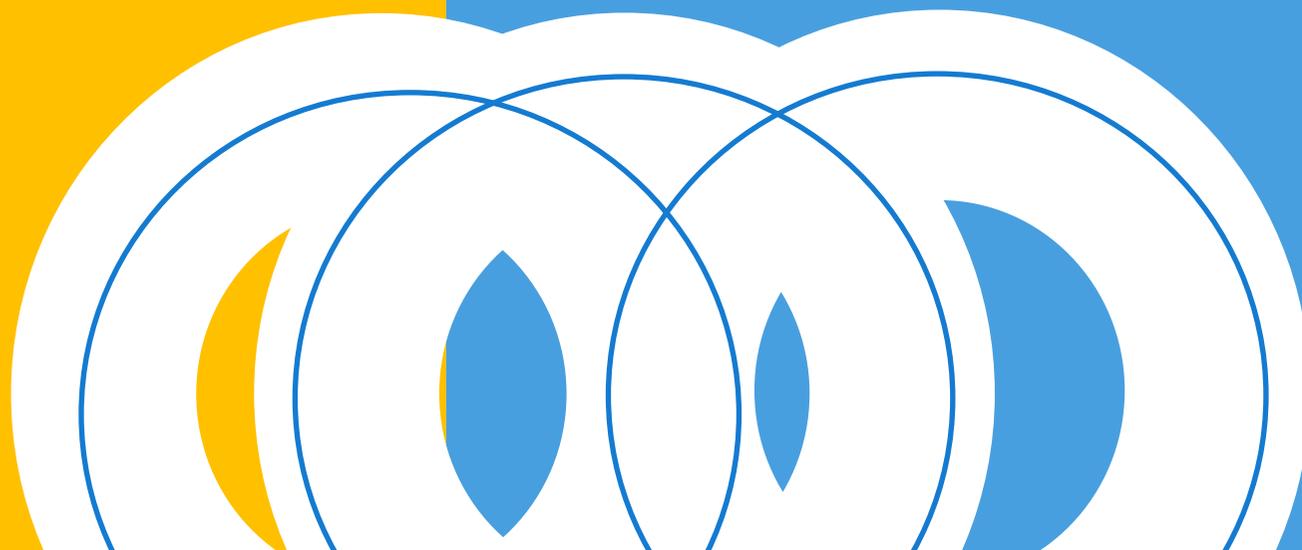




Herefordshire General Practice

Taurus Healthcare

**HEREFORDSHIRE GP POOL:
FREQUENTLY ASKED QUESTIONS - AND ANSWERS**



FREQUENTLY ASKED QUESTIONS - AND ANSWERS

What is the purpose of the pool?	To strengthen the resilience of 24-7 General Practice by having a workforce pool that is happy, well supported and trained and that is easily accessible to practice
What is the ethos behind the pool?	<ul style="list-style-type: none">• That there is one recruitment process to give you a 'HR passport' to work in the general practice system.• That there is a simple mechanism to pick up some additional hours to support a neighbouring practice or your federation, even if this isn't a regular part of your income• That those who want or need to work flexibly, can still have a fulfilling and supported role and feel a valued part of the Herefordshire General Practice workforce
Who can join the pool?	Whether you are a partner, salaried to Taurus or a practice, or a locum, we want it to be easy to pick up additional work flexibly to support Herefordshire services.
What is the benefit of working in the pool?	<ul style="list-style-type: none">• HR passport• Online, remote and face to face training and mentorship – covering mandatory areas, system priorities• All the tools equipped to work in Herefordshire including Herefordshire Emis templates and Teamnet training where all our Herefordshire pathway/information is and a local induction• 360 feedback – rate the practice, rate the flexible worker
What is the method of employment in the pool?	There are two ways you can work through the pool – as a locum (making use of the Herefordshire HR passport but otherwise making all the other arrangements yourself directly with the practice) or as a flexible worker on a zero hours contract, with ultimate flexibility.

FREQUENTLY ASKED QUESTIONS - AND ANSWERS

	Flexible Worker (Zero Hours)	Locum (independent Contractor)
I'm a salaried GP with fixed hours for Taurus services. How do I join the pool?	<p>If you wish to have one employer and have your tax and NI deducted at source, you will be issued with an additional zero hours contract.</p> <p>This means that any additional hours, accrue annual leave (up to a total of 37.5 hours per week pro rata).</p>	<p>If you want to bill your hours to the practice as a locum you must declare this when you join the pool.</p> <p>If you work overtime for Taurus services occasionally, you can only invoice this as a locum if you work a minimum of 20 hours salaried with us.</p> <p>Otherwise, this will be classed as additional hours and paid at your usual salaried rate.</p> <p>Locums make an independent financial relationship with the practice. You agree the financial remuneration.</p> <p>You invoice the practice directly.</p>
How am I paid for work in the flexible pool?	<p>Submit a flexible pool timesheet by the 7th day of the following month to the pool coordinator and the hours will be paid one month in arrears.</p>	<p>You make an independent relationship with the practice and invoice them directly.</p>
What about my tax and pension and NI contributions?	<p>As a PAYE role, all will be deducted at source. If you are part of the NHS pension scheme, your hours will benefit from the employer's contribution to your pension.</p>	<p>You are responsible for this and therefore need to put this aside from any income received.</p>

