

### MODEL SALARIED OFFER LETTER AND CONTRACT

#### PLEASE READ THIS SECTION BEFORE ISSUING

#### NOTES

- I. The model terms and conditions are to be used in conjunction with an offer letter, (also included below) which will form the basis of a contract between the Practice and the employed doctor.
- II. The offer letter should refer to and incorporate these model terms and conditions or terms which are no less favourable.
- III. These terms and conditions are based on the minimum requirements as set out within the Health and Personal Social Services (General Medical Services Contracts) Regulations (Northern Ireland) 2004 part 4 paragraph 58) following negotiations between the SPPG and BMA.)
- IV. **Yellow highlights** require review and tailoring by the employer.



## Model salaried GP offer letter and contract for a GP employed by a GMS practice

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### Model offer letter

1. I am writing on behalf of the [insert employer name] to confirm the offer to you of an appointment as a [full-time/part-time] salaried General Practitioner with effect from [commencing date]. You will be employed for [xx] hours each week.
2. You must be fully registered with the General Medical Council and be on the list established in accordance with the provisions of the 'Health and Social Services (Primary Medical Services Performers Lists) Regulations (NI) or such successor Regulations as may from time to time be appropriate to your employment.
3. Your duties will be in accordance with the job plan agreed with the Practice and appended to this statement. Your principal place of work will be [insert location].
4. The terms and conditions of employment offered are set out in the enclosed Terms and Conditions of Service. The Practice agrees that the Local Medical Committee (LMC) is representative of the GMS GPs and other GPs in the area and further agrees that it will consult with the said LMC on all matters affecting the performance of this appointment where it is required to do so by any legislation, regulations, guidance, directions or other ordinance.
5. Your starting salary will be [£insert] per annum paid monthly in arrears by credit transfer, normally on the last day of each month. Your salary will be increased to the maximum of the scale (currently [£insert]) by annual increments on [insert incremental date] each year and in accordance with the Government's decision on the pay of general practitioners following the recommendation of the Doctors' and Dentists' Review Body.
6. The appointment is pensionable, and your salary will be subject to deduction of employees' contributions in accordance with the HPSS Superannuation Regulations (Northern Ireland) 1995 (as amended) unless you opt out of the scheme, are ineligible to join or have retained contractor status. Details of the scheme are given in the scheme guide which is enclosed. This employment is contracted-out employment for the purposes of Pensions Schemes (NI) Act 1993 Chapter 49.
7. For the purposes of chapter 3 Employment Rights (NI) Order 1996' your previous employment with [insert name of previous employer] does not count as part of your continuous period of employment and your continuous period of employment therefore began on [insert date].

However, subject to the rules set out in the Terms and Conditions of Service, previous NHS service not treated as "continuous" under the provisions of the Employment Rights (NI) Order 1996 may be reckoned as continuous for the purpose of certain of your Terms and Conditions of Service.

8. You will maintain membership on an occurrence-based basis with a recognised medical defence organisation commensurate with your responsibilities.

9. Your private residence shall be maintained in contact with the public telephone service and shall not be more than 10 miles by road from [insert location] unless specific approval is given by the Practice to your residing at a greater distance.

10. You can choose to voluntarily retire at any time, provided you give your required period of notice of termination of employment.

11. You will be entitled to 30 working days' annual leave and pro rata in the case of part-time employment and 10 public/extra statutory holidays to be taken in accordance with section 2 of the General Terms and Conditions Handbook for NI or days in lieu with pay each year between [date] and [date].

12. You will be entitled to be paid during periods of incapacity for work due to illness or injury in accordance with the occupational sick pay provisions in paragraph 225 - 244 of the Hospital Conditions of Service.

13. You will be entitled to professional, and study leave with pay as set out in the Terms and Conditions of Service.

14. Any grievance related to your employment should be raised in the first instance with [insert name or job role as applicable] and may be pursued thereafter in accordance with the Practice's grievance procedure.

15. You will be subject to disciplinary procedures dealing with issues and personal conduct and professional conduct/performance in line with paragraph 35 of the terms and conditions of service, which are attached.

