

Lead Employer

Dental Foundation
Welcome Booklet



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Welcome to Lead Employer

Hello and welcome to Lead Employer. Firstly, we would like to say congratulations on commencing with your specialty training.

As you begin your time in training with Lead Employer, we would like to introduce you to our **Medical Director, Professor Andrew Rowland**.



Professor Andrew Rowland has been the Lead Employer Medical Director since early 2019, working closely with Health Education England as well as Postgraduate Deans across the country to make sure that we, as your employer, are providing the correct support and guidance during your time in training.

Here he wishes all new Lead Employer colleagues the best of luck as you commence your time in training:

"I would like to send you all a friendly and genuine welcome to our Foundation Dentists who are joining us at the Lead Employer - we're really pleased that you'll be training with us. I want to reassure you that we will be here for you every step of the way throughout your training journey.

"We have an incredibly experienced team here at the Lead Employer, with experience in workforce, people management, pay, wellbeing support plus so much more, and we can't wait to support you so that you are able to fully progress in your future careers. Our welcome booklet will provide you with useful information and resources as you start your Dental Foundation Training so please take some time to read through and take note of important contact details.

"Once again, I would like to wish you the best of luck as you embark on your training and please remember, we are your employer and we are here to support you."

Professor Andrew Rowland



Your Training with Lead Employer

A very warm welcome to Lead Employer! Part of St Helens and Knowsley Teaching Hospital Trust, the Lead Employer currently employs around 500 dental foundation colleagues who are based across six regions within the UK, including the East Midlands, East of England, North West, South West, West Midlands and Yorkshire & Humber.

During your time in training, we will be your only employer and that means one contract, one point of contact for all employment queries and therefore one less thing for you to worry about!

Throughout your training we will support you with:

- A range of HR Queries
- Policies and Forms
- Pay Support
- Wellbeing Support
- Plus so much more!

Throughout your training, we liaise with both your Host Organisation and Health Education England to ensure you are supported in the right way.

Your **Host Organisation** will provide your training environment, as well as local supervision and management.

Health Education England will provide supervision and monitor progress of your training, ensuring consistency with the handling and resolution of concerns relating to capability.

Please note, throughout your training, Lead Employer will communicate important updates to you **via email**. It is therefore imperative that the most up to date email address for you to receive updates from us is **accurate and up to date within ESR** (Electronic Service Record).

For more information and guidance on this process, **[please visit our website](#)**.



Supporting You

Lead Employer Helpdesk

Here for You!

Here at Lead Employer we have a dedicated team of professionals ready to support you with any query, issue or concern you may have.

The Lead Employer Helpdesk will be your first point of call should you need to contact us. Made up of colleagues who have many years experience of supporting our doctors and dentists-in-training. Rest assured that you are in safe hands should you need to speak to us.

Our Helpdesk team works with all departments across Lead Employer such as Payroll, HR and Health, Work and Wellbeing to enable timely support and resolution to your queries.

You can contact the Helpdesk team via phone or email:

