 1E-R  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 0131-244 2465

Fax: 0131-244 2621

[John.Hannah@scotland.gsi.gov.uk](mailto:John.Hannah@scotland.gsi.gov.uk)

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- The scheme has been extended to include GPs returning to practice from 24 September 2002 onwards.

This change to the scheme applies to all practitioners returning to practice on or after 24 September 2002 who have not received a payment under the scheme previously and who were not included on a medical list of any Primary Care Trust/NHS Board or employed by a GMS principal or PMS performer (except as a locum) on 23 September 2002 or in the 3 months immediately prior to that date. GPs returning to practice before 24 September 2002 (the date on which the extension of the scheme was announced) will not be eligible for a "golden hello" payment unless they have taken up an eligible post, as set out in the relevant sections of the SFA, for the first time.

4. A determination of these changes to the SFA is included in this circular at Annex A. A copy of the amendments made to the SFA is attached at Annex B. These amendments have also been replicated in the SFA on the Scottish Health on the Web site.

5. Attached at Annexes C and D are copies of the revised claim forms which should be used when applying for payment under the scheme. These new forms replace the claim forms attached at Annexes C and D within PCA(M)(2002)16. All other claim forms (ie Annexes E - G contained within PCA(M)(2002)16) which relate to other components of the scheme remain the same.

#### **Action**

6. Primary Care Trusts/NHS Boards are requested to bring this Circular to the attention of all GP practices in their area and to their Area Medical Committee for the attention of the Secretary of the GP Sub-Committee.

Yours sincerely



**MIKE PALMER**  
**Assistant Director (Policy)**

**ANNEX A**

**AMENDMENT TO THE STATEMENT OF FEES AND ALLOWANCES**

**DETERMINATION**

Scottish Ministers, pursuant to regulation 35(1) of the National Health Service (General Medical Services) (Scotland) Regulations 1995, hereby determine that paragraph 15 of the Statement of Fees and Allowances as set out in the attached Annex B shall take effect from 24 September 2002.

**AMENDMENT TO THE STATEMENT OF FEES AND ALLOWANCES**

**Paragraph1/Schedule1**

**GP Recruitment and Retention Incentive Payments**

From 1 April 2001 - 28 November 2002

Golden Hello payment to practitioners taking up an eligible post:

- |                           |        |
|---------------------------|--------|
| a) 50% commitment or more | £5,000 |
| b) 25% to 49% commitment  | £3,000 |

Additional payment if position is in an area attracting an additional payment:

- |                            |                          |
|----------------------------|--------------------------|
| a) Remote and Rural Area   | £5,000                   |
| b) 40% most Deprived Areas | Between £2,500 to £7,500 |

From 29 November 2002

Golden Hello payment to practitioners taking up an eligible post

- |                           |        |
|---------------------------|--------|
| a) 50% commitment or more | £5,000 |
| b) 20% to 49% commitment  | £3,000 |

Additional payment if position is in an area attracting an additional payment:

- |                            |                          |
|----------------------------|--------------------------|
| a) Remote and Rural Area   | £5,000                   |
| b) 40% most Deprived Areas | Between £2,500 to £7,500 |

From 1 April 2001

Recruitment costs up to £2,000

Relocation costs up to £2,000

Reimbursement of expenses to GPs aged 55 and over £1,000 per annum

## **AMENDMENTS TO THE STATEMENT OF FEES AND ALLOWANCES**

### **Recruitment and Retention Incentive Payments to GPs**

#### **Golden Hello Payments**

15.1 Practitioners who:

(a) From 1 April 2001

- i. take up their first eligible post under GMS or PMS; or,
- ii. take up their first eligible post following employment as a GP retaine; or,

(b) From 24 September 2002, take up an eligible post under GMS, and on that date:

- i. they were not included in the medical list of a PCT/NHS Board; or,
- ii. employed in general practice by a principal to assist in the provision of general medical services (except as a locum); or,
- iii. engaged in the performance of PMS as either a provider or an employee of a PMS provider

will be eligible for payment as set out in schedule 1/paragraph 1 provided the conditions specified in paragraphs 15.7 - 15.9 are met.