FREQUENTLY ASKED QUESTIONS - AND ANSWERS

	Flexible Worker (Zero Hours)	Locum (independent Contractor)
What is my pay for work carried out in the pool?	<p>There is an agreed rate for in and out of hours work, and also whether this is based in the practice, or working from home.</p> <p>There is a newly qualified rate and a rate for those with more experience. Your rate will be included in your contract.</p>	As agreed between you and the practice.
Is mileage covered?	<p>We are a Herefordshire based organisation with our main site in Hereford. We do not pay mileage for Taurus services (unless we move the location of your shift unexpectedly).</p> <p>Those working in the pool for practices can claim mileage (45p per mile) from your home to the practice – up to a maximum of £40 per day of work.</p>	This is for you and the practice to discuss.
How is annual leave accrued?	Annual leave in a zero hours contract is essentially paid time off – you get your annual leave paid in your salary the following month based on the hours worked the previous month. For example, if you have worked 10 hours, you will have accrued 1.7 hours , of holiday entitlement (10 hours x 17.11%).	

FREQUENTLY ASKED QUESTIONS - AND ANSWERS

	Flexible Worker (Zero Hours)	Locum (independent Contractor)
Is annual leave covered?	<p>Annual leave accrued – so for every hour worked this contributes to an annual leave allowance - up to a maximum of 38 days leave for pro rata 37.5 hours per week. Due to the irregular nature of the work Taurus will pay you for the holiday entitlement you accrue.</p> <p>If you already work full time in a Taurus contract or other contract, your annual leave will accrue separately in your zero hours contract. You will need to be mindful of guidance on Working Time regulations.</p>	No
How much notice do I need to cancel a session I have booked?	<p>For everyone’s benefit, the more notice the better. We do understand that sometimes unexpected things happen and we will try our best to support. For fixed work (eg your usual salaried shift or a fixed term cover) 4 weeks notice is required. For all other work, 2 weeks notice is required.</p> <p>If the session was booked with less than 1week’s notice, no cancellation will be accepted unless in times of sickness, emergency /un-planned absence.</p> <p>Please note, practices will provide feedback based on reliability, punctuality, clinical work and teamwork of the doctor.</p>	This is between you and the practice.

FREQUENTLY ASKED QUESTIONS - AND ANSWERS

	Flexible Worker (Zero Hours)	Locum (independent Contractor)
How will I get work through the pool?	<p>Practices make requests to the pool online. Practices can choose if their preference is flexible or locum pool.</p> <p>Requests are then sent to the whole pool via email (in time this will be via the app). The sessions are offered on a first come, first served basis, if the offered worker is acceptable to the practice.</p> <p>The co-ordinator will confirm that your session is booked.</p>	<p>All members of the pool, including a bio, is included on the website.</p> <p>Practices make requests to the pool online. Practices can choose if their preference is flexible or locum pool.</p> <p>Requests are then sent to whole pool via email (in time this will be via the app). The sessions are offered on a first come, first served basis, if the offered worker is acceptable to the practice.</p> <p>The coordinator will provide the locum and the practice with an introductory email and then the next steps are determined by the practice and locum.</p>
What is the benefit of working through the pool ?	<p>Easy way to pick up flexible work, without the challenges of self-employment.</p> <p>360 degree feedback – useful for appraisals and personal developments</p> <p>Access to training and development provided by Taurus and by Training Hub</p> <p>Teamnet access and training</p> <p>Taurus support</p>	

	Flexible Worker (Zero Hours)	Locum (independent Contractor)
How do I continue in the pool	<p>Once you have your HR passport, you will need to provide evidence that your training and certificates are up to date. You will be given one month's notice that items need renewal and will continue in the pool if these are provided. Otherwise access to pool work will be paused.</p> <p>In the event of concerns regarding performance or reliability, you will be invited to an informal discussion with an appropriate member of the team to understand challenges, offer support and determine next steps.</p>	

WORKFORCE INCENTIVES

GPs who commit for a period of three months:	<p>1-3 shifts per week (equates to 4.5 to 13.5 hours) = £100; 4-6 shifts per week (equates to 18—27 hours) = £150; 7-10 shifts per week (equates to 31.5 to 45 hours) = £250</p> <p>Retained payments will be paid every three months</p>
Other incentives include:	<p>Travel expenses (£40 or 96 miles return trip per session); Lunch voucher (£5) per shift when committed to shifts for a period of three months or more; Technology asset allocation and support; Compliance and training support; Links to GP Champions</p>
How to claim:	<p>Flexible GPs - via your monthly claim form; Locums - via invoice to the practice or Taurus Healthcare (as agreed).</p>
Introduction fee:	<p>£50 introduction fee to any GP recommending a friend - the recommended GP needs to register for the Herefordshire Workforce Pool and do three shifts within three months.</p>

Ok, I'm sold! How do I sign up?

If you are already a Taurus employee, contact workforcepool@taurushealthcare.co.uk to discuss adding a Flexible Pool contract to your employment.

If you are not an employee, please click [Apply Now](#) on our website <https://www.herefordshiregeneralpractice.co.uk/work-for-us>

We will arrange an informal chat with a member of the team and - if you wish to proceed - we will arrange an interview and begin the HR process



Taurus Healthcare Ltd

Suite 1, Berrows Business Centre, Hereford HR1 2HE

www.herefordshiregeneralpractice.co.uk | enquiries@taurushealthcare.co.uk

01432 270636

Revised March 2022

I still have unanswered questions?
Who should I contact?

Contact the pool co-ordinator who will arrange a call with the most appropriate person for your query.

workforcepool@taurushealthcare.co.uk

