

# Lead Employer Trust

## (LET)

**PHONE:**  
0191 275 4782

**EMAIL:**  
[NHC-TR.LETHELPDESK.NE@NHS.NET](mailto:NHC-TR.LETHELPDESK.NE@NHS.NET)

**ADDRESS:**  
Waterfront 4  
Newburn Riverside  
Newcastle Upon Tyne  
NE15 8NY

**WEBSITE:**  
[www.nenc-leademployertrust.nhs.uk](http://www.nenc-leademployertrust.nhs.uk)

### August 2023 New Starters and Rotating Doctors and Dentists

The LET offers a warm welcome to all those Doctors and Dentists joining our employment this August and a thank you to all those Doctors and Dentists who are remaining in employment with the LET but rotating around placements in the region. The LET have commenced over 1000 new Doctors and Dentists during August and have rotated over 2000 Doctors and Dentists. This has been a busy period on the run up to August and the LET continues to work hard on the run up to September rotational date.

If you have any outstanding queries on your new employment with the LET or on your rotational placement please contact us on the above Helpdesk email address.

If you are outstanding a Work Schedule for your new placement please be assured the LET are working closely with Local Education Providers (Trusts) to obtain your Work Schedule and this will be issued as soon as it is received.

### LET new website

The LET have launched a new website which we hope you will find more user friendly to navigate around. Please visit our new website at [www.nenc-leademployertrust.nhs.uk](http://www.nenc-leademployertrust.nhs.uk). You will find information including Policies, Forms, Payroll details, Occupational Health details, LET contact details and much more.

### Making Contact with the LET

The LET have launched generic email inboxes to improve communication with all employees. Generic emails ensure you are not waiting for responses to emails if members of the team are out of the office.

The LET People Services (formally HR) team can be contacted on:

<a href="mailto:nhc-tr.letmedicine@nhs.net">nhc-tr.letmedicine@nhs.net</a>	Medicine, Lab Medicine, IMT, Radiology, Dental
<a href="mailto:nhc-tr.letfoundationog@nhs.net">nhc-tr.letfoundationog@nhs.net</a>	Foundation, O&G, Paediatrics
<a href="mailto:nhc-tr.letgpacademic@nhs.net">nhc-tr.letgpacademic@nhs.net</a>	GP, Academic training
<a href="mailto:nhc-tr.letsurgeryfamily@nhs.net">nhc-tr.letsurgeryfamily@nhs.net</a>	ACCS, Anaesthetics, Surgery, CST, Psychiatry, Public Health
<a href="mailto:nhc-tr.letpayroll@nhs.net">nhc-tr.letpayroll@nhs.net</a>	Payroll Team
<a href="mailto:nhc-tr.leteexpenses.ne@nhs.net">nhc-tr.leteexpenses.ne@nhs.net</a>	Expenses queries
<a href="mailto:nhc-tr.letelearning@nhs.net">nhc-tr.letelearning@nhs.net</a>	E-learning queries

If you are unhappy with the service you are receiving from the LET and you wish to escalate an issue your contacts are:

Laura Dodds	People Services Manager	<a href="mailto:laura.dodds5@nhs.net">laura.dodds5@nhs.net</a>
Paul Harvey	Payroll Manager	<a href="mailto:paul.harvey4@nhs.net">paul.harvey4@nhs.net</a>
Laura Sams	Deputy Head of People Services	<a href="mailto:L.Sams@nhs.net">L.Sams@nhs.net</a>

## Pay Day

Your pay day with the LET will be the 28<sup>th</sup> of every month. Where the 28<sup>th</sup> falls on a weekend or public holiday you will receive payment on the working day preceding the 28<sup>th</sup>. Your payslip will be available via your ESR account 3-4 days in advance of pay day. **August 2023 pay date will be Friday 25<sup>th</sup> August 2023. September 2023 pay date will be Thursday 28<sup>th</sup> September 2023.**

Guidance on accessing your ESR account can be found [here](#).

Guidance on understanding your payslip can be found [here](#).

## Medical and Dental Pay Award 2023

The Government have announced a pay uplift for Medical and Dental Doctors and Dentists in postgraduate training. The full pay award details, the new pay circular and key information can be found on [NHS Employers website](#).

In summary Doctors and Dentists in postgraduate training will receive 6% pay award plus additional consolidated increase of £1,250 on each pay point.

The ESR system will be amended for this pay award to be calculated this weekend, once this is completed the LET will be working hard to ensure all backdated pay is paid in September salary. Manual calculations will be completed to amend any Parental Leave, Acting Up and Protection payments since 1<sup>st</sup> April 2023 and this will show in pay slips for September. Please note, the LET have paid Foundation Year 1 new starters Shadowing pay for July 2023 at the new pay award rate so no backdated pay will be due for these 5 days (26/7/23 – 1/8/23).

## Claiming expenses

The LET use the EASY expenses system which is 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>.

Using the system for the first time:

- Register with your payroll number.
- Ensure you have completed the 'Agreed nominated Base form' which can be found [here](#) and should be returned to [nhc-tr.leteexpenses.ne@nhs.net](mailto:nhc-tr.leteexpenses.ne@nhs.net)
- Ensure you have registered and uploaded your vehicle documents, view the policy [here](#) for further details.

Your travel should be submitted on a monthly basis, the LET will pay any claims which are submitted and approved by 5<sup>th</sup> of each month. All claims must be submitted within 3 months of the travel in line with the [policy](#).

## Annual Leave

If you are new to employment with the LET you will have received an electronic Annual Leave card with your contract of employment. Please ensure you use this as you rotate around placements to track your Annual Leave usage. If you are a current employee of the LET and rotating please contact the LET on the above People Services email addresses with your used Annual Leave card and a new one will be issued to you.