15.2 For the purposes of this scheme, an eligible post is any post

a) under GMS or PMS as either a GMS GP principal, assistant, associate, salaried GP or as a PMS performer; and,

b) in the case of employed doctors, with either an open-ended contract or fixed term contract of more than 2 years; and

- c) i. if the post was taken up prior to 29 November 2002, with a total time commitment of 25% or more; or
- ii. if the post was taken up from 29 November 2002, with a total time commitment of 20% or more.

15.3 For the purpose of 15.2 c), the total time commitment can apply to either a single post or as an aggregate of two separate posts.

15.4 All qualifying practitioners are eligible for a standard lump sum payment related to their time commitment.

15.5 Applications for payment under this scheme will only be considered if made within the appropriate time limits as set out below.

(a) For posts taken up under 15.1(a)

Before 1 April 2002	within 18 months of starting an eligible post
From 1 April 2002	within 12 months of starting an eligible post

(b) For posts taken up under 15.1(b)

Before 1 April 2003	within 18 months of starting an eligible post
From 1 April 2003	within 12 months of starting an eligible post

15.6 Eligibility for payment under this paragraph will be calculated according to the circumstances of the practitioner and post on the date the position commenced.

### **Eligibility for Golden Hello Payments**

15.7 The scheme will apply to all qualifying practitioners as set out in 15.1 provided they have not received a payment under the scheme previously and that:

- i. practitioners eligible under 15.1 (a)i have never worked in an eligible post;
- ii. practitioners eligible for a payment under 15.1 (a)ii have not worked in an eligible post since leaving the GP Retainer scheme;
- iii. practitioners eligible for a payment under 15.1 (b) were not included on a medical list of any PCT/NHS Board or employed by a GMS principal or PMS performer (except as a locum) on 24/09/02 or in the 3 months immediately prior to that date

15.8 For the purposes of paragraphs 15.1 and 15.7 a doctor appointed under regulations 24(2) or 24(7) of the NHS (General Medical Services) (Scotland) Regulations 1995 to provide unrestricted general medical services will not be regarded as having been included on the list of a PCT/NHS Board.

15.9 For the purpose of paragraph 15.7, practitioners working in a post on 29 November 2002 that was taken up on or after 1 April 2001 and has a commitment of 20 – 24%, are now eligible for a payment under this scheme. Applications for payment should be submitted prior to 29 November 2003.

### **Payments for practitioners in areas attracting additional payments**

15.10 In addition to the standard payment, practitioners taking up an eligible post in a practice within an area attracting additional payments on the first date in post will be eligible to receive a further payment as specified in Paragraph 1/Schedule 1. Criteria for payment shall be the same as for standard payments to doctors taking up an eligible post as set out in paragraph 15.1. The criteria may be reviewed by Scottish Ministers from time to time. Additional payments are available as follows:

15.10.1 A supplementary golden hello of £5,000 will be paid to every GP taking up an eligible post in a remote and rural area. For these purposes, remote and rural is defined as practices with an out of hours rota of 1:3 or worse, or island practices. For out of hours cases, this payment will be available only where the Primary Care Trust/NHS Board, in consultation with the GP Sub-Committee, confirms that the reason for the heavy out of hours commitment is the practice's

location and lack of feasible options for joining an out of hours co-operative or extended rota.

15.10.2 A supplementary golden hello averaging £5,000 will be payable to every eligible GP taking up a substantive post in one of the 40% most deprived practices in Scotland. These practices have been defined using information held centrally which shows the level of deprivation payments paid to each practice per 1,000 patients. Payments will be made on a sliding scale with increases at a linear rate between £2,500 and £7,500 with those practices in the most deprived areas receiving the highest payment. Details of the 40% most deprived practices will be reviewed and amended as necessary or on an annual basis and will be passed to Primary Care Trusts/NHS Boards to ensure that any new GP applying for a post knows in advance whether the post attracts a supplementary payment of this nature and if it does, the level of such payment.

