



Mersey and West Lancashire
Teaching Hospitals
NHS Trust

LEAD EMPLOYER...

Mersey and West Lancashire Teaching Hospitals NHS Trust

**Dental Foundation Trainees (DFT)
Induction Presentation 2026**

leademployer.merseywestlancs.nhs.uk



Who are we?

Lead Employer support over 13,000 colleagues-in-training

The Lead Employer Model is dedicated to enhancing the working lives of our colleagues-in-training. We provide a comprehensive range of support services including HR, Payroll, and Health, Work and Wellbeing, to ensure all colleagues-in-training feel valued, supported, and empowered throughout their training journey.



Lead Employer Model

Our model is a collaborative one, with the responsibilities of the traditional employer shared between three major stakeholders, who are:

- **Mersey and West Lancashire Teaching Hospitals NHS Trust (MWL) - Lead Employer** - Employer
- **Host Organisation** - NHS Trusts / GP Practice / Hospices / Dental Practices and any other approved training placements are the host organisation location where the colleague-in-training works and carries out their training. They provide day to day supervision
- **NHS England, Education** - Oversees the education for colleagues-in-training





Role of NHS England, Education

- Approves and provides post & programme details to us
- Provides details of and undertakes Annual Review of Competence Progression(ARCP), and Final Review of Competence Progression (FRCP).
- Notifies issues emerging from the FRCP or college exams and reviews or other factors which impact on Certificate of Completion of Training (CCT) dates to Lead Employer
- Deals with requests for and manages Less than full Time Training (LTFT)
- Manages Inter-Deanery transfers (IDTs)
- Manages all study leave requests and expenditure





Role of Host Organisations

- NHS Trusts / GP Practice / Hospices / Dentists and any other approved training placements are the Host Organisation location where you work and carry out your training
- To facilitate your local induction
- Produces, issues and monitors contracts
- Provide 'day to day supervision' in line with our Policies e.g.
 - Absence e.g. reporting, self-certificates, return to work (RTW) interviews and holding sickness meetings
 - Conducts local investigations in line with our policy as required
 - Maternity / Paternity / Special Leave etc.







The Lead Employer Medical Director



Professor Andrew Rowland OBE (Andrew) has a wide and varied portfolio career as our Medical Director, as a Consultant in Children's Emergency Medicine, as Honorary Professor (Children's Rights, Law, and Advocacy) at the University of Salford, as the Chair of the Board of Trustees of a charity, and as a Non-Executive Director of a non-governmental organisation (NGO) in Cambodia (where he is also registered to practice medicine and where he undertakes humanitarian work).

His role is to provide advice and support to our colleagues-in-training on professional matters including regulatory guidance and requirements.

He also works with our HR team to ensure appropriate mechanisms are in place for any of our colleagues-in-training who require additional support during their training.

Andrew has a huge amount of experience supporting colleagues in difficulty at various points in their careers. If you find yourself in need of extra support please contact our HR team in the first instance.