16. The Practice accepts no responsibility for damage to or loss of personal property, with the exception of small valuables handed to the practice manager for safe custody. You are therefore recommended to take out an insurance policy to cover your personal property.

17. The Practice is an equal opportunities employer.

18. If you agree to accept this appointment on the terms indicated above, please sign the form of acceptance at the foot of this letter and return it to me in the enclosed stamped addressed envelope. A second signed copy of this letter is attached and should be retained by you for future reference.

Yours sincerely

**Signature**

**On behalf of**

I hereby accept the offer of appointment mentioned in the foregoing letter on the terms and subject to the conditions referred to in it. I undertake to commence my duties on [date].

**Signature****Date**

This offer and acceptance of it shall together constitute a contract between the parties.

**Model terms and conditions****Definitions**

1.1 1977 Act means the Health and Personal Social Services (NI) Order 1977 as the same may be amended, supplemented or modified from time to time.

1.2 1997 Act means the Health Services (Primary Care) (NI) Order as the same may be amended, supplemented or modified from time to time.

1.3 Hospital Conditions of Service means the Terms and Conditions of Service for Hospital Medical and Dental Staff and Doctors in Public Health and the Community Health service, March 2003 edition last updated 14 June 2004.

1.4 General Whitley Council Handbook means the General Terms and Conditions of Service Handbook as used in NI.

1.5 Job Plan means a plan identifying the nature and the timing of the practitioner's commitments.

1.6 List Regulations means the Health and Social Services (Primary Medical Services Performers Lists) Regulations (NI) 2004 or any successor regulations which may from time to time be in force including comparable regulations applicable to the provision of personal medical services under the 1977 Act.

1.7 NHS Employment and HPSS employment means the total of the periods of employment by a National Health Service Trust, Primary Care Trust, Strategic Health and HPSS employment or Special Health Authority, or any of the predecessors in title of those bodies or the equivalent bodies in Wales, Scotland and Northern Ireland, together with the total of the periods during which the practitioner provided or performed Primary Medical Services.

1.8 Practice Facilities means premises, accommodation, equipment and services provided by the Practice.

1.9 Practice means the practice of one or more general practitioners together with others as the case may be employing the practitioner to provide primary medical services.

1.10 Primary Medical Services means medical services which are either provided as personal medical services pursuant to the provisions of the 1997 Act or general medical services provided pursuant to the provisions of the 1977 Act or any equivalent services provided by the primary care organisation (PCO).

1.11 Regulations means Regulations and Directions from time to time in force pertaining to the provision of primary medical services.

#### **Appointment to, and tenure of, posts**

2. Practitioners holding medical posts must be fully registered medical practitioners and their name included in a list in accordance with the List Regulations.

3. The employment will be subject to the provisions hereof, and subject to the terms of notice set out herein (Clause 33), and subject to Clause 32 (Termination of Employment).

#### **Basis of contract**

4. Full-time general practitioners will normally be contracted to work for 37½ hours per working week (“contracted hours”) such hours being divided into nine nominal sessions. Such sessions may be divided up into specific working periods by mutual agreement.

5. A part-time practitioner shall be remunerated on a pro rata basis to a full-time practitioner’s salary.

#### **Additional sessions**

6. A Practice may agree with a practitioner that he or she should undertake work which is not specified in his or her Job Plan by way of additional nominal sessions or fractions thereof. The extra session(s) shall be remunerated on a pro rata basis to a full-time practitioners’ salary. Any such agreement shall be reviewed when required but at least annually and will be terminable at three months’ notice on either side.

#### **Contractual duties of practitioners**

7. Salaried general practitioners will agree with the Practice a Job Plan for the performance of duties under the contract of employment. The practitioner may be required to work at any of the surgery premises of the Practice and to provide primary medical services to patients of the Practice by way of (inter alia) surgeries, clinics and relevant administrative work together with such other duties as may be required by the Practice in providing such services in accordance with the 1977 Act [1978 Act in Scotland].

