

## How to Record a Speciality Doctor Pay Progression Review in ESR?

### **Background**

The revised Terms and Conditions of Service Specialist (Wales) 2021, sets out that Specialty Doctors will be expected to spend a minimum of three years on each pay point and evidence specific criteria before moving to the next pay point (doctors will no longer automatically receive pay affecting increments unless the review process has been completed and a 'Yes' has been recorded for Pay Progression in ESR).

For full details, see Terms and Conditions Specialty Doctor (Wales) 2021 Schedule 13  
<https://www.nhsconfed.org/system/files/2023-04/Specialty%20doctor%20TCS%20-%20v3.pdf>

The clinical director/medical director will have the overall responsibility of ensuring processes are in place to sign off pay progression.

This document has been created to show the Clinical Manager how to progress a pay increment in ESR for a Speciality Doctor who has a 2021 Contract. The process outlined in this document does not apply to those on the 2008 Specialty Doctor Contract.

The Clinical Director will have the overall responsibility of ensuring processes are in place to sign off pay progression.

The submission process for pay progression is as follows:

- Clinical Managers will receive notification via email before a Speciality doctor's next pay progression date and initiate a meeting to review whether the requirements for progression have been met. This meeting will draw on the most recent medical appraisal and job plan review and consider the progression criteria set out in Schedule 13 of the Terms and Conditions of Service. It is not necessary to schedule appraisals and job plan reviews to coincide with pay progression dates. However, it is recommended that the Job Plan Review is held in time for the outcome of the review to be agreed between the reviewer and Doctor (please read para 35-42 of the Terms and Conditions)
- Clinical Managers must ensure that the pay progression submission process is completed in a timely fashion to ensure that pay progression can be implemented in time for the doctor's pay progression date.

**N.B.** Pay progression will only work if the employee (Speciality Doctor) is linked in ESR to the person carrying out the SAS Pay Progression Review meeting. Managers should review staff hierarchies in ESR to ensure they are correct and mirror the actual structures of departments. If there are managers who are responsible for undertaking pay progression reviews who require the Manager Self-Service functionality but do not currently have it, this will need to be set up in order for the managers/supervisors to use the system to record the pay progression review meeting. The ESR Proxy functionality is also an option managers should consider.

### **Guide**

1. Log-in to ESR [NHS ESR Login](#)
2. Once you are logged-in, you will see the 'Manager' tab at the top of the screen. Please note: you will only be able to see the 'Manager' tab when you are connected to the Network or using a VPN.
3. In the Manager tab, you will see **My Team Pay Progression**.