Lead Employer Overview





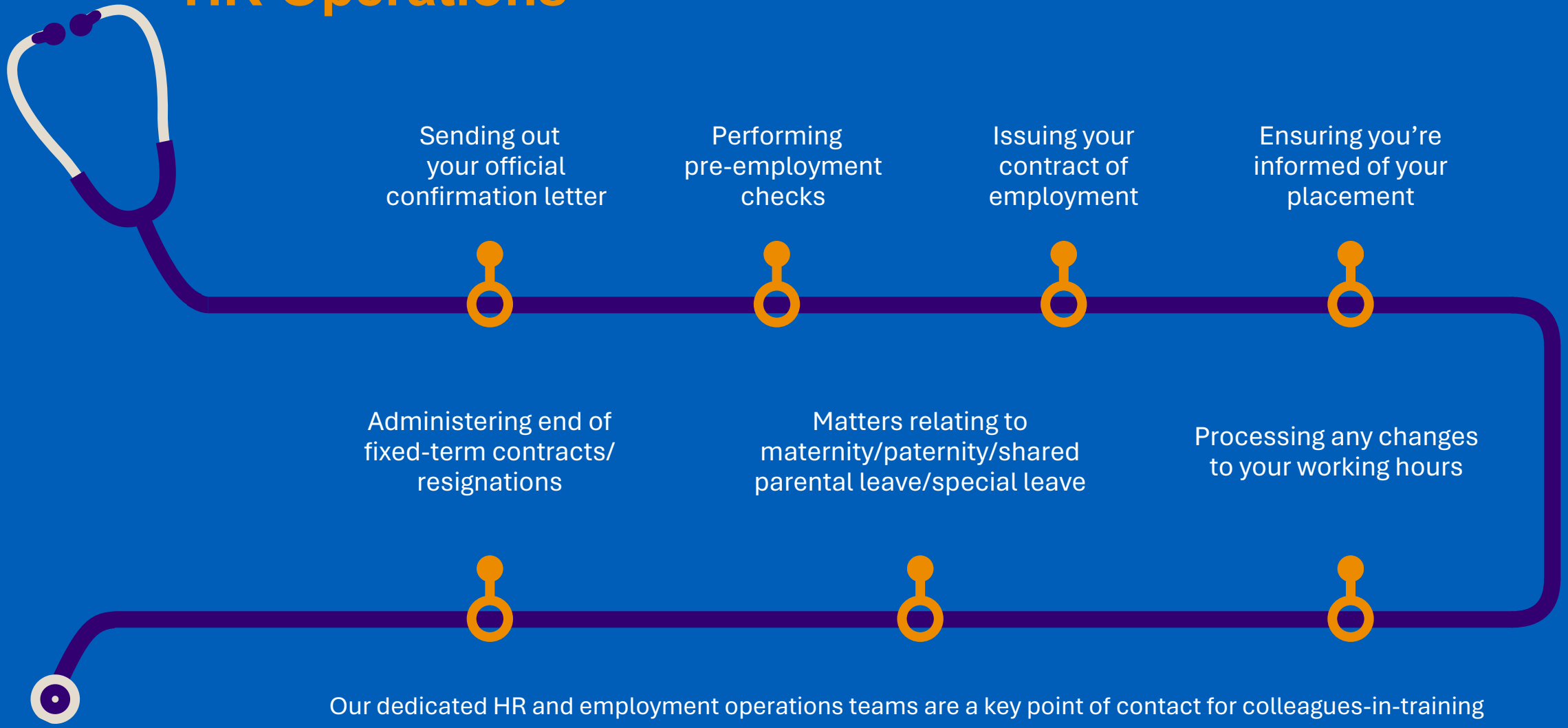
Lead Employer Overview - continued...

Stakeholder Engagement	Communications Team Manages internal and external communications, ensuring clear, consistent messaging that supports engagement and service awareness.
	Service Development Team Drives innovation and continuous improvement by leading projects that enhance our services and systems.
	Business Support Delivers essential administrative and operational support across the organisation, enabling teams to function efficiently and effectively.
Wellbeing	HWWB Team (Health, Work and Wellbeing) Supports the physical and mental wellbeing of colleagues by delivering proactive health interventions, referrals, and workplace adjustments.
Payroll	Payroll Team Processes accurate and timely salary payments, ensuring colleagues are paid correctly and queries are resolved efficiently.
Finance	Finance Team Oversees budgeting, financial planning, and reporting to ensure responsible use of resources and support for service delivery.





HR Operations



Our dedicated HR and employment operations teams are a key point of contact for colleagues-in-training from the start of their employment through to the completion of their training programme.



HR Business Partner & Advisory Team

- Provide HR advice and support
- Process Health, Work and Wellbeing (HWWB) referrals
- Support with the implementation of reasonable adjustments
- Provide guidance about key HR policies including attendance management, conduct, grievance, dignity at work
- Manage long term sickness cases in line with Trust policy
- Manage all employee relations matters in line with relevant policy or procedure, including Respect and Dignity at Work, and Handling Concerns.
- Link in with NHSE regarding the on-going management and support of colleagues-in-training
- Focus on prevention and identification of trends and themes alongside our Medical Director



Working in the NHS

Cultural differences are important (medical and social culture), values vary between cultures, including ethical values underlying professional codes like 'Duties of a doctor' and 'unprofessional' behaviour can reflect lack of familiarity with current UK professional codes and the values underlying them.

We are committed to creating a safe and fair working environment where everybody is treated with dignity and respect. Bullying and harassment of our colleagues-in-training is completely unacceptable.

Each colleague-in-training should take personal responsibility for their own behaviour, treating both colleagues and patients with respect ensuring that you comply with our values and behaviours.

Some colleagues-in-training may be used to a more hierarchical medical culture - so adjusting to the NHS Culture can take some time. Be supportive - and remember, you're also showcasing the strengths of your own culture.