8. The commitments set out in the Job Plan may be varied with the agreement of the practitioner and the Practice. The Job Plan will be subject to review each year and revisions may be proposed by either the Practice or the practitioner, who shall use their best endeavours to reach agreement on any revised Job Plan. Where agreement is not reached, and the Practice notifies the practitioner of its intention to amend the Job Plan, the practitioner may appeal against the proposed amendment. The Practice shall establish a panel, chaired by the Chairman of the Local Medical Committee to which the Practice belongs, and will include a lay member of the SPPG or nominee. If either party judges that it would be helpful, a medical adviser acceptable to each party will be co-opted to the panel. The panel will submit its advice to the Practice, which shall then determine the appeal, in accordance with such advice.

#### **Continuity of employment**

9. ‘For the purposes of assessing the period of continuous service the employment under this contract shall be deemed to have commenced on –

For the purposes of a dismissal claim – [insert start date of the salaried GP post]

For the purposes of calculating contractual maternity pay entitlement – [insert date when continuous NHS service began – see chapter 12, section 3.4 of the Salaried GPs’ Handbook for details on how to ascertain this date]

For the purposes of calculating contractual adoption leave pay – [insert start date of the salaried GP post, unless more favourable provisions agreed as suggested in chapter 13, sections 2 and 3 of the Salaried GPs' Handbook]

For the purposes of calculating contractual paternity leave pay – [insert start date of the salaried GP post, unless more favourable provisions agreed as suggested in chapter 14, sections 3 and 4 of the Salaried GPs' Handbook]

For the purposes of calculating contractual parental leave – [insert start date of the salaried GP post, unless more favourable provisions agreed as suggested in chapter 15, sections 1.2 and 1.3 of the Salaried GPs' Handbook]

For the purposes of calculating contractual sick pay – [insert date when continuous NHS service began – see chapter 16, section 3.2 of the Salaried GPs' Handbook for details on how to ascertain this date]

For the purposes of calculating contractual redundancy pay – [insert date when continuous NHS service began – see chapter 19, section 4.2 of the Salaried GPs' Handbook for details on how to ascertain this date]

### **Working Time Regulations**

10. Practitioners employed in salaried posts will have the basic rights and protections as the Working Time Regulations provide, as follows:

- (i) a working time limit of an average working week of 48 hours a week which a worker can be required to work (though workers can choose to work more if they sign an individual waiver form). The standard averaging period for the 48 hrs week is 17 weeks, but this can be extended to 26 weeks if the workers are covered by one of the "exceptions" or up to 52 weeks under a workforce agreement;
- (ii) a working limit of an average of 8 hours work in each 24 hour period over an averaging period of 17 weeks, which night workers can be required to work;
- (iii) a right for night workers to receive free health assessments;
- (iv) a right to 11 uninterrupted hours' rest in each 24 hour period;
- (v) a weekly uninterrupted rest period of 24 hours or one uninterrupted rest period of not less than 48 hours in each 14 day period;
- (vi) a right to a minimum 20 minutes' rest break where the working day is longer than 6 hours;
- (vii) a right to a minimum of four weeks' paid leave per year which period is extended by clause 40 of these terms and conditions to a period of 30 working days' paid leave per year for full-time practitioners.

### **Retention of other fees**

11. Practitioners may not charge fees for work arising within the normal course of their duties save as set out in the Regulations.

12. Practitioners may not charge fees for issuing any certificates listed in the Regulations.

13. Also provided free of charge (for initial claims and short reports or statements further to certificates, but not for work in connection with appeals and subsequent reviews) are certificates for patients claiming Income Support and sickness and disability benefits, including Incapacity Benefit, Statutory Sick Pay, Disability Living Allowance and Attendance Allowance.

### **Outside activities and private practice**

14. Practitioners may undertake private practice or other work, provided that it does not conflict with their Job Plan and save by mutual agreement is not undertaken during the contracted hours.

### **Lecture fees (additional to those stated in the agreed Job Plan)**

15. Where a practitioner gives a lecture on a professional subject for which a fee is payable and the lecture is given in or substantially in contracted hours, the fee shall be paid directly to the Practice or on receipt by the practitioner remitted to the Practice. If a fee is payable for a lecture given substantially outside contracted hours the fee may be retained by the practitioner.