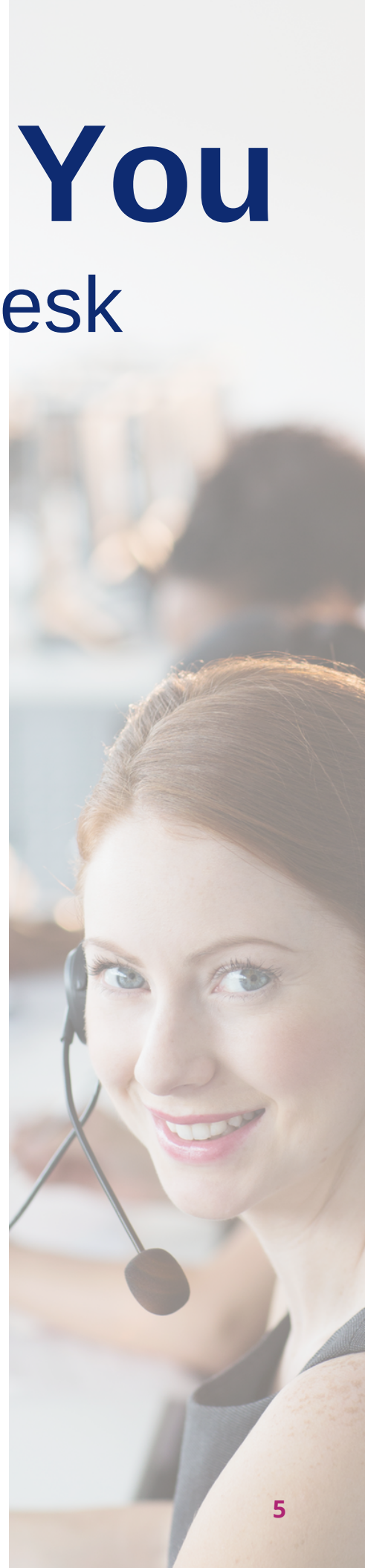
- Call the Helpdesk team on: **0151 478 7777** (Mon-Fri / 9am-5pm)
- Email the team: lead.employer@sthk.nhs.uk

Top Tip: We strongly advise that you familiarise yourself with these contact details and even pop them in your phone so that we are simply a swipe away should you need to get in touch with the team.

The Helpdesk team will work hard to resolve your query directly over the phone but in some instances, they may need to be escalated to another team. We aim to respond to all escalated queries and email correspondence within 48 hours.

Please note, that as we continue to work through the unprecedented times of Covid-19, we want to reassure all of our new Foundation Dentists that we are here to support you throughout these difficult and uncertain times as an NHS employee.

Please familiarise yourself with our [COVID webpage](#) that details the latest information and guidance on vaccination support, FAQs, risk assessments and wellbeing support.



Supporting International Colleagues

Welcome to our overseas colleagues!

For those of you who have chosen to join us from outside of the UK, we want to say hello and welcome - we wish you all the best as you start your career in the NHS.

We understand and appreciate that moving to a new country can at times be quite stressful so please see below some useful information and resources to help you adjust and settle into life in the UK in addition to our dedicated **International Colleagues hub**.

- The **BDA** and **GDC** represents, supports and negotiates on behalf of all UK dentist, doctors and students. They are member-run and led, fighting for the best terms and conditions as well as lobbying and campaigning on the issues impacting the medical profession. Take a look at their websites and see how you can become a member.
- **The General Dental Council** is a public body that maintains the official register of medical practitioners within the United Kingdom. Take a look at their guidance on **Insurance indemnity**.
- Need some help understanding how the NHS Pensions Scheme works? The take a look at the **NHS Business Services Authority website** that will outline everything you need to know.

For any other queries, concerns or guidance you might need as you settle into working life here in the UK, please don't hesitate to contact the Lead Employer Helpdesk team via email or phone. The team are here to offer support and guidance to all of our new colleagues.

Email - **Lead.employer@sthk.nhs.uk** or
Call - **0151 478 7777** (Monday - Friday, 9am - 5pm)



Your Details

Updating ESR

Your Electronic Staff Record

ESR is your Electronic Staff Record and is a platform that is used by all NHS colleagues throughout England and Wales. Each employee has their own personal ESR account and it is the responsibility of YOU the employee to keep your details up to date so that you are able to receive vital communications from Lead Employer during your training.

For more information and guidance on this process, [please visit our website.](#)

The **Employee Self-Service Portal** (which forms part of ESR) allows you to do the following:

- View and update any personal information and your contact details so that you can receive communications - **It is vital that you keep your email address updated throughout your training so we can communicate with you**
- View and print copies of your payslips and P60s. (You can also view your Total Reward Statement)
- Enrol and complete your E-learning content, view your training compliance matrix (allowing you to take responsibility for your own compliance for training)
- View and participate in any personal development plans and check any revalidation details held on your record
- View any leave taken including annual leave and sickness, annual leave booked and remaining annual leave

Top Tip: Log in to ESR as soon as possible and check all of your details are up to date - especially your email address as this is how we will communicate with you.

