UNDERSTANDING THE NHS PERFORMERS LIST

A GUIDE TO THE KEY ACTIONS, OBJECTIVES AND RESPONSIBILITIES FOR PRIMARY CARE

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NHS PERFORMERS LIST - A GUIDE

NHS England has recently updated the **NHS Performers List,** a registry that ensures all GPs, optometrists and dentists working within primary care services are qualified and fit to practice.

As a manager, it is your responsibility to ensure all staff in your Practice are registered on this list.

This guide provides information for managers and organisation that recruit clinicians about the Performers List in detail and provide a clear understanding of its significance for primary care managers.

WHO NEEDS TO BE ON THE PERFORMERS LIST?

Any GP, optometrist or dentist offering primary care in an NHS setting is required to be registered on the Performers List for England. There are three performers lists operated by NHS England (one for each profession). All Performers List processes, including application, are now managed through PCSE Online.

GPs, optometrists and dentists working in **secondary care** are **not** required to be registered on the Performers List for England.

Doctors who do not provide NHS general medical services are generally not required to be on the Performers List. This includes those working in non-clinical roles within the NHS, providing private medical services without NHS involvement, or offering specialist services exclusively.

However, doctors who have previously been GPs and now provide specialist services may still need to be on the list. It's essential to contact NHS England for clarification in such cases.

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WHAT IS THE NHS PERFORMERS LIST?

What is the NHS Performers List?

The NHS Performers List is a central register of all healthcare professionals authorised to practice within the NHS. It covers various healthcare roles, including doctors, nurses, dentists, pharmacists, and optometrists. Registration on this list verifies that a practitioner meets the necessary qualifications, skills, and fitness to practice standards set by the NHS.

Why is the Performers List Important?

The Performers List plays a critical role in safeguarding patient safety and upholding high-quality healthcare standards within the NHS. By ensuring healthcare professionals are registered, the list:

- **Protects Patients**: Registration verifies a practitioner's qualifications and fitness to practice.

- **Maintains Standards**: The registration process ensures healthcare professionals meet the required standards, promoting consistent quality of care across the NHS.

- **Improves Accountability**: Registration allows for appropriate oversight and ensuring ethical practices and behaviours from clinicians.

Other Checks are still applicable

GMC Medical Register: A list of doctors in the UK showing registration status, training and other information. Doctors must continue to meet the GMC professional standards, show that they are competent and that they keep their knowledge and skills up to date.

DBS Checks: Employers are legally obligated to conduct DBS checks for individuals working with children or adults in specific situations.

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THE ROLE OF THE EMPLOYER

GPs are independent contractors

Most GPs are not directly employed by the NHS but are included on the Performers List as a requirement of their NHS contract.

Employer/contractor responsibility

While GPs are independent, they are employed or contracted by primary care providers who are responsible for the day-to-day management of their staff, including GPs.

Managing concerns

Primary care providers should have systems in place to address concerns about a GP's conduct, capability, or health. These concerns should be managed locally whenever possible.

NHS England involvement

If local management is not appropriate, NHS England may become involved. They will decide who should manage the concern and might provide guidance or support. In some cases, NHS England may need to run parallel investigations alongside the primary care provider.

Information sharing

There is a requirement for timely information sharing between the primary care provider and NHS England, especially if concerns could affect the GP's ability to work elsewhere.

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CHECKING GP REGISTRATION

What to Do if You're Unsure About a GP's Registration Status

The NHS Performers List is publicly accessible. You can perform a quick online search to verify a doctor or GP's registration status. If you're unsure about a practitioner's registration, it's best to contact the NHS directly for clarification.

Checking a GP's Registration on the Performers List

Primary care managers can easily verify a GP's registration status on the Performers List for England website. This online resource allows you to search for general practitioners (GPs) and confirm their inclusion in the list.

Access the Performers List

You can find it at;

https://secure.pcse.england.nhs.uk/PerformersLists

Carry out your search

The website offers both quick and advanced search options.
You can search by the GP's name or by the practice name

Verify their Status

The search results will indicate whether the GP is registered on the Performers List or not

It's important to note that while the Performers List is generally accurate, there might be occasional delays in updating information. Therefore, it's advisable to cross-reference other available information, or contact the NHS directly if you have doubts about a GP's registration status.

By regularly checking your GPs' registration, you can ensure that your practice complies with NHS regulations and maintains high standards of patient care.