#### **Publications, lectures, etc**

16. A practitioner shall be free, without prior consent of the Practice, to publish books, articles, etc. and to deliver any lecture or speech, whether on matters arising out of his or her NHS service or not, provided that the work is not undertaken during contracted hours.

#### **Use of practice facilities**

17. Where, in accordance with clause 14 the practitioner undertakes professional medical duties, private practice or other activities which involve the use of Practice facilities, any charge made by the practitioner shall be represented by two elements comprising:

- (i) a payment for professional services; and
- (ii) a payment for the use of Practice services, accommodation and facilities.

18. The proportion of the fee recovered in respect of the second element at clause 17(ii) shall either be paid directly to the Practice or on receipt by the practitioner remitted to the Practice.

19. All charges in respect of professional services shall be a matter of agreement between the practitioner and the person or third party concerned.

#### **Practice meetings**

20. The practitioner is required to attend and participate in regular Practice meetings including those relating to clinical governance issues. If these meetings are held outside normal working hours, reasonable notice will be given and will be paid on a pro rata basis to a full-time practitioner's salary adjusted by time off in lieu for such attendance if agreed in advance by the Practice. The practitioner is also required to participate in and operate clinical governance methods and systems approved by the relevant SPPG, eg medical audit or quality assurance initiatives. The Practice undertakes to provide the practitioner with copies of all local SPPG policies and procedures, notices of local educational meetings, and professional compendia, such as the BNF and MIMS.

#### **Equipment**

21. Subject to the terms of this Agreement, the Practice will use its best endeavours to provide for use at the surgery premises and maintain in good and substantial repair and condition, the under-mentioned equipment which is hereinafter referred to as "the equipment" (but excluding the personal equipment of the practitioner):

- (i) medical and other equipment, apparatus, instruments and implements customarily used in the exercise of the profession of general medical practice; and
- (ii) all other furniture and things incidental to the exercise of the profession of medicine, the items referred to in clause 21(i) and clause 21(ii) above having been identified by the Practice to the practitioner on the [day] of [month and year].

22. Subject to the terms of this Agreement, the Practice shall further provide at the surgery premises which the practitioner is generally required to attend, the under-mentioned services which are hereinafter referred to as "the services":

(i) the services of such staff as are usual for the administration of a general medical practice and assisting a medical practitioner including the maintenance of the accounts and records hereinafter referred to;

(ii) such materials, drugs and supplies as are customarily used in general medical practice; and

(iii) the services of medical support staff when they are on duty at the surgery premises.

23. The practitioner shall not without the prior consent of the Practice use at the said surgery premises any equipment or services of the nature referred to in clauses 21(i) and 21(ii) (Equipment) other than the equipment and services provided pursuant to this Agreement.

24. The practitioner shall at all times utilise the Practice facilities in a proper manner and only upon and subject to the terms of this Agreement and shall indemnify the Practice against all costs of any repair or replacement of equipment occasioned by any negligent act and/or omission by the practitioner.

25. The Practice shall not be under any liability to the practitioner in respect of any failure to make any or all of the facilities available for a continuous period of less than three working days, unless such a failure is due to the default of the Practice.

26. The Practice shall cause the facilities to be available during normal surgery hours and days and the practitioner shall use every reasonable endeavour to utilise the facilities during the said hours.

27. Outside the aforesaid hours the practitioner shall have reasonable access to the surgery premises which the practitioner is generally required to attend for the emergency treatment of patients or for purposes other than the provision of treatment and attendance on patients but connected with the practice of medicine.

### **Job sharing**

28. Subject to the provisions of these Terms and Conditions of Service where appropriate, arrangements for the job sharing of a post in any grade shall be determined in accordance with the provisions of section 11 of the General Whitley Council Handbook.

### **Salary range and starting salaries**

29. Except as provided elsewhere in these Terms and Conditions of Service practitioners on appointment will be paid at an appropriate point on the relevant range set out in Appendix 1 for their post.