15.10.3 Where a practice meets both the remote and rural and the deprivation criteria, the GP will be eligible for one supplementary golden hello only, whichever is the more favourable.

### **Job Sharers**

15.11 Each partner in a job-sharing arrangement will be eligible individually for payment under paragraphs 15.1 and 15.10 if he or she satisfies the appropriate conditions.

15.12 The amount of money payable will be dependent on the time commitment of the job-sharer as specified in paragraph1/schedule1.

### **Changes in Circumstances**

#### Extra payments

15.13 These paragraphs are intended to ensure that if a practitioner has a change in circumstances involving an increase in time commitment and/or a move to or increase in time commitment in an area that attracts additional payments within two years of the first appointment she or he will be entitled to make a second claim based on these new circumstances. An increase in commitment and/or move to an area that attracts additional payments under paragraphs 15.14 - 15.18 may occur within post, by starting a different post or by taking a second post.

15.14 An eligible practitioner who increases his or her commitment (in an eligible position as specified in 15.2) within 6 months of taking up an eligible post, to such a level as would have attracted a higher payment had the position been the first held will receive the standard payment for their new commitment less any payment they have previously been awarded under this paragraph.

15.15 An eligible practitioner who between six months and two years of joining general practice increases his or her commitment (in an eligible position as specified in 15.2) to such a level as would have attracted a higher payment had the position been the first held, will receive half of the difference between the full payment for their current commitment and the payment for their previous commitment as awarded under this paragraph.

15.16 Practitioners whose changes in circumstances involve a move to an area attracting additional payments, at the time of that change, will be eligible for extra additional payments. These payments will be calculated as in paragraphs 15.14-15.16. An increase in commitment will not be necessary to attract payments under this paragraph.

15.17 Where payment under 15.16 is due to a practitioner taking a second post, payments should be based only on the practitioner's percentage commitment in the area attracting additional payments.

15.18 Practitioners who move to another post within the same area which attracted additional payments when she/he took up the first post but has subsequently ceased to attract additional payments and increases his/her commitment (in an eligible post as specified in 15.2) to such a level as would have attracted a higher payment had the position been the first held, will be eligible for extra additional payments. These will be calculated as in paragraphs 15.14 - 15.15.

15.19 A doctor in receipt of a standard payment does not receive an additional payment where:

- the area in which they practice is subsequently designated as attracting an additional payment
- she/he moves to a post within the same area which was not included in the list of those areas attracting an additional payment at the time she/he took up the first post but has subsequently been designated as an area attracting additional payments.

#### Return of Payment

15.20 Where, within two years, a practitioner in receipt of payments under paragraph 15.1 or 15.10 and 15.13 - 15.19 stops providing or assisting in the provision of general medical services or performing PMS as:

- a GP principal on the medical list of a PCT/NHS Board
- an employee of a principal assisting in the provision of general medical services under paragraphs 18, 19, or 52 of this Statement.
- a PMS performer

she or he will be required to return some or all of the payment received as specified in paragraph 15.21.

15.21 The proportion of the payment returnable will be dependent on the amount of time spent in general practice as shown below:

- |    |                          |      |
|----|--------------------------|------|
| i  | less than 6 months       | 100% |
| ii | from 6 months to 2 years | 50%  |

15.22 The provisions for the return of payments will not apply where the PCT/NHS Board is satisfied that the practitioner has ceased to work in this capacity due to:

- i. death

- ii. enforced early retirement from general practice due to illness or injury
- iii. exceptional personal circumstances and with the approval of the PCT/NHS Board
- iv. maternity (or other extended parenting leave agreed by the PCT/NHS Board) provided the GP gives an undertaking that (s)he will return to practise and does so within a reasonable period, to be considered case-by-case by the PCT or NHS Board. (As a minimum absences of up to two years will normally be considered reasonable, but requests for any longer periods should be considered sympathetically by the PCT or NHS Board).
- v. transfer to a post under GMS or PMS arrangements elsewhere in the UK

15.23 Periods of absence under 15.22 iii and iv shall not be included in the computation of periods of time for the purposes of paragraphs 15.13 - 15.21 and 15.24.