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MANAGING CHANGES TO GP REGISTRATION STATUS

New GPs

- **Verify registration**: Ensure the GP is registered on the Performers List before they start working at your practice.
- **Update practice systems**: Add the GP to your practice's clinical systems and patient records.
- **Inform relevant stakeholders**: Notify practice staff and patients about the new GP.

GPs Leaving the Practice, Retirement or Resignation

- **Initiate removal process**: Begin the process of removing the GP from the Performers List (see section on "Removing a GP from the Performers List").
- **Update practice systems**: Remove the GP from your practice's clinical systems and patient records.
- **Inform patients**: Communicate the GP's departure to patients and provide information about alternative care arrangements.

Changes in GP Roles or Responsibilities

- **Update registration details**: If a GP's role or responsibilities change significantly, you might need to update their registration information with NHS England.
- **Review practice systems**: Ensure that the GP's role and responsibilities are accurately reflected in your practice systems.

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CONSEQUENCES OF EMPLOYING AN UNREGISTERED GP

EMPLOYING AN UNREGISTERED GP CAN HAVE SEVERE CONSEQUENCES FOR BOTH THE PRACTICE AND THE PATIENTS. IT'S CRUCIAL TO UNDERSTAND THE POTENTIAL REPERCUSSIONS

Legal and Regulatory Issues

Employing an unregistered GP can lead to legal and regulatory action against the practice. This could result in fines, penalties, or even the suspension of the practice's registration.

Patient Safety Risks

An unregistered GP may not have the necessary qualifications, experience, or training to provide safe and effective care. This puts patients at risk of harm.

Professional Indemnity Insurance Issues

Many professional indemnity insurance policies exclude coverage for claims arising from the actions of unregistered healthcare professionals. This leaves the practice exposed to significant financial risks.

Reputational Damage

Employing an unregistered GP can damage the practice's reputation, leading to loss of patient confidence and trust.

To protect your practice and patients, it's essential to verify the registration status of all GPs before employing them and to maintain regular checks throughout their employment.

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REMOVING A GP FROM THE PERFORMERS LIST

WHEN A GP LEAVES YOUR PRACTICE, YOU'LL NEED TO INITIATE THE PROCESS OF REMOVING THEM FROM THE PERFORMERS LIST. THIS TYPICALLY INVOLVES THE FOLLOWING STEPS:

Notify PCSE

Use the PCSE Online system to inform NHS England about the GP's departure. You'll usually need to provide details about the GP and the reason for their leaving (e.g., resignation, retirement, or dismissal) with the relevant NPL3 change notification form.

Have all necessary documentation available

You might need to provide supporting documents, such as a copy of the GP's resignation letter or termination notice

Processing the request

PCSE will review your request and process the removal of the GP from the Performers List. This process can take some time.

IMPORTANT CONSIDERATIONS

- **Timing**: It's crucial to initiate the removal process promptly to avoid any potential issues.
- **Communication**: Inform relevant stakeholders, such as other practice staff and patients, about the GP's departure.
- **Data protection**: Ensure that all personal data related to the GP is handled securely and in compliance with data protection regulations.

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DBS CHECKS FOR NEW/EXISTING GP

A **DISCLOSURE AND BARRING SERVICE (DBS)** CHECK, OR ITS EQUIVALENT IN DEVOLVED NATIONS, IS A CRIMINAL RECORD CHECK OF SPENT AND UNSPENT CONVICTIONS, CAUTIONS, AND WARNINGS. EMPLOYERS ARE LEGALLY OBLIGATED TO CONDUCT DBS CHECKS FOR PEOPLE WORKING WITH CHILDREN OR ADULTS IN SPECIFIC SITUATIONS.

Why DBS Checks are required

DBS checks help ensure that individuals working in roles where they have contact with vulnerable people have a clean criminal record. For GPs, a DBS check is typically required;

- **Before employment**: When starting a new GP role or foundation training.
- **Periodically**: While there's no strict frequency, NHS Employers recommends a check **every three years** for junior doctors in training.

The employers will usually bear the cost of DBS checks for their employees. However, some employers may require employees to pay and then reimburse them later. Consult with your local negotiating committee for specific arrangements.

The Practice's Role

The Practice is responsible for ensuring all GPs working for them have a valid DBS check;

- **Obtain a DBS check**: Request a new check for any GP who joins your practice or if their existing check expires.
- **Verify the check**: Ensure the check is valid and covers the required period.
- **Maintain records**: Keep a record of the DBS check and its expiration date.
- **Update checks**: Remind GPs to renew their checks as needed, especially if they change roles or employers.