30. Practices shall have discretion to fix the practitioner's salary for the first year of his or her employment at a figure higher than the minimum salary range point having regard to one or more of the practitioner's:

(i) equivalent service;

(ii) service in HM forces, or in a developing country;

(iii) special experience;

(iv) qualifications;

(v) local job market requirements;

(vi) time working as a GP principal whether in GMS or PMS;

(vii) geographical considerations; and

(viii) the requirement for the practitioner to work out of hours where such service cannot otherwise be provided.



**Medical indemnity**

31. The practitioner is required to effect and maintain full registration with the General Medical Council and to effect and maintain membership on an occurrence based basis with a recognised medical defence organisation commensurate with the practitioner's responsibilities. The practitioner is also required to provide written proof and evidence of such registration and membership.

**Termination of employment**

32. This Agreement shall be subject to termination forthwith by the Practice (in line with Practice employment procedures) if the practitioner:

(i) has his/her name removed from the Medical Register (except under the relevant provisions of The Health and Personal Social Services Act (NI) 2001 Nic3

(ii) conducts him/herself in a manner which results in his/her name being the relevant provisions of The Health and Personal Social Services Act (NI) 2001 Nic3' (whereby medical practitioners who have been written to at a certain address by the Registrar but no answer has been received from that address for six months, are erased from the Medical Register));

(iii) has his/her name removed or suspended from a list maintained under the List Regulations;

(iv) commits any gross or persistent breaches of the practitioner's obligations under this Agreement and such a power of determination shall be exercisable notwithstanding that on some earlier occasion the Practice may have waived or otherwise failed to exercise their rights to termination under this clause; or

(v) is guilty of illegal substance abuse or habitual insobriety

In considering the conduct of the practitioner with regard to the provisions of (iv) above the Practice shall have regard to the guidance contained in the General Medical Council's publication "*Good Medical Practice*" relating to the conduct of practitioners.

**Period of notice**

33. The agreed minimum period of notice by both sides shall be three months.

**Application of minimum periods**

34. These arrangements shall not prevent:

(i) the Practice or a practitioner from giving, or agreeing to give, a longer period of notice than the minimum;

(ii) both parties to a contract agreeing to a period different from that set out;

(iii) either party waiving its rights to notice on any occasion, or accepting payment in lieu of it; or

(iv) either party treating the contract as terminable without notice, by reason of such conduct by the other party as enables it so to treat it at law.

**Personal and professional disciplinary procedures**

35. The relevant Hospital Conditions of Service shall apply subject to the disciplinary procedures of the Practice as they apply to medical staff or other employees.

**Annual leave**

36. Full-time practitioners shall be entitled to 30 working days' annual leave in each year. Part-time practitioners will receive their leave on a pro-rata basis.

**Leave years**

37. The leave year shall run from the beginning of [insert date] to the end of [insert date] and leave entitlement shall be taken on a pro rata for part-time practitioners.

**Public holidays**

38. Practitioners are entitled to an additional ten days' statutory and public holidays to be taken in accordance with Section 2 of the General Whitley Council Handbook, as amended, or days in lieu thereof. In addition, a practitioner who, in the course of his or her duty was required to visit a patient or be present at premises designated for the provision of health services under the practitioner's contract of employment between the hours of midnight and 9 am on a statutory or public holiday, should receive a day off in lieu. Part-time practitioners will be allocated these days on a pro-rata basis.

**General**

39. Practitioners shall notify the Practice when they wish to take annual leave, and the granting of such leave shall be subject to approved arrangements having been made for their work to be done during their absence. Approval should not be unreasonably withheld. Locums should be employed by the Practice where it is not possible for other practitioners to deputise for an absent colleague.

**Hospital Conditions of Service**

40. The provisions of paragraphs 205 to 217 of the Hospital Conditions of Service shall apply to practitioners in regular appointments, save that, where a practitioner has arranged to go overseas on a rotational appointment or on an appointment which is considered by the Director of Postgraduate Medical Education or College or Faculty Adviser to be part of a suitable programme of training, or to undertake voluntary service, the practitioner may carry forward any outstanding annual leave to the next regular appointment, provided that:

- (i) the next regular appointment is known in advance of the practitioner leaving the Practice to go overseas; and
- (ii) the practitioner takes no other post outside the NHS during the break of service, apart from limited or incidental work during the period of the training appointment or voluntary service.