15.24 Practitioners in receipt of an additional payment shall be liable to return some or all of the sum received if they move to an area, which at the time of the move does not attract an additional payment, within two years of receiving it. The criteria for return of the money will be the same as set out in paragraphs 15. 20 - 15.22 and 15.25.

15.25 Practitioners in receipt of an additional payment shall not be liable to return the sum received if:

- the area in which she/he practices ceases to attract additional payments
- she/he moves to another post within the same area which attracted additional payments when she/he took up the first post but has subsequently ceased to attract additional payments

### **Payments for non-principal Doctors new to Primary Care**

15.26 A practitioner employing a doctor under paragraphs 18, 19 or 52 of the SFA on a fixed term contract of more than two years will be eligible for payments under this scheme as shown in paragraph1/schedule1 provided the doctor being employed satisfies the eligibility criteria set out in paragraphs 15.1 and 15.6. Payments will follow paragraphs 15.1 - 15.10.

15.27 The amount of money payable will be dependent on the commitment of the qualifying doctor, as agreed with the local PCT/NHS Board and based on the normal contracted hours within the local area of the doctor being employed. Doctors with a commitment of less than 20% will not be eligible for payment.

15.28 Where the doctor is employed under paragraph 19 of the SFA additional payments will be based on the percentage time commitment, as agreed with the local PCT/NHS Board, in an area attracting additional payments.

15.29 Doctors may attract extra payments if their circumstances change within two years of taking a first post. Paragraphs 15.13 - 15.19 will apply.

15.30 Where a doctor becomes eligible for extra payments due to taking a second post payments should be paid to the employing practitioner with whom the doctor has the largest percentage time commitment or in such other way as agreed by the doctor, practices and PCT/NHS Board.

15.31 General practices should ensure that the full amount of the payment (less any deductions for tax, National Insurance or superannuation) is paid to the qualifying practitioner.

15.32 Some or all of the payments made under paragraph 15.26 - 15.30 may be liable to be returned if within two years the doctor ceases to be employed within primary care or moves to a post in a PCT/NHS Board not at the time of the move attracting an additional payment. Paragraphs 15.20 - 15.25 shall be used to determine the sum to be returned.

### **Relocation Costs**

15.33 Where a GP (whether newly qualified or not) takes up a substantive post in a remote and rural area (as defined at paragraph 1/Sch 1), support for relocation costs is available as follows:

- Subject to the submission of three competitive tenders where practicable,
- GPs are eligible to claim up to the first £2,000 of relocation costs, assessed against the lowest tender.

### **Recruitment Costs**

15.34 Subject to submission of appropriate receipts, practices in remote and rural areas as defined at paragraph 15.10.1 above, are eligible to claim up to the first £2,000 of recruitment costs, including, in exceptional circumstances, the cost of locum cover where there were difficulties and delays in finding a replacement partner and the basic practice allowance is not payable.

### **Retention Incentives**

15.35 Reimbursement of expenses incurred of up to £1,000 per annum will be payable to GPs aged 55 and over for undertaking at least one of the following clinical/organisational activities:

- Providing mentoring/additional support to young GPs;
- Additional work on clinical governance;
- Relieving clinical pressure by providing additional GP sessions;
- Enhanced professional development; or
- Paying for out of hours cover.

15.36 Such reimbursements can be used to reduce workload pressure on older GPs. In order to secure the £1,000 payment a GP should inform their PCT/NHS Board, at the time of claiming payment, of the activities they have chosen to undertake. Claims for payment should

also be accompanied by the relevant receipts. Any other activity not listed at paragraph 15.35 would require, for payment purposes, the agreement of the PCT/NHS Board.

15.37 Applications for payment should be made using the forms attached to PCA(M)(2003)6. Once completed, forms should be submitted to the Primary Care Trust/NHS Board for authorisation and onward transmission to Practitioner Services Division.