Emergency Contact: An emergency contact is the first person medical personnel will get in touch with in an emergency but your emergency contact may not have the legal authority to act on your behalf unless you explicitly provide that power.

Next of Kin: (Can be based in UK or overseas) Next of Kin is usually defined as a persons closest living blood relative or spouse, someone who may have inheritance right and obligations.



Your Pay

Payroll Support

During your time in specialty training, you will be paid on the **28th** of each month - if this date falls on a weekend or bank holiday, you will be paid the last working day before the 28th of each month.

You can usually access your monthly payslip via your ESR portal (Electronic Staff Record) this is available a few days before you are due to be paid.

Top Tip: Once logged into ESR you can select an email reminder which will automatically send you an email notification when your payslip is available.

Please take a look at our Payroll FAQs and Understanding Your Payslip web pages, which will help to support you with any queries you may have relating to your pay before needing to reach out and contact us:

Payroll FAQs and Understanding your Payslip

The Lead Employer Payroll department provides a range of support on queries relating to your pay, expenses (relocation and excess mileage), pensions and salary sacrifice schemes.

Although the Helpdesk team can support with the majority of your queries, when it comes to payroll queries you may find the following contact information useful:

ESR Enquiries: 0151 676 5323 / ESR.LeadEmployer@sthk.nhs.uk - this is for login details / forgotten password)

Pension Enquiries: leademployer.pension@sthk.nhs.uk

Pay Enquiries - Tax Only: 0151 290 4658 / leademployerpayslip@sthk.nhs.uk

Please note: all other pay queries other than tax related queries should be directed to the Helpdesk - 0151 478 7777 / lead.employer@sthk.nhs.uk



Supporting Your Wellbeing

Here for you when you need us

Our Health, Work and Wellbeing department's main purpose is to support you throughout your time in training with Lead Employer, ensuring that colleagues stay healthy and safe whilst within the work environment. The department helps to support the health and wellbeing of all of our Foundation Dentists through providing a large number of specialised services that treat a whole range of physical and non physical conditions.

We understand how challenging it can be working with the additional pressures of life outside of work. We therefore believe that you should be fully aware of the wide range of support services we can offer, so that you are able to achieve success in your chosen career path.

You will find all of our available support and resources on our [Wellbeing Hub](#).

Alternatively take a look at our [wellbeing resources booklet](#) that features support that is currently available to all NHS employees. Our booklet covers a range of resources currently available on topics including: mental health, financial struggles, domestic abuse and more.



ACE

Behavioural Standards

The Lead Employer promote a culture where all colleagues are treated with fairness and respect through the course of their work.

The Lead Employer aspires to the highest standards of corporate and personal conduct. The conduct expected of individuals is set out within the ACE Behavioural Standards which can be found **on our website**.

These are broken down into:

- **Attitudes**
- **Communication**
- **Experiences**

The ACE Behavioural Standards apply to all staff and colleagues within the Lead Employer and detail the behaviours that are to be upheld during your employment.

Further Information

For further information on this subject, please take a look at the links below that explore and explain these standards in more detail:

- **BDA Good Practice** - The British Dental Association good practice guidelines.
- **The NHS Constitution for England** - The Constitution establishes the principles and values of the NHS in England and explains the principles that guide the NHS.
- **Health Education England's 'Values Based Recruitment'** - An approach which attracts and recruits students, trainees and employees on the basis that their individual values and behaviours align with the values of the NHS Constitution.



People working in dentistry spend their lives and careers helping others but are sometimes in need of assistance themselves. The BDA and GDC have trade unions with a collective voice of dentists and dental students which is also led and managed by members. Being a member of the association means that you will have free access to many resources like:

- **Employment and career advice**

Specialist employment advisers can help with any query about your working life including pay and working hours.