**Sick leave**Scale of allowances

41. A practitioner absent from duty owing to illness, injury or other disability shall, subject to the provisions of paragraph 48 (calculation of allowances), be entitled to receive an allowance in accordance with the NHS scale contained in paragraph 225 of the Hospital Conditions of Service.

42. The Practice shall have discretion to extend the application of the foregoing scale in an exceptional case. A case of a serious nature, in which a period of sick leave on full pay in excess of the period of benefit stipulated above would, by relieving anxiety, materially assist a recovery of health, shall receive special consideration by the Practice.

Calculation of allowances

43. The rate of allowance, and the period for which it is to be paid in respect of any period of absence due to illness, shall be in accordance with paragraphs 225–244 of the Hospital Conditions of Service.

**Study/professional leave**

### Definition

44. Subject to paragraph 51 (conditions) study leave will be granted for postgraduate or continuing professional development (CPD) purposes approved by the Practice, and includes study (usually, but not exclusively or necessarily, on a course), research, teaching, examining or taking examinations, visiting clinics and attending professional conferences.

45. Practitioners will also be required to comply with the requirements for appraisal and revalidation as may from time to time apply. Furthermore, at least four hours per week on an annualised basis shall be protected for activities related to professional development as outlined in the agreed Job Plan. Appropriate provision for activities relating to professional development will be provided for part-time practitioners.

### Conditions

46. The following conditions shall apply:

- (i) the leave and the purpose for which it is required must be approved by the Practice concerned;
- (ii) where leave with pay is granted, the practitioner must not undertake any remunerative work without the special permission of the Practice.

### **Special leave with and without pay**

47. The provisions of section 3 of the General Whitley Council Handbook shall apply, with the following qualifications:

- (i) Attendance at court as witness. For practitioners attending court as medical or dental witnesses such attendance is governed by paragraphs 30 to 37 and 40 to 42 of section 3;
- (ii) Jury service. Normally medical and dental practitioners are entitled to be excused from jury service;
- (iii) Contact with notifiable diseases. In general, the situation will not arise in the case of medical practitioners because of their professional position.

### **Maternity leave**

48. The provisions of section 6 of the General Whitley Council Handbook shall apply.

### **Special leave for domestic, personal and family reasons**

49. The provisions of section 12 of the General Whitley Council Handbook shall apply.

Note: Section 12 of the GWC Handbook has been superseded by a new section 7. To avoid ambiguity, we advise that the contract should make reference to this new section 7 of the GWC Handbook.

### **Local Medical Committees**

50. The LMC voluntary levy for the practitioner shall be paid by the Practice.

### **Expenses**

51. Expenses shall be paid at the rates appropriate to all NHS practitioner employees (as per all other NHS employees).

### **Miscellaneous**

Application of General Whitley Council Handbook

52. The provisions of sections 7 (Equal Opportunities), 8 (Harassment at Work), 9 (Child Care), 10 (Retainer Schemes), 28 (Reimbursement of telephone expenses), 41 (Health Awareness for NHS Staff), 42 (Disciplinary and Disputes Procedure), 45 (Arrangements for redundancy payments), 52 (Position

of Employees elected to Parliament), 53 (Membership of Local Authorities), 54 (Payment of Annual Salaries), 59 (NHS Trusts – Continuity of Service), and 61 (Annual Leave and Sick Pay Entitlements on Re-Entry and Entry into HPSS Employment) of the General Whitley Council Handbook (which in this contract means the General Terms and Conditions of Service Handbook for NI) shall apply.’

**Appendix 1 : Salary range**

The minimum pay for a full-time salaried GP is (£XX,XXX for timeframe eg 2022-23) (pro-rata for those working less than full time).

<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/hospital-medical-terms2008.pdf>



General-Whitley-Cou  
ncil-Handbook.pdf