## Sickness Leave

Please ensure you are aware of your local placement policy to report your absence should you be unwell to attend work. The LET will receive regular reports from your placement of any absences and will update your ESR record with these. The LET will review any absences in line with our [Management of Attendance policy](#).

## Employee Staff Record (ESR)

Please ensure you have accessed your ESR record (username starts with 441) recently and reviewed your details. You must ensure your details are up to date including:

- personal details (address, phone number etc)
- your emergency contacts
- your e-learning record
- your ED&I information

Guidance on accessing your ESR account can be found [here](#).

## Industrial Action

We know current situations with Industrial Action across the NHS is difficult and will be impacting you. The LET have a system in place whereby Host Training site confirm Industrial Action taken and the LET make the required deductions to employees salaries. Where you have been deducted salary and have not taken Industrial Action, please ensure you make contact with your local site HR and request they inform the LET of the error. The LET will take this instruction to amend your salary and pay any money owed.

## Junior Doctor Forum

The LET run a Junior Doctor Forum on a quarterly bases and have a Guardian of Safe Working for all trainees who are not based within a Local Education Provider (Trust). This includes GP trainees based in Practice, Palliative Medicine trainees based in Hospices and Public Health trainees based in local authorities/other NHS providers.

The next Junior Doctor Forum will be held on Wednesday 6<sup>th</sup> September 2023 at 13:00. You can join via Teams by contacting [laura.dodds5@nhs.net](mailto:laura.dodds5@nhs.net)

## New to the NHS

**IMG Resource Hub** - The Learner Support and Faculty Development Team within NHS England Education (HEENE) have created a new online resource hub for International Medical Graduates to support our doctors and dentists in training who are new to UK medical practice. The resource hub contains practical information and links to useful advice and guidance on a number of important topics which should help our IMG trainees live, train, and thrive in the North East and North Cumbria. Please click [here](#) to access the IMG Resource Hub.

### Supporting Doctors New to the NHS – 2 day course

The aim of the workshop is to build on Trust Induction and provide supplementary information to explore some of the challenges faced by IMGs and share ways of working and available resources to help you survive and thrive in your first job in the NHS. This course incorporates the half day GMC course with the rest of the two-day course delivered by an IMG faculty, sharing their experiences. Click [here](#) to book on the September course and [here](#) to book on the February 2024 course.

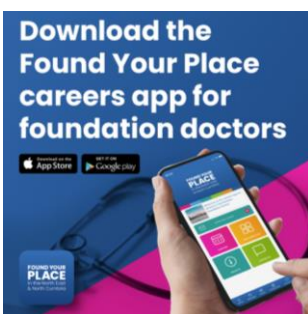
### Interpersonal Skills

This interpersonal skills workshop has been designed to develop your knowledge, skill, and confidence in the different styles of communication. We address verbal, non-verbal and para-verbal communication and how all three need to work together and complement each other to produce effortless and effective communication. Click [here](#) to book on the November course.

## Found Your Place App

The Found Your Place app is a free careers app available for all Northern foundation doctors. It includes information to support their career progression, events such as open days, training opportunities and conferences in the region and links to all of their LET policies and procedures.

If you are a foundation doctor download the app free today from any app store by simply searching for 'Found Your Place'. If you have any events or career opportunities suitable for foundation doctors that you want to advertise through app then simply email the details to [gemma.sinclair@hee.nhs.uk](mailto:gemma.sinclair@hee.nhs.uk)



In addition to the LET website and this app, if you are new to the region or training you may be interested in the Find Your Place website [Welcome - NHS Find Your Place](#). This website provides you lots of information on training as a Doctor or Dentist, the Local Education Providers (Trusts), the region highlights and experiences from current or previous Doctors and Dentists in Training. Also, you can follow Find Your Place on social media (@nhsfyp).

# Postgraduate Doctors and Dentists – New to the NHS

Join us for our upcoming events between **September 2023- February 2024**.



Book today at [fast.ncl.ac.uk/training](http://fast.ncl.ac.uk/training)



## Supporting Doctors New to the NHS

Thursday 28<sup>th</sup> September 2023 (2-day course)  
Monday 5<sup>th</sup> February 2024 (2-day course)

The aim of the workshop is to build on Trust Induction and provide supplementary information to explore some of the challenges faced by IMGs and share ways of working and available resources to help you survive and thrive in your first job in the NHS. This course incorporates the half day GMC course with the rest of the two-day course delivered by an IMG faculty, sharing their experiences.

## Interpersonal Skills

Thursday 16<sup>th</sup> November 2024

This interpersonal skills workshop has been designed to develop your knowledge, skill, and confidence in the different styles of communication. We address verbal, non-verbal and para-verbal communication and how all three need to work together and complement each other to produce effortless and effective communication.

## Learner Support and Faculty Development

0191 275 4615 [MADEinHEENE.hee.nhs.uk/education](mailto:MADEinHEENE.hee.nhs.uk/education) [EducationSupport.NE@hee.nhs.uk](mailto:EducationSupport.NE@hee.nhs.uk)



## PAM Assist Wellbeing App

Follow the simple steps opposite to download the **PAM Assist Wellbeing App**



24/7



### 5 Simple Steps

- 1 Go to [pam-assist.co.uk](http://pam-assist.co.uk)
- 2 Insert your organisational code: **HEENE**
- 3 Create your login account details using your **work email address** and use a secure password
- 4 **Validate** your account via the notification email
- 5 **Login** using the email address and password created when registering