**TO BE COMPLETED BY GPs APPLYING FOR STANDARD GOLDEN HELLO AND ADDITIONAL GOLDEN HELLO PAYMENTS.**

This form is required for all new and returning GPs, performing general medical services, who may be eligible for a payment under the NHS primary care GP "golden hello" scheme.

For the purposes of the scheme, an 'eligible' post is defined as at paragraph 15 of the Statement of Fees and Allowances.

Applicants applying for a first payment should complete **PARTs ONE** and **TWO** of this form. All applicants should sign the declaration in **PART THREE**.

The form should be completed and returned to your local Primary Care Trust/NHS Board for authorisation and onward transmission to Practitioner Services Division.

**PLEASE COMPLETE IN BLOCK CAPITALS**

**PART ONE TO BE COMPLETED BY ALL GPs APPLYING FOR PAYMENTS**

Name of Primary Care Trust/NHS Board \_\_\_\_\_

**1. PERSONAL DETAILS OF DOCTOR**

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

*If job-sharer please give name of the doctor with whom the position is shared:*

\_\_\_\_\_

**2. PROFESSIONAL QUALIFICATIONS**

*How are you qualified to practise as a GP? (✓ as applicable)*

JCPTGP certificate  Date received: \_\_\_\_\_

Other – please specify: \_\_\_\_\_ Date received: \_\_\_\_\_

Registration number in medical register: 

--	--	--	--	--	--	--	--

Date of first medical registration: \_\_\_\_\_

**3. NAME AND ADDRESS OF PRACTICE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

**4. TYPE OF PRACTICE**

*What type of practice are you working in? (✓ as applicable)*

GMS

PMS

**PART TWO TO BE COMPLETED BY GPs APPLYING FOR A FIRST PAYMENT UNDER THE SCHEME**

**5. SUM APPLIED FOR**

*Please indicate payment for which you are applying: (✓ as applicable)*

Full standard payment  
(A commitment of 50% or above)

A Proportionate payment  
(A commitment of at least 20% but less than 50%)

*Are you applying for an additional payment (payable in respect of posts in specified deprived or remote and rural areas)? (✓ as applicable)*

Yes

No  Please go to Q6

The practice I work in is defined as Remote and Rural  (✓ as applicable)

The practice I work in is defined as Deprived  (✓ as applicable)

**6. CAREER**

*Are you currently working as: (✓ as applicable)*

As a principal on the medical list

As a non-principal (i.e. as an assistant or salaried GP)

Date on which post was taken up  
(i.e. when you started work in the post) \_\_\_\_\_

Please state percentage commitment \_\_\_\_\_ %

**What type of practice are you working in? (✓ as applicable)**

Single handed practice  Partnership

**7. ELIGIBILITY**

**Please indicate the circumstance under which you are eligible for a first Golden Hello payment (✓ as applicable)**

First eligible post in general practice  **Go to Section 7A**

First eligible post in general practice since leaving the GP retainer scheme  **Go to Section 7B**

First eligible post after not having held an eligible post in general practice for a period of at least 3 months prior to 24 September 2002  **Go to Section 7C**

**SECTION 7A – ONLY TO BE COMPLETED BY GPS TAKING UP A FIRST ELIGIBLE POST IN GENERAL PRACTICE**

**Have you previously worked in an eligible post within NHS general practice? (✓ as applicable)**  
(please see paragraph 15 of the Statement of Fees and Allowances for definition of an eligible post)

No  Yes

**Have you ever received a payment under this scheme before? (✓ as applicable)**

No  Yes

**SECTION 7B - ONLY TO BE COMPLETED BY GPS TAKING UP A FIRST ELIGIBLE POST IN GENERAL PRACTICE AFTER LEAVING THE GP RETAINER SCHEME**

Last date of membership of retainer scheme: .....

