

In joining Pallant Medical Chambers you are agreeing to the following:

Agreement by Pallanteer

- 1) As a Pallanteer I will ensure:
 - a) I maintain registration/membership of:
 - i) a medical defence organisation (and ensure adequate cover for the type and amount of work done).
 - ii) Either (where appropriate):
 - (1) GMC (and will follow their [Good Medical Practice](#)); and immediately report any investigations or restrictions on my practice.
 - (2) NMC (and will follow [The Code for Nurses & Midwives](#)); and immediately report any investigations or restrictions on my practice.
 - (3) HCPC (and will follow [HCPC standards](#)); and immediately report any investigations or restrictions on my practice
 - iii) performers' list (where appropriate)
 - iv) I meet my obligations towards the inland revenue including: income tax payments, national insurance and superannuation contributions.
 - b) I undertake an annual appraisal, and am successfully revalidated.
- 2) I understand am not employed by PMC and am responsible for my own tax, national insurance, professional indemnity insurance and pension arrangements.
 - a) If I claim NHS employer's contribution, I commit to paying it into my NHS pension.
- 3) I understand I am committing to a chambers team and will book all my freelance locum work through PMC. If a practice contacts me directly, I will direct them to PMC and get them to ask for me (if a practice asks for you specifically, we always endeavour to book you in preference).
 - a) However I may continue OOH or salaried work outwith chambers.
 - b) If in doubt I will check with the Pallant managers in advance.
- 4) I will report to PMC at the earliest opportunity any potential conflicts of interest with regards my position as a Pallanteer.
- 5) I will provide PMC with the following information, and where necessary update annually, in order to ensure I help practices meet their CQC requirements:
 - a) copies of my professional certificates, MDO cover, DBS checks
 - b) curriculum vitae including any relevant specialisms and IT systems knowledge
 - c) photograph
 - d) photo ID such as passport or driving licence

- e) visa and/or work permit where appropriate
 - f) health declaration - including Hep B vaccination status
 - g) contact details (address, mobile and email)
 - h) email address of at least 2 referees
- 6) I will:
- a) wear a professional name badge (provided by PMC)
 - b) use a professional door name plate where appropriate (provided by PMC).
- 7) I will respond to chambers emails within 72 hours (when not on annual, sick or maternity leave).
- 8) I will keep my work availability up to date and check my online calendar regularly for bookings. I understand available sessions may be booked at any time and it is my responsibility to check the status of these - and delete unfilled sessions if I no longer wish to work them. (We will only contact you by text or phone for bookings within 24hrs.)
- a) I will not alter or delete any confirmed/'on offer' sessions.
 - b) I will not routinely liaise directly with a GP practice about bookings - but where doing so will always copy in the Pallant booking team to avoid any confusion.
- 9) Within my consultation notes I will:
- a) use Read codes and complete QOF point data where time allows
 - b) use the PMC stationery wherever possible to help practices identify me as a Pallanteer, eg Memo Dictation form - listing the referral letters you have done.
- 10) Professional conduct and reputation. I will:
- a) not bring the chambers into disrepute or divulge confidential PMC information.
 - b) allow discussion in a non-judgmental way within the Chambers of any significant events to improve services and to aid the personal development of Pallanteers.
 - c) participate in any enquiries that may affect the reputation of chambers as a whole.
 - d) be a regular attender at Chambers meetings.
 - e) remain committed to booked sessions and only cancel a booking in extenuating circumstances, and only after discussion with one of the PMC booking team.
 - f) carry sufficient medical equipment to do my locum work effectively and safely.
 - g) cooperate with PMC in discussions regarding any complaints or significant events.
 - h) not book any locum sessions directly with practices. If approached by a practice or agency I will refer them to PMC booking team - and ask the practice to ask for me specifically.
 - i) pay fees due to PMC within 14 days of receiving invoice.
 - j) give 3 months' notice of my intention to leave the chambers and honour existing bookings during this notice period. (I may leave sooner if there are no outstanding work bookings.)
- 11) Best Practice: I agree to
- a) Sign up to my local CCG website and arrange primary care email updates;

- attend local educational events; use local clinical guidelines.
- b) help promote best practice and share learning - especially within my chambers and the wider Pallant community.
- 12) Data Protection:
- a) I will allow a personal profile and photo to be uploaded onto the Pallant website.
 - b) I will not use Pallant email or file storage for any confidential patient information. (Any confidential patient information should only be sent within the nhs.net email system.)
 - c) I will allow sharing of supplied documents for the purpose of booking GP work and meeting any GMC or other regulatory requirements.
 - d) I allow PMC to liaise with my chambers lead and share with them details of any complaints or significant events.
 - e) I will keep confidential any personal or patient related discussions in chambers meetings.
 - f) I will complete my regular mandatory Information Governance training and also follow any Data Protection/Confidentiality guidelines in the PMC Members Handbook.
- 13) I will check payments from practices against invoices and inform PMC if any payment not has not been received as expected.
- 14) I am aware that initial membership is for an introductory period and ongoing membership is dependent on successful review - usually after around 100 sessions or 6 months whichever is sooner.
- 15) I understand that PMC reserves the right to terminate my membership if I persistently fail to comply with any of these conditions, bring the reputation of PMC into disrepute, or where there are conflicts of interest. My booked sessions may be re-allocated to other members in this situation at the discretion of PMC.
- 16) I understand that the directors' decision in all matters to do with PMC membership is final.

Agreement by Pallant Medical Chambers:

- 1) GP profile. PMC will:
- a) create and update as needed an online Pallanteer profile (with photograph) based on information provided by the member
 - b) provide Pallanteers' documentation (certificates etc) to practices on request.
- 2) Support for education and appraisal. PMC will:
- a) assist Pallanteers in organising patient and colleague feedback

- b) assist Pallanteers in discussing any complaints with the relevant practice
 - c) organise chambers meetings via the chambers lead
 - d) carry out checks on all new Pallanteers as per CQC guidance
 - e) expel a Pallanteer who has brought the chambers into disrepute or has failed to honour their T&Cs with the chambers.
- 3) Support at work. PMC will:
- a) work with practices to get them to adhere to their T&Cs with the chambers in all respects (so as to ensure locums are adequately supported with induction information, logins, appropriately stocked rooms)
 - b) investigate any question of impropriety of a Pallanteer so as to maintain the reputation of the chambers
 - c) investigate instances where practices are found not to be adhering to any of the booking terms and work to ensure compliance or cease bookings.
- 4) Administration of bookings. PMC will:
- a) coordinate booking of locum sessions
 - b) liaise with practices to generate work and actively market availability
 - c) ensure practices agree to PMC's terms and conditions of booking before accepting a booking
 - d) help a Pallanteer with their booking profile settings and calendar where needed
 - e) allocate available sessions appropriately and fairly
 - f) confirm bookings online via Pallanteers' live calendars (or if a session is within 24hrs - also by email, text or telephone)
 - g) attempt to find a replacement Pallanteer to fulfil a booking where a cancellation has occurred due to illness or emergency.
- 5) Payments. PMC will:
- a) invoice practices for sessions worked (and for sessions cancelled by the practice as per their T&Cs)
 - b) provide online copies of invoices
 - c) chase late payments
 - d) complete regular superannuation forms A & B and make these available online (where applicable).
 - e) process all payments by BACS only (cheques are no longer accepted).