

Checklist – what needs to be done before a doctor starts

This checklist is designed to remind employers of their obligations when making offers to doctors in training. [The code of practice](#) for provision of information to doctors in training is still in force. The same timescales apply for provision of information under the 2016 TCS, although some of the information required has changed.

It is essential to adhere to the code of practice to ensure doctors feel welcome and valued; HEE will be mandating this in your learning and development agreements from 2017. HEE are responsible for meeting deadlines on provision of information to employers and are aiming to achieve 90 per cent compliance by October 2016.

Both the recruiting and the employing organisation are responsible for meeting the deadlines both on a doctor's first appointment to a programme and for all subsequent placements/rotations. Where information can be provided ahead of deadlines this is always preferable.

The table below shows the information that needs to be provided to doctors, on either contract, to comply with the code of practice. The accompanying checklist shows when tasks must be completed by.

2002 contract	2016 contract
The name of whom to contact in the event of any relevant information being missing or requiring clarification	Complete generic work schedule template .
Location of hospital(s) or work location(s) (particularly information on which site(s) within a multi-site institution)	
Duration of post	
Hours – this should include hours per week on average, pattern of work and duty hours including out of hours rota	
Basic pay indicated by reference to relevant national salary scales	
Any specific pay supplement	
London weighting or other recruitment incentive, specifying the amount if applicable	
Details of educational supervisor and clinical supervisor	
Pension arrangements	
Annual leave rules and entitlement, including any statutory days	
Sick pay arrangements with reference to national terms and conditions	
Notice period	
Study leave arrangements	
Travel expenses (the local employer's policy must be provided)	
Subsistence expenses (the local employer's policy must be provided)	
Relocation expenses (the local employer's policy must be provided) except where these are handled by the recruiting organisation – in these cases, this information should be provided at programme offer stage	
Requirements of local pre-employment procedures and checks	
Professional registration requirements	
Health and safety – local policies	
Proposed deductions from salary (e.g. mess fees)	
Any details pertaining to requirements for accommodation/residence	
Induction arrangements for new starters	

Employer checklist for each rotation

Timeline	Task	Completed
More than 12 weeks before rotation date	Prepare generic work schedules for posts if not already in place, including educational detail.	
More than 12 weeks before rotation date	Ensure that for doctors starting on the 2016 TCS, any rota they will be working on complies with 2016 rota rules.	
12 weeks before doctor starts in post	HEE to notify employer of details of doctors joining or remaining with the employing organisation, identifying the exact placement they will be undertaking.	
From 12 weeks before doctor starts in post (must be completed sooner than 8 weeks before, to facilitate next steps)	Map doctors to posts and to generic work schedules and prepare conditional employment offers.	
8 weeks before doctor starts in post	<p>Deadline for sending out conditional employment offer and generic work schedule (if not done already). Employers should ask doctors to request any immediate annual leave requests so they are able to build this in to final duty rosters.</p> <p>The doctor has an obligation to provide all information requested by the employer within the timescales specified by the employer, to ensure the smooth running of the process.</p>	
6 weeks before doctor starts in post	Deadline for providing information on actual rota (duty roster) to be worked.	
Doctor starts in post	<p>Induction to organisation (if newly arrived) and department</p> <p>Doctor must ensure they have relevant GMC registration and employment checks in order to start in post.</p>	
No more than 8 weeks after commencement in post	Issue statement of particulars and contract of employment (if not already issued).	