**Since leaving the GP Retainer scheme have you worked in an eligible post in general practice except in your current post under which you are claiming a golden hello payment? (✓ as applicable)**

No  Yes

**Have you ever received a payment under this scheme before? (✓ as applicable)**

No  Yes

**SECTION 7C - ONLY TO BE COMPLETED BY GPS TAKING UP A FIRST ELIGIBLE POST AFTER RETURNING TO GENERAL PRACTICE**

Date of last post in general practice: .....

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**Have you worked in an eligible post in the three months immediately prior to 24 September?**

No  Yes

**Have you ever received a payment under this scheme before? (✓ as applicable)**

No  Yes

**PART THREE - TO BE COMPLETED BY ALL APPLICANTS**

**8. DECLARATION OF APPLICANT**

I declare that the information I have given in this form is correct and complete and I understand that if it is not, disciplinary action may be taken against me. In the event of leaving my eligible post within 2 years and ceasing to provide or assist in the provision of general medical services or providing PMS or the conditions of payment not otherwise being complied with by me, I understand that the payment will be recoverable from me in full or in part as calculated by the Primary Care Trust/NHS Board. In such circumstances, I agree to repay the amount specified within 3 months of the date of my departure or the date of my decision to reduce my commitment.

I am not working exclusively as a GP locum

I am not employed on a fixed term contract of two years or less

I do not have a commitment of less than 20% of full-time

I have never received a payment under this or any related scheme

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

**9. DECLARATION OF GP partners or GP Principal/ PMS PROVIDER** (if GP applying for payment is not a GP principal)

I/we wish to apply for direct reimbursement of the sum due under this scheme in accordance with paragraph 15 of the Statement of Fees and allowances or corresponding PMS Directions. I understand that if the qualifying GP leaves this Partnership/PMS provider within the next two years the Partnership/PMS provider will be expected to co-operate with the PCT/NHS Board if the PCT/NHS Board has reason to seek to recover monies from the doctor concerned.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Position within practice/PMS provider: \_\_\_\_\_

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**After completion of PART THREE please send the full form to your local Primary Care Trust/NHS Board for authorisation and onward transmission to Practitioner Services to ensure processing and payment**

**PART FOUR FOR PRIMARY CARE TRUST/NHS BOARD USE ONLY**

PCT/NHS Board Authorisation:

Signature: ..... Date: .....

Passed to PSD for payment: .....

GP Name: .....

Practice: .....

Status: .....

Start Date: .....

**PART FIVE FOR PSD USE ONLY**

**10. AMOUNT PAYABLE**

**10A. PAYMENTS UNDER PART TWO NEW GPs AND THOSE LEAVING THE GP RETAINER SCHEME**

STANDARD PAYMENT	£	
ADDITIONAL PAYMENT	£	
EMPLOYERS N.I. CONTRIBUTION	£	.....
EMPLOYERS SUPERANNUATION CONTRIBUTION	£	.....
<b>TOTAL AMOUNT PAID</b>	<b>£</b>	.....

**CHARGED TO:** GMS  PMS

If charged to **PMS** please give name of PMS Pilot , Pilot code and start date:

Name of PMS Pilot: .....

PMS Pilot code: ..... Start date in PMS Pilot: .....

Name of person completing part FIVE: .....

**TO BE COMPLETED BY GPs APPLYING FOR EXTRA PAYMENTS DUE TO A CHANGE IN CIRCUMSTANCES**

**PART 1. PERSONAL DETAILS**

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Date of Birth \_\_\_\_\_ Registration No: \_\_\_\_\_

