



**A warm welcome to employment with the Lead Employer Trust**

**(LET)**

***LET hosted by Northumbria Healthcare*** ***NHS Foundation Trust***

As a Foundation/Core/Specialty Doctor or Dentist in Training within Health Education England Northeast & North Cumbria (HEENE) the Lead Employer Trust (LET) employ you. The duration of your contract of employment will remain unchanged as you rotate throughout placements within our region to fulfil your training requirements.

**What you need to know about being employed by the LET**

**Use of Electronic Staff Record (ESR) Self Service:**

You now have an account on the LET ESR system which you can access prior to commencement.

Please find below your username & password

·       Your username

·       Your password

The link you need is [https://my.esr.nhs.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.esr.nhs.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726411149%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uak9v3keuRczsd7Wnqe7lV6HRyMxEyk5LowqxbhhH%2B0%3D&reserved=0)

When changing password, the password criteria are as follows:

·       Be at least twelve characters long

·       Contain a number

·       No repeating/sequential or special characters

Within your LET ESR account this you can:

·       View and complete your e-learning

·       Amend your personal details

·       Amend your bank details

·       Access and view your monthly payslip (you will not receive a hard copy)

·       Access and view your annual P60 (you will not receive a hard copy)

·       View your absence history

Please visit [here](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmadeinheene.hee.nhs.uk%2FPortals%2F14%2FHow%2520to%2520access%2520your%2520ESR%2520self%2520service%2520account%2520v2_1.pdf&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726411149%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GZ2acREd9bBS4DI4Q62oBW9f5yLok9DXmbIsw%2FKau%2Fg%3D&reserved=0) [f](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmadeinheene.hee.nhs.uk%2FPortals%2F14%2FHow%2520to%2520access%2520your%2520ESR%2520self%2520service%2520account%2520v2_1.pdf&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726567384%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=UEL%2BFPzqxLKTmXiuwnffM5Ozd6tA%2BLT7jU6Yo%2BKODDg%3D&reserved=0)or further information and instructions on accessing your account and amending your details.

**Statutory and Mandatory Training:**

Please visit:

<https://madeinheene.hee.nhs.uk/Portals/14/E-Learning%20for%20Doctors%20in%20Training%20Policy%20V5_.pdf> to view the LET e-learning policy which gives details of all modules you must complete with renewal periods. Please view your account through the above ESR Self Service access to ensure you are compliant prior to every rotation of placement you do. **You will receive both reminders through ESR and from the LET when your e-learning is due to expire**. Please note, you do not have to duplicate this e-learning with your host organisation or prior to your renewal date, if you asked to do so, please contact the LET.

**National Insurance Number**

It is essential that all prospective employees of the Trust have a National Insurance number.

If you do not have an NI number, it is essential that you apply for this as soon as possible. Please visit [https://www.gov.uk/apply-national-insurance-number](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fapply-national-insurance-number&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726567384%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jt%2BI%2FwFhkWx%2Ba5fcqWshvhoNrDPGyhrr%2FTxZ%2FPzqYwo%3D&reserved=0) to assist you with your application.

**Pension Information:**

Please click [here t](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsbsa.nhs.uk%2Fmember-hub%2Fjoining-scheme&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726723631%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nNPICvYRK1j5vT7FFpn3Kypb7Rmm06mC2cQP3WT%2BBFw%3D&reserved=0)o access your Guide to the NHS Pension Scheme. If you would like to transfer pension benefits from another scheme, please click [here f](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nhsbsa.nhs.uk%2FPensions%2F4192.aspx&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=velHJV2LrTxB5d28HR%2BIJA38cPRM24jHft2gW8IEjjk%3D&reserved=0)or further information. If you have an Added Years contract in place, please advise your Payroll Officer immediately to ensure deductions can commence.

**Salary and Payment details:**

You will receive your monthly salary from the **LET on the 28th of each month** *(please note this may differ in the months of December & January).*

**Travel Claims and Study Leave Expenses:**

You will need to register on the EASY system, please see below:

The LET run an electronic system to enable you to submit your claims and be paid timely for these expenses. Please use the following link to access the system [https://let.easy.giltbyte.com](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flet.easy.giltbyte.com%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Rr3zU1ydUMe%2FNeXZR1T0cGTZNL6MngUvMYWz5Ro9OJM%3D&reserved=0)

Select ‘Register Here’ when using the system for the first time.