- **Legal Advice**

The BDA work with a law firms that specialise in immigration to provide legal advice relevant to International doctors and medical students.

- **Learning and Development resources**

As a member you will have access to several webinars and E-learning modules. They can also support on your exams to show you what you can expect and offer guidance on how to get a clinical attachment.

- **Wellbeing support services**

The BDA have support services that dentist, doctors and medical students can confidentially contact, free of charge. You can call their helpline or have the choice to speak to a counsellor.

- **Contract Checking Service**

The BDA offer a "contract checking" service. Whether you are starting a new job or changing roles, the BDA recommend you have your contract checked to ensure it is fair.

Visit the BDA and GDC websites today for more information on the different memberships you can join.

BDA website

You can also contact their team through email: membership@bda.org
Or call the BDA on **020 7563 4550**.

GDC website

You can also contact their team through an [online contact form](#)
Or call the GDC on **020 7167 6000**.



Stay Connected

Follow Us

How do we communicate with you?

Here at Lead Employer we communicate with you primarily over email so it is vital that **your details are updated regularly in ESR.**

You will receive our Lead Employer update via email on a fortnightly basis. This communication will share key updates and important messages to support you with your specialty training. We also include useful wellbeing resources and upcoming events that are relevant to you as an NHS colleague.

Lead Employer Colleague App - download the Lead Employer colleague app today and receive employment updates direct to your phone. Search **StHK Lead Employer** via your app store, register with the email address we have on file for you and start receiving news, updates and alerts via your mobile device.

Be sure to follow us on social media too - we love to engage with our trainees and learn more about how we can best support you so please get in touch.

If you have any queries regarding communication, please email:
communications.leademployer@sthk.nhs.uk

You can follow us on:



@StHK_LE



sthk_leademployer



StHK Lead Employer



leademployer.sthk.nhs.uk/dental-foundation-colleagues



Search StHK Lead Employer via your app store



Contact Us

Key Contacts

The Lead Employer Helpdesk should be your main point of contact in relation to all of your work based needs and queries.

Lead Employer Helpdesk - 0151 478 7777

Email: lead.employer@sthk.nhs.uk

Available Monday - Friday between 9am - 5pm

Additional Contacts

If your query is related to Electronic Staff Record (ESR), Health Work and Wellbeing or Pay (Tax specifically) then you can reach the department by their specific contact details below and the team will respond as quickly as possible.

- **ESR Enquiries** – Phone: **0151 676 5323**

Email - ESR.LeadEmployer@sthk.nhs.uk
(login details, forgotten password etc)