My Team Pay Progression

My Team Pay Progression

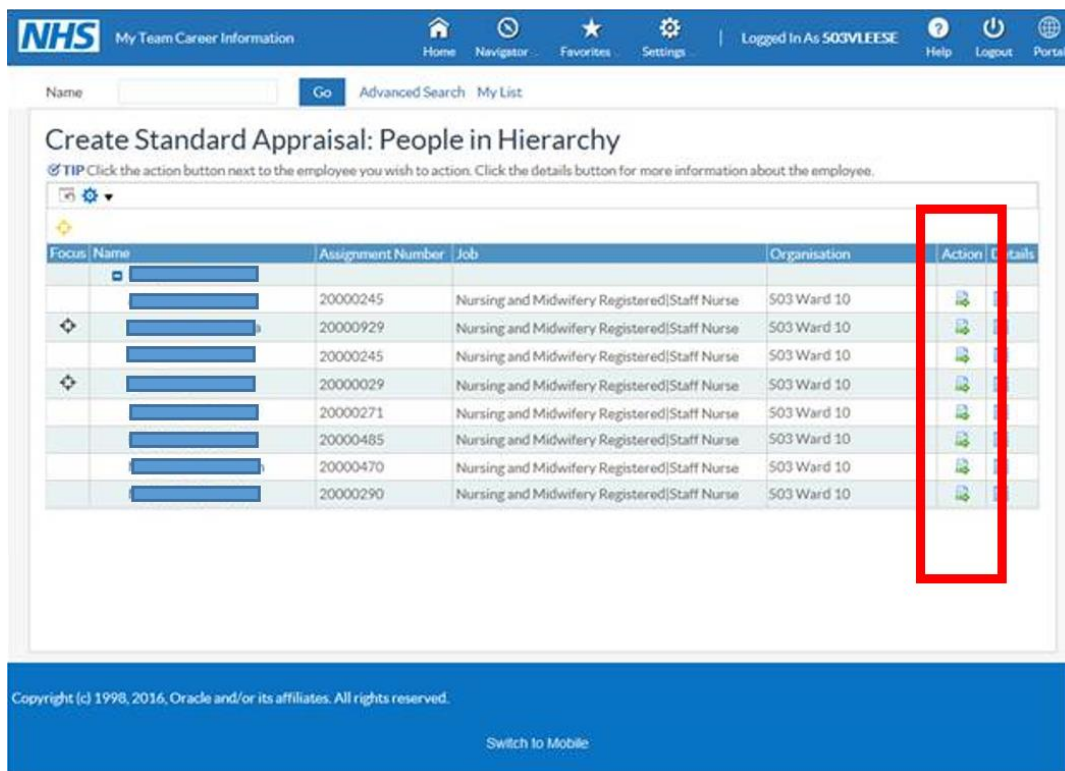
Pay Step Due	Assignments
Due within 3 Months	1
Not within 12 Months	1
<b>Grand Total</b>	<b>2</b>

Refresh - Print - Export

Manage Appraisals

Click the **Manage Appraisals** button. You will then see a list of all the staff in your hierarchy.

- Click on the **Go** button next to the **Create** drop-down menu to create a new standard appraisal.
- Click the **Action** icon in the row containing the relevant employee's name.

