

Lead Employer

Dental Host FAQs



Contacting the Lead Employer

How can I contact the Lead Employer?

Please do not hesitate to contact a member of our team at **0151 478 7777**. Alternatively, you can email the team at **Lead.employer@sthk.nhs.uk**. The Helpdesk Team are on hand to assist with any questions you may have relating to your forthcoming employment.

Where can I find policies relating to St Helens and Knowsley Lead Employer?

All policies relating to St Helens and Knowsley Lead Employer can be found on our website [here](#).

Pay Related Matters

How are Foundation Dentists paid?

The Lead Employer will pay the Foundation Dentist via BACs transfer.

How do Foundation Dentists access their payslips and P60's electronically?

Foundation Dentists will be given access to a new MYESR account, accessible via a username and password. This will be communicated to them by our Workforce Systems and information Team in advance of pay day in September.

How do Foundation Dentists contact the payroll department at StHK from 1st September?

The Payroll contact number for pay queries post **1st September 2022** is **0151 290 4658** or alternatively, they can email the team at **leademployerpayroll@sthk.nhs.uk**.

When do Foundation Dentists get paid?

Foundation Dentists will be paid on the 28th of each month by St Helens and Knowsley as the Lead Employer. However, where this date falls over the weekend or a bank holiday, in these circumstances they will be paid on the working day immediately prior to this. For example, if the 28th falls on a Sunday you would be paid on the Friday 26th.

Who approves annual leave?

This is to be approved locally depending upon the needs of the service and training.

When will the Foundation Dentists receive their contract of employment?

Contracts of Employment will be issued following confirmation that all pre-employment checks have been completed and the Foundation Dentist is cleared to commence in post.

Health Work & Well-Being (Occupational Health)

If a Foundation Dentist requires an HWWB referral, will they have to travel to Merseyside for an appointment?

No, St Helens and Knowsley Lead Employer work with local 'spoke hospitals' to arrange HWWB appointments. All HWWB referrals are managed via the St Helens and Knowsley HR Case Management team who are contactable at **Lead.employer@sthk.nhs.uk**. Foundation Dentists who have an underlying health condition/s who wish to notify and discuss these further with the Lead Employer, should contact a member of our HR team at **Lead.employer@sthk.nhs.uk**.

Foundation Dentist Uniforms

Who is responsible for supplying the Foundation Dentists with a uniform?

The Host organisation will issue the Foundation Dentists with a suitable uniform.

Employment Confirmation for CQC Inspections

Will the Lead employer provide evidence of Foundation Dentists completing pre-employment checks. For example confirming they have has RTLW, DBS, GDC?

This is currently being reviewed by the Lead Employer and an update will follow in due course.

St Helens and Knowsley Foundation Dentist Induction

Will the Lead Employer be inducting the Foundation Dentists?

Yes, we are arranging induction events with the regional HEE teams.

Host Organisation Contact Details

If we require an additional contact to be added to the Host communications mailing list, for example a practice manager, who do I inform?

Supply details of their name and email contact details to **Lead.EmployerCommunications@sthk.nhs.uk**.

Pre-Employment Checks Cleared

Is my Foundation Dentist Cleared to start in post?

You will have received encrypted emails (Management Information) informing you of whether your Foundation Dentist has cleared and is able to start in post on 1st September. This Management Information also contains details of whether the Foundation Dentist has any restrictions/adjustments to work or if they are not cleared to start in post.

Further Management information will be targeted and sent on a daily basis after 1st September to provide updates on any changes to the Foundation Dentist's clearance status or change to any restrictions. An update will not be sent unless there has been a change in their status.

Pre-Employment Checks Not Cleared

Can the Foundation Dentist shadow or attend induction events if they are not cleared to start in post?

No, until the Foundation Dentist has cleared their pre-employment checks and the Host has been notified that they are cleared to start in post, the Foundation Dentist is not cleared to start.

Contract of Employment

Does the Foundation Dentist need a contract of employment to start in post?

No, providing you have received notification via the Management Information that the Foundation Dentist is cleared to start in post, they are permitted to attend work. The employment contract will follow.

Management Information Provision

How do I know if my Foundation Dentist has any restrictions?

The Management Information (MI) regarding your Foundation Dentist will be sent directly to the Educational Supervisor in an encrypted email. This email will contain details regarding any concerns, plus information regarding the status of their pre-employment checks at this time.

BSA Payment

Will the Host receive payment from the BSA even if the Foundation Dentist is delayed starting due to failure to complete pre-employment checks?

We are awaiting confirmation from the Dental Reform Team.