Our values



We are
KIND

We:

- Treat every individual with respect
- Are compassionate in our support of patients and colleagues
- Are friendly and welcoming
- and always introduce ourselves
- Care for each other as we care for our patients
- Are polite and value each other's thoughts and ideas



We are
OPEN

We:

- Are always listening and learning
- Encourage and support two-way communication
- Are honest, fair and open with others
- Take responsibility for our actions and always aim to improve
- Develop our services in the best interests of our communities



We are
INCLUSIVE

We:

- Value everyone's cultural, social and personal needs
- Celebrate our differences and support each other
- Listen to all voices
- Work as a team and learn from each other
- Challenge prejudice and promote acceptance

Our values





Freedom to Speak up (FTSU)

- We take all colleagues-in-training concerns seriously and our Respect and Dignity at Work policy details how to raise any concerns, as well as how these will be managed
- All NHS Trusts now have FTSU Guardians in place and they are tasked with supporting staff to effectively raise and respond to public interest concerns
- There is also a number of FTSU Guardians available to our colleagues-in-training to discuss any concerns with - should they feel they are not able to discuss these concerns with the our HR Team
- There will be local Trust FTSU Guardians for colleagues-in-training working in secondary care placements. For colleagues-in-training who are working in GP placements, concerns can be confidentially raised via our hotline and website
- This role is different to the Guardian of Safe Working (*for more information on this visit our website*)

Do it confidentially

Speak to your Line Manager or call the Raising Concerns Hotline on:

0151 430 1777

SPEAK UP!

Do it anonymously

Contact: Speak in confidence
www.speakinconfidence.com/sthk





NHS Sexual Safety Charter

The NHS Sexual Safety Charter - includes a comprehensive roadmap to promote staff safety.

The NHS Sexual Safety Charter - asks all employers to commit to a zero-tolerance approach to any unwanted, inappropriate and/or harmful sexual behaviour towards the workforce.

01

In **October 2023** MWL Trust joined the **NHS Sexual Safety Charter**.

02

The Charter is made up of **10 Principles** which aim to eradicate sexual harassment and abuse in the workplace.

03

The Trust has implemented the principles of the charter in line with the **NHS guidelines**.





What steps have we taken?

- Developed a Mersey and West Lancashire Teaching Hospitals NHS Trust (MWL) [Sexual Safety Pledge](#) based on the charter principles
- Action plan created focusing on the principles of the charter
- Policy reviews and introduction of sexual safety web page outlining the principles of the sexual safety charter and how to raise concerns
- Sexual Harassment and Sexual Safety training for all our team
- Provision of wellbeing support for all staff





Examples of actions that may breach workplace standards

- **Conduct outside the workplace involving external authorities**
e.g. incidents under investigation by the police or other third-party agencies that may impact professional registration
- **Incidents raising safeguarding or duty-of-care concerns**
Including any actions or omissions that may place patients, colleagues, or the public at risk
- **Unprofessional behaviour within the clinical or workplace environment**
Such as breaches of respect, dignity, or professional boundaries
- **Substance misuse impacting fitness to practise**
Including the use of drugs or alcohol that affects performance or safety
- **Acts of dishonesty or fraudulent behaviour**
Such as falsifying records, misreporting hours, or misusing resources
- **Misuse of social media or digital platforms**
Including posts or interactions that breach confidentiality, damage professional reputation, or violate organisational policies
- **Information Governance breaches**
Unauthorised access to personal, family, or patient medical records
- **Failure to adhere to host organisation policies and procedures**
Such as non-compliance with the chaperone policy, infection control protocols, or escalation procedures





Mersey Internal Audit Agency (MIAA)

MIAA is an NHS shared service that provides internal audit, counter fraud, and assurance services to NHS organisations and other public sector bodies.



[General Fraud Awareness](#)



[Working while sick](#)





Payroll Services

- Pay
- Pensions
- Business mileage

Information on the above services is available on our website:

<https://leademployer.merseywestlancs.nhs.uk/your-dental-foundation-employee-hub>

FAQs – Pay

- Salaries are paid on the **28th** of each month
(*or the Friday before if this falls on a weekend*)





FAQs - Annual Leave

- You are entitled to annual leave and public holidays. These entitlements will vary dependent upon certain factors which are explained in the annual leave policy
- It is your responsibility to ensure that your annual leave is approved and recorded in Electronic Staff Record (MyESR)
- You are required to provide a minimum of six weeks notice of annual leave to be approved in accordance with local policies and procedures. This leave request should be made to your host organisation
- Annual Leave for less than full time colleagues-in-training is calculated on a pro-rata basis. So, for example, a less than full time trainee working 60% of a full-time rota should receive 60% of the full-time entitlements of annual leave, plus 60% of the entitlement to Bank Holidays. Bank holiday hours should only be deducted if this is the trainee's normal working day
- Please refer to our website for additional information including the annual leave policy, toolkit and to access the [Annual Leave Calculator Tool](#)





Working Hours

- In year one of your programme, you will work 35 hours per week
or
- In year two, you will work 40 hours per week
- Less than full time (LTFT) working - if you wish to reduce your working hours then you will need to apply to the LTFT team within NHSE. Please speak to your TPD about the application process





Lead Employer Helpdesk

Whether you are a colleague-in-training, a practice manager or an educational supervisor, our Helpdesk is here to support you.