Prior to making a travel claim please ensure you have completed the ‘Agreed nominated Base form’ which can be found [here](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmadeinheene.hee.nhs.uk%2FPortals%2F14%2FNominated%2520Base%2520Declaration%2520form.pdf&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RHRR%2FUoZn7dRzTUP0HJPwcUF5c1ny%2FVH55FBGBrSxkQ%3D&reserved=0)  You will need to complete the 'nominated base' form and return it to nhc-tr.leteexpenses.ne@nhs.net

You must also register your vehicle and upload a copy of your driving license and your business use insurance documents prior to making your first claim. For further information relating to this, please find Travel Expense Policy  [https://madeinheene.hee.nhs.uk/lead\_employer\_trust/policies](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmadeinheene.hee.nhs.uk%2Flead_employer_trust%2Fpolicies&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MebeBDzdSUe509V9%2B6HN3j0VcRe6S6hHIiplMpvfuUE%3D&reserved=0).

Please ensure travel should be submitted monthly on EASY system. All claims must be submitted within the duration of the rotational appointment and cannot be reimbursed retrospectively for more than 3 months according to our trust travel policy. For any further information, contact the expenses team via e-mail on nhc-tr.leteexpenses.ne@nhs.net

You may find the below links useful:

·      How To Add your Car and Documents to the EASY Expenses system - [https://madeinheene.hee.nhs.uk/lead\_employer\_trust/Systems-How-To-Guides](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmadeinheene.hee.nhs.uk%2Flead_employer_trust%2FSystems-How-To-Guides&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5EBKdredukeV%2FfxcIvHUscsPwmfVSkq0N9ILJuxheNo%3D&reserved=0)

·       Self-Service Expenses User Guide - [https://madeinheene.hee.nhs.uk/lead\_employer\_trust/Payroll-Resources](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmadeinheene.hee.nhs.uk%2Flead_employer_trust%2FPayroll-Resources&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PwM0aGswWkqkk%2BgcF31%2Fc%2BTAez4KgUWqWGE16DHoOxA%3D&reserved=0) for the expenses system here to aid you in claiming travel costs.

**Revalidation:**

For Revalidation purposes you need to ensure that you connect to the correct designated body via your GMC (General Medical Council) online account, however, please do not connect until you commence in post. All trainees employed by the Lead Employer Trust your designated body (DB) is NHS England Education North East and your Responsible Officer is (RO) is the Postgraduate Dean, Professor Namita Kumar.

If you have any queries, please contact Claire Tiernan Revalidation Manager on TraineeRevalidation.NE@hee.nhs.uk

**Junior Doctor Forum and Exception Reporting:**

Within your host Trust you will report all exceptions to the Guardian of Safe Working (GOSW), you will receive information on exception reporting systems at your host Trust induction. Your host Trust will also have a Junior Doctor forum which we encourage you to attend where possible.

If you are a GP (General Practice) Trainee based in Practice, a Public Health trainee or a Palliative Medicine trainee not working within an NHS Trust you report exceptions to the LET GOSW – Dr Jane Weatherstone. You will have received a login for the Allocate System, this system enables you to raise exception reports to Dr Weatherstone. If you want to contact Dr Weatherstone, please use nhc-tr.gosw-let.ne@nhs.net

The LET hold a Junior Doctor Forum for GP, Palliative Medicine and Public Health trainees every three months, details of this forum will be emailed.

**Salary Sacrifice Schemes:**

The LET offer two salary sacrifice schemes including Home Electronics and Fleet Cars. Please visit [https://www.homeelectronicsolutions.co.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.homeelectronicsolutions.co.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uq1nOfpVDGW8SdTmMio2GjUDhLOSGSiuIY%2Bq2u2xKUI%3D&reserved=0) [or https://www.nhsfleetsolutions.co.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsfleetsolutions.co.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rmlaXRdZr2H5m40uQ8VDf2Mm%2BgBi9fEsO2JK7WvsYmg%3D&reserved=0) . Your VPD number to apply for these schemes is **441**.

**Regional Collaborative Locum Bank:**

The LET manage a Locum Bank for Junior Doctors across the Northeast & North Cumbria. If you would like to work locum shifts within the region, please find the Staff Profile Data Registration Form.

[https://madeinheene.hee.nhs.uk/lead\_employer\_trust/forms](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmadeinheene.hee.nhs.uk%2Flead_employer_trust%2Fforms&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647727036108%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PbStl7GmzkhbhPpC104O6eWKn4GgVnorS0l2K%2Bi8t3k%3D&reserved=0)

If you have any final questions which I have not addressed above, please email our helpdesk on

nhc-tr.lethelpdesk.ne@nhs.net or telephone on 0191 2754782.

Many thanks and we look forward to you working with us.

The LET team