DBS Update Service

The DBS Update Service allows applicants to keep their DBS certificates up to date, and employers to check a DBS certificate (The service is for standard and enhanced DBS checks only).

The Update Service costs £13 a year and allows GPs to maintain a single criminal record check and move between employers without needing to reapply. This can simplify the process for both GPs and practices.

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APPLYING TO THE PERFORMER'S LIST

How long does it take to get on the Performers List?

Processing times depend on how quickly you submit all the required information. Once complete, PCSE hands the application to NHS England for approval. You'll receive a confirmation email upon approval.

How do I apply for the Performers List (dentists)?

Visit the "New Dental Performers" page for details and resources on applying to the Dental Performers List.

How do I apply for the first time?

Applications are made electronically via PCSE Online. Register as a "Performers List Applicant" and complete the online application form.

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UPDATING YOUR INFORMATION

How do I update my GOC number (pre-registration optometrists)?

Update your GOC number through the "Home" page on PCSE Online.

How do I cancel or reschedule an identity check meeting?

Contact your Performers List Liaison Team representative using the details provided in your appointment confirmation.

TECHNICAL SUPPORT AND APPLICATION STATUS

Who do I contact for technical help with the online application?

Applications are made electronically via PCSE Online. Register as a "Performers List Applicant" and complete the online application form.

How do I track the status of my application?

You can track the status on the PCSE Online home screen. You'll receive email notifications for updates.

What do the application statuses mean?

The status can be "Draft" (not submitted), "Submitted" (received by PCSE), "Undergoing Detailed Checks" (being processed), "Under Consideration" (with NHS England), or "Awaiting NHSE Response" (if you rejected conditions).

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UPDATING REFEREE INFORMATION

How do I update my referee information?

Use the online enquiry form to request a change. Provide details of the new referee, including their name, contact information, relationship to you, and professional role.

APPLICATION REQUIREMENTS

Do I need my Enhanced DBS certificate when I apply?

No, but you must provide evidence that you have applied for it (usually the DBS tracking number).

When should a GP Registrar apply?

They should apply no earlier than 6 months and no later than 3 months before their **Certificate of Completion of Training (CCT)**. Select "GP Registrar" on the application.

How do I apply for a Police Check from overseas?

If you've lived abroad for 3 months or more in the past 5 years, you'll need a Police Check from each country.

How do I upload documents for my application?

PCSE Online will prompt you to upload documents. Browse for the file, select it, and click upload. A confirmation message will appear.

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ADDITIONAL INFORMATION

What are the occupational health certificate requirements for dentists?

All new Dental Performers List applicants need an occupational health certificate from a SEQOHS accredited provider or an NHS occupational provider.

What are acceptable forms of photographic ID?

A copy of your current passport or another acceptable form of ID as defined by the Disclosure and Barring Service website (e.g., current UK/EU driving licence photocard).

Is there another way to submit an application?

No, all applications and supporting documents must be submitted through PCSE Online.

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ABOUT FIRST PRACTICE MANAGEMENT

Our team of health and social care content experts, HR, and experienced former practice managers are here to support GP practices and dental surgeries in overcoming challenges and seizing opportunities in the evolving primary care sector.

Trusted by over 7,000 organisations in the UK, we provide the finest resources and training skills, ensuring the well-being of practices, staff, and patients alike.

ALSO AVAILABLE FROM THE FPM GROUP

My Surgery Website

As the UK's leading provider of GP practice websites and intranets in the UK, we host and maintain over 4,000 sites nationwide. Our hassle-free setup, easy updates, patient-friendly designs, compatibility with clinical systems, and comprehensive practice management tools ensure unparalleled online patient services, supported by a dedicated in-house team.

Primary Care Training Services

With over 25 years' experience driving positive lasting change in NHS organisations, Thornfields training experts understand the crucial need to navigate endless demand, rigorous regulation, and limited capacity, offering a clear, manageable approach delivered by an experienced team of primary care practitioners.

Online Document Management System

Integrated with the systems of our partner organisation Blue Stream Academy, our FPM Core online Document Management System is a compliance platform that combines all of our policies and procedures in one place, with reports on who has read and understood each policy, so it's easier for practices or PCN groups to work at scale.

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