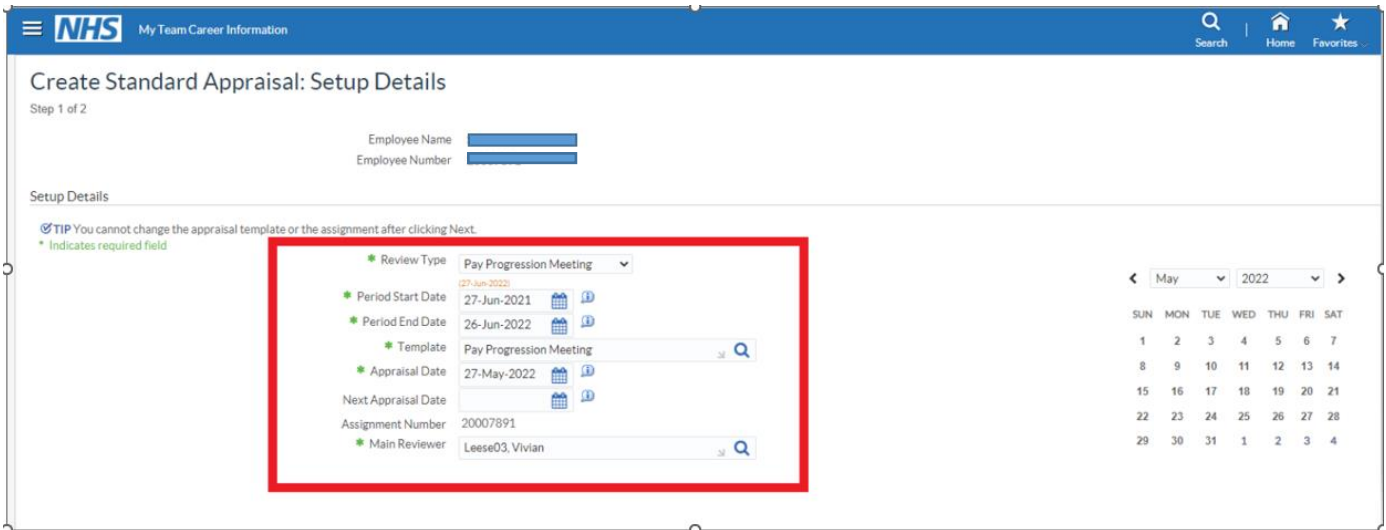


The screenshot shows the 'Create Standard Appraisal: People in Hierarchy' page. At the top, there is a search bar with a 'Go' button. Below the search bar is a table with the following columns: Focus, Name, Assignment Number, Job, Organisation, Action, and Details. The 'Action' column contains icons for each row, which are highlighted by a red rectangular box. The table lists several staff members, all of whom are 'Nursing and Midwifery Registered|Staff Nurse' at '503 Ward 10'.

- Select the required Review Type of **SAS Pay Progression Review** from the **Review Type** drop-down menu.
- Enter the start date of the review period in the **Period Start Date** field. (See note below)
- Enter the end date of the review period in the **Period End Date** field. (See note below)
- In the required **Template** field select **SAS Pay Progression Meeting**
- The **Appraisal Date** defaults to today's date. Enter an alternative date in the **Appraisal Date** field if required. (See note below)
- Enter the date of the next review in the **Next Appraisal Date** field, if known.

**Important Note:** The period start and end dates should reflect the 12 months **prior** to the individual's pay-affecting increment date. For example, if an employee's pay-affecting increment is due on 27<sup>th</sup> June 2022, the period start date would be 27-Jun-2021 and the period end date would be 26-Jun-2022.

The actual pay progression meeting must take place 8-12 weeks prior to the pay-affecting increment date to meet the timescales for the ESR increment process to run. In the example given above, the **Appraisal Date** would need to be no later than 1<sup>st</sup> June 2022 to meet the payroll increment timescales for June 2022.



My Team Career Information

Search Home Favorites

### Create Standard Appraisal: Setup Details

Step 1 of 2

Employee Name [Redacted]  
Employee Number [Redacted]

Setup Details

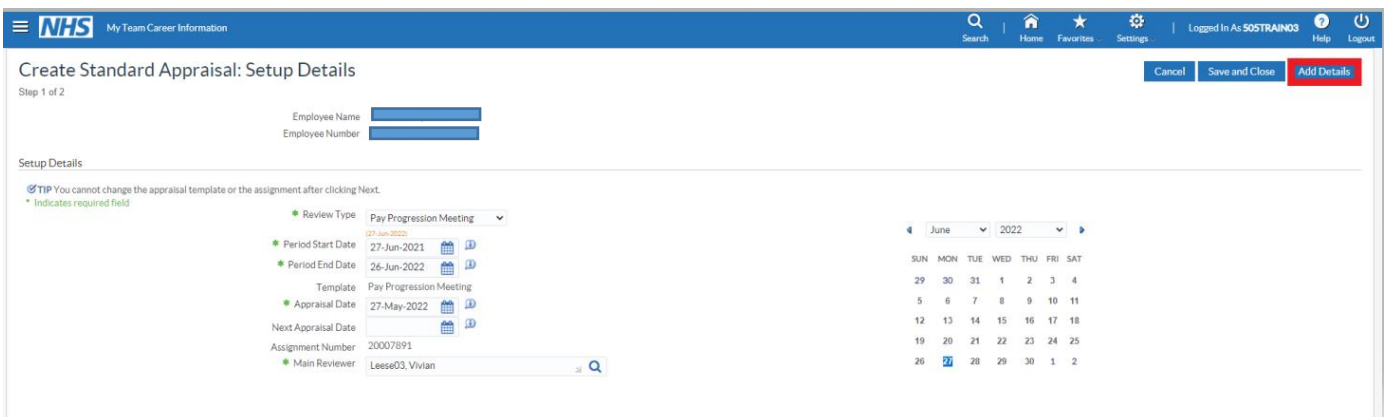
**TIP** You cannot change the appraisal template or the assignment after clicking Next.  
\* Indicates required field

