**GP National Recruitment Office**

**Induction &Refresher Scheme finance process**

**Once an I&R scheme placement is confirmed for the doctor, below process must be followed.**

1. **Form A**- need to completed by HEE local offices
2. **Letter- to be completed by new I&R Scheme doctor** (Confirming the bank details and for verification  - New HEE finance account set-up for first time claimants only) – to be completed by I&R doctor, **ensure to submit the letter to NRO as soon as the placement is confirmed.** **** ****

**\*Form A and letter to be sent to NRO once the placement is confirmed.**

1. **Form B**- to be completed by practice
2. **Form C** – by I&R doctor

 

**\*Form B and Form C to be sent to NRO at end of each month placement.**

**\*Separate claim form C need to be submitted while claiming for DBS/GMC, Indemnity and portfolio route fee £950 along with copy of proof of payments**

**Claim form process**

**NRO I&R scheme team receive the Invoices from claimants  logs them and send to HEE West Midlands finance team  HEE West Midlands Finance Team checks them and send the claim forms via post to SBS team at Wakefield for payments.**

**Sending the claim forms to GP National recruitment office – I&R Scheme team**

You can scan and send the claims forms/letter via email to [iandr@hee.nhs.uk](mailto:iandr@hee.nhs.uk) , in clear version, correct format as original form C and Microsoft Word or PDF attachment only.

**Postal address:** I&R Scheme, GP NRO, PMDE, HEE West Midlands, St Chads Court, 213 Hagley Road, Birmingham, West Midlands, B16 9RG.

**Also please note:** All GP I&R scheme trainees are claiming the bursaries (not salaries) via invoices to Health Education England via non- purchase order route and if all relevant paperwork (Claim form A, Claim form B, Claim Form C and letter head for HEE finance account set up for new claimants) submitted in timely fashion, the process takes up to 4-6 weeks for the payments to go through, delays occurs when this process is not followed.

**Should any changes occur to the start, timing or breaks in the placement these must be notified to respective HEE local office I&R scheme team lead and GPNRO immediately by email (**[**iandr@hee.nhs.uk**](mailto:iandr@hee.nhs.uk)**). Claimants are advised to keep a copy of all their completed forms.**

**Please note that the practice is not involved in the claim process other than to confirm the hours present.**

**It is the responsibility of the doctor receiving payment to declare all payments to HM Revenue and Customs**

**GP I&R scheme training doctors are categorized as self-employed as they receive a bursary. GPs on the scheme will need to complete and return an HMRC tax self-assessment for the financial year in question by the end of January in the following tax year. They will then get a breakdown of any national insurance they have left to pay. Since it is a bursary for ‘educational’ purposes and doctors on the scheme are not employed, the tax expert’s opinion we obtained suggests that HMRC does not consider this taxable income**

**Information regarding I&R scheme funding –** Please refer to GP NRO I&R scheme website <https://gprecruitment.hee.nhs.uk/Induction-Refresher/Funding>