**Name and Address of Practice:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

**PART 2. SUM APPLIED FOR**

*How have your circumstances changed? (✓ as applicable)*

Increased commitment in current post  Please go to PART 3

Taking second post  Please go to PART 4

Job Move  Please go to PART 5

**PART 3. - INCREASED COMMITMENT IN CURRENT POST**

Previous commitment (percentage) \_\_\_\_\_ %

New commitment (percentage) \_\_\_\_\_ %

Date of change in commitment : \_\_\_\_\_

Length of time in current post: \_\_\_\_\_

**Is your current post in an area that attracts an additional payment?**  Yes  No

If **yes** please give name of PCT/Island NHS Board: \_\_\_\_\_

**PART 4. - TAKEN SECOND POST**

Commitment in first post (percentage) \_\_\_\_\_ %

Commitment in second post (percentage) \_\_\_\_\_ %

Total commitment (percentage) \_\_\_\_\_ %

Length of time in first post \_\_\_\_\_

Date of taking up second post \_\_\_\_\_

**Is your first post in an area attracting an additional payment ?**  Yes  No

If yes please give name of PCT/island NHS Board: \_\_\_\_\_

**Is your second post in an area that attracts an additional payment?**  Yes  No

If **yes** please give name and address of practice and name of corresponding PCT/NHS Board:

Practice name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

PCT/ NHS Board: \_\_\_\_\_

**PART 5. – JOB MOVE**

Previous commitment (percentage) \_\_\_\_\_ %

New commitment (percentage) \_\_\_\_\_ %

Date of taking up new post \_\_\_\_\_

**Is your new post in an area attracting an additional payment?**  Yes  No

If yes please give name of  
PCT/NHS Board: .....

Was your previous post in an area attracting an additional payment?  Yes  No

If yes please give name and address of practice and name of corresponding PCT/NHS Board:

Practice  
name: .....

Address: .....  
.....

Postcode: .....

PCT/NHS  
Board: .....

**PART 6****TO BE COMPLETED BY ALL APPLICANTS****DECLARATION OF APPLICANT**

I declare that the information I have given on this form is correct and complete and I understand if it is not, disciplinary action may be taken against me. In the event of leaving my eligible post within 2 years and ceasing to provide or assist in the provision of general medical services or providing PMS or the conditions of payment not otherwise being complied with by me, I understand that the payment will be recoverable from me in full or in part as calculated by the Primary Care Trust/NHS Board. In such circumstances, I agree to repay the amount specified within 3 months of the date of my departure or the date of my decision to reduce my commitment.

I am not working exclusively as a GP locum.

I am not employed on a fixed term contract of two years or less.

I do not have a commitment of less than 20% of full time.

I have never received a payment under this or any related scheme.

Signature of Applicant : \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION OF PARTNERSHIP/GP PRINCIPAL** (if appropriate)

I/we wish to apply for direct reimbursement of the sum due under this scheme in accordance with paragraph 15 of the Statement of Fees and allowances or corresponding PMS Directions. . I understand that if the qualifying GP leaves this partnership/PMS provider within the next two years the partnership/PMS provider will be expected to co-operate with the PCT/NHS Board if the PCT/NHS Board has reason to seek to recover monies from the doctor concerned.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Position within practice: \_\_\_\_\_

**After completion of PART SIX please send the full form to your local Primary Care Trust/NHS Board for authorisation and onward transmission to Practitioner Services to ensure processing and payment**

**PART 7. FOR PRIMARY CARE TRUST/NHS BOARD USE ONLY**

PCT/NHS Board Authorisation:

Signature: ..... Date: .....

Passed to PSD for payment: .....

GP Name: .....

Practice: .....

Status: .....

Start Date: .....

**PART 8. FOR PSD USE ONLY**

**EXTRA PAYMENTS DUE TO A CHANGE IN CIRCUMSTANCES**

STANDARD PAYMENT	£	_____
ADDITIONAL PAYMENT	£	_____
EMPLOYERS N.I. CONTRIBUTION	£	_____
EMPLOYERS SUPERANNUATION CONTRIBUTION	£	_____
<b>TOTAL AMOUNT PAID</b>	<b>£</b>	_____

**CHARGED TO: GMS  PMS**

If charged to ***PMS*** please give name of PMS Pilot, Pilot code and start date:

Name of PMS Pilot: \_\_\_\_\_

PMS Pilot code: \_\_\_\_\_ Start date in PMS Pilot: \_\_\_\_\_

Name of person completing part 8: \_\_\_\_\_