Call: **0151 478 7777** *(Monday-Friday / 9am-5pm)*

Email: lead.employer@merseywestlancs.nhs.uk



Web: leademployer.merseywestlancs.nhs.uk





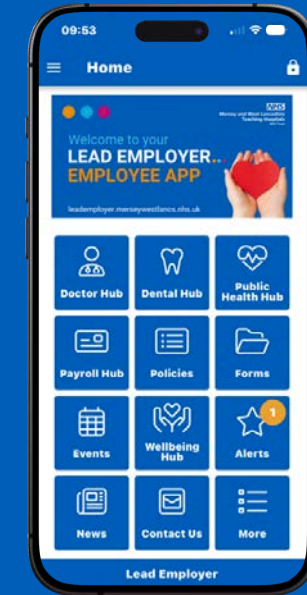
Stay Connected

How do we communicate with you?

We communicate with you primarily over email, so it is vital that your contact details are updated regularly in ESR.

You will receive our updates via email on a monthly 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 MWL Lead Employer via your app store, register with the email address we have on file for you (*your email address on ESR*) and start receiving news, updates and alerts via your mobile device.



SCAN ME



SCAN ME



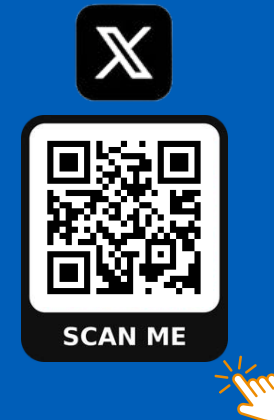
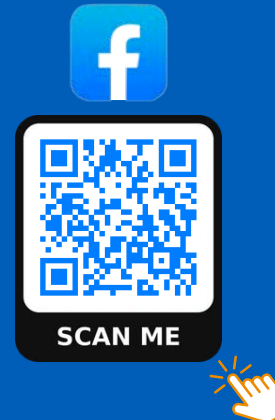
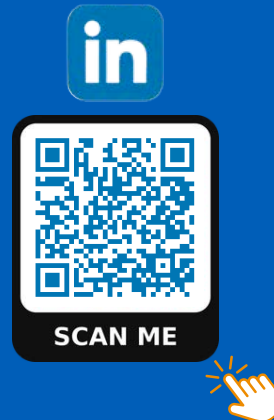
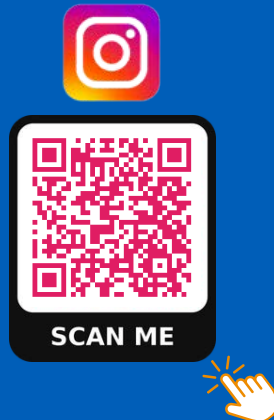
Social Media

- Social Media provides a great way for colleagues-in-training to maintain or enhance communication
- The amount and type of information, however, can leave trainees open to certain risk
- We recommended that you review MWL Social Media policy along with the GMC Social Media guidance if you have any queries:

[MWL Social Media policy](#)



[GMC Social Media guidance](#)



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: lead.employercommunications@merseywestlancs.nhs.uk





Knowledge Sessions

You may benefit hearing directly from our specialist teams about important topics relating to your employment

Sign up to any of our virtual knowledge sessions to learn more about key policies and processes you need to know. All sessions delivered are interactive, so you will walk away with the answers you need.

Date	Region
Tues 20th August	Overview of Neurodiversity and Support
Thurs 10th September	Understanding your contract of employment and exception reporting
Tues 15th September	Overview of expenses and process for claiming
Tues 15th September	Understanding your payslip, work schedule and less than full time process overview
Thurs 17th September	Overview of family friendly processes (maternity, paternity, adoption)
Mon 23th November	Overview of Neurodiversity and Support
Thurs 10th December	Understanding your contract of employment and exception reporting
Tues 15th December	Understanding your payslip, work schedule and less than full time process overview
Thurs 17th December	Overview of family friendly processes (maternity, paternity, adoption)

2026 Knowledge Sessions calendar: <https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions>





FAQs - Wellbeing

Health, Work & Wellbeing (Occupational Health Service)

- Self-Referral facility
- Management Referral facility
- 0151 430 1985

HWWB.Admin@merseywestlancs.nhs.uk



Practitioner Health Programme

www.practitionerhealth.nhs.uk



Employee Assistance Programme – Vita Health

- Password: **STHKWELL**

The whole network of LE support services can be found at:

<https://leademployer.merseywestlancs.nhs.uk/welcome-booklet>



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