- Review Type: Pay Progression Meeting
- Period Start Date: 27-Jun-2021
- Period End Date: 26-Jun-2022
- Template: Pay Progression Meeting
- Appraisal Date: 27-May-2022
- Next Appraisal Date: [Redacted]
- Assignment Number: 20007891
- Main Reviewer: Leese03, Vivian

Calendar: May 2022

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

12. Click the **Add Details** button to continue creating the review record.



My Team Career Information

Search Home Favorites Settings | Logged In As 502TRAIN03 Help Logout

### Create Standard Appraisal: Setup Details

Step 1 of 2

Employee Name [Redacted]  
Employee Number [Redacted]

Setup Details

**TIP** You cannot change the appraisal template or the assignment after clicking Next.  
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- Main Reviewer: Leese03, Vivian

Calendar: June 2022

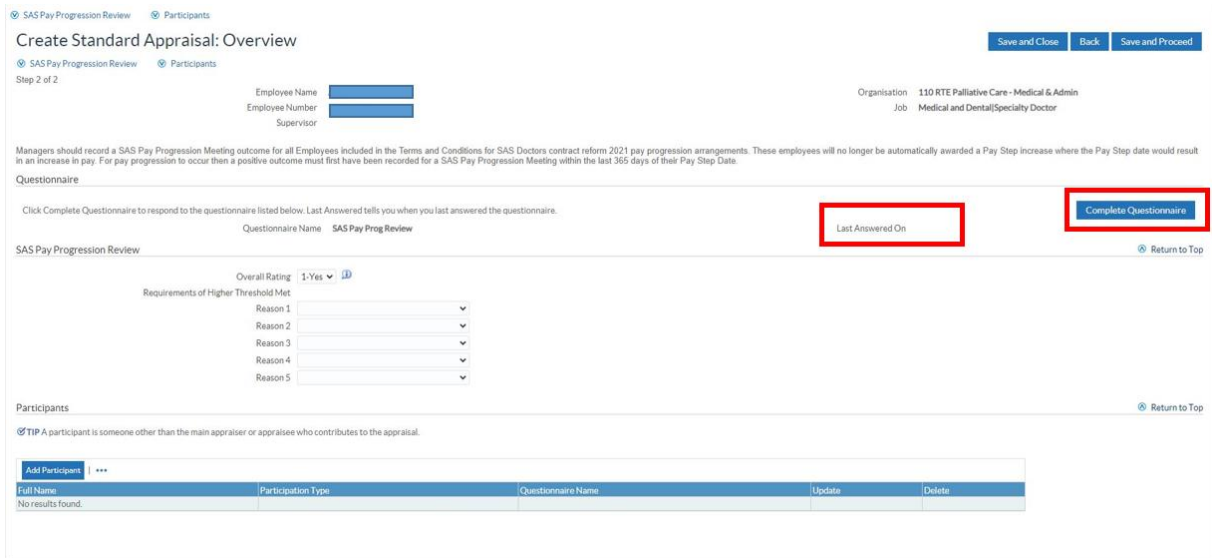
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Cancel Save and Close **Add Details**

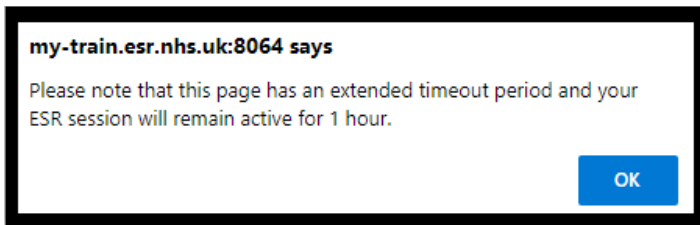
A template for the SAS Pay Progression Review will display which has a number of fields and a questionnaire. A message outlining the rules for completing a meeting outcome is also displayed.

12.1 The **Save and Close** button can be used to save information entered and return you to the Appraisals in Progress screen. The review created will be displayed with a status of **Saved** in the list of Appraisals in Progress.