- **Health Work and Wellbeing** - Phone: **0151 430 1985**

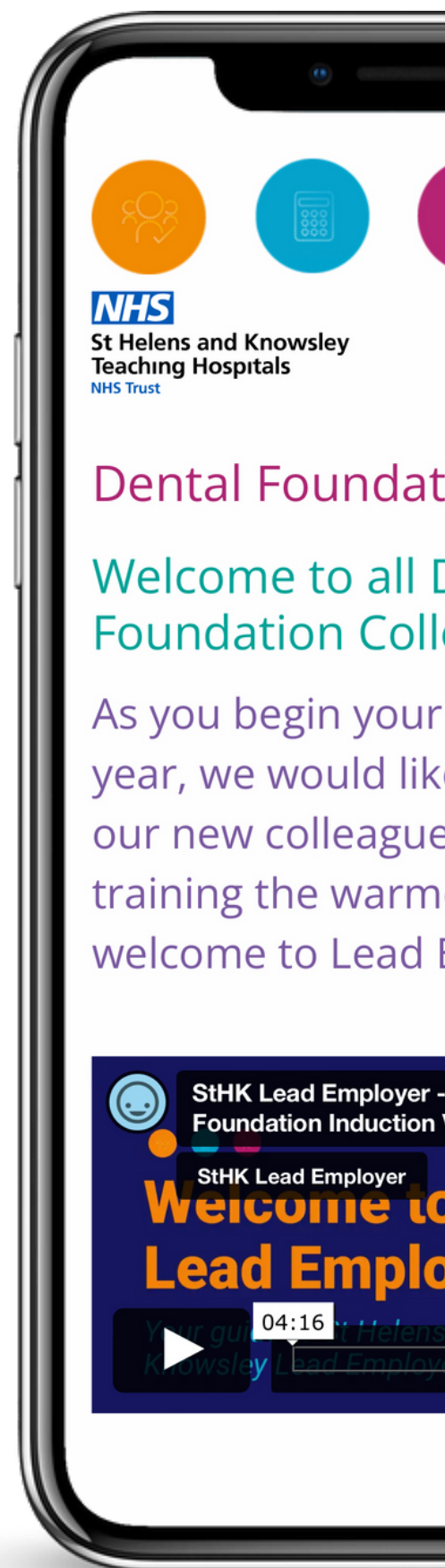
Email - hwwb.recruitment@sthk.nhs.uk

- **Pay Enquiries - 0151 290 4658**

Email - leademployerpays@sthk.nhs.uk
(tax queries only, other pay queries will be addressed by the helpdesk)

- **Pensions enquiries** - Phone - **0151 430 1115**

Email - Leademployer.Pension@sthk.nhs.uk

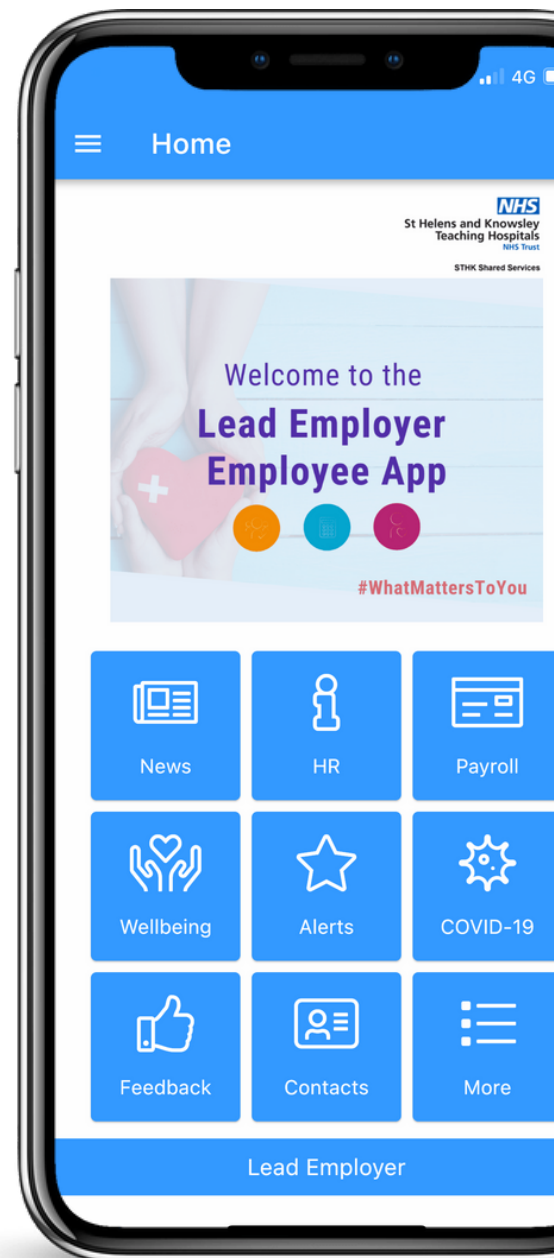


Lead Employer Colleague App



Download Today!

- 1** Search for StHK Lead Employer in your App store.
- 2** Click the padlock icon and register with the email address we have on record for you.
- 3** Start using today!



Available in the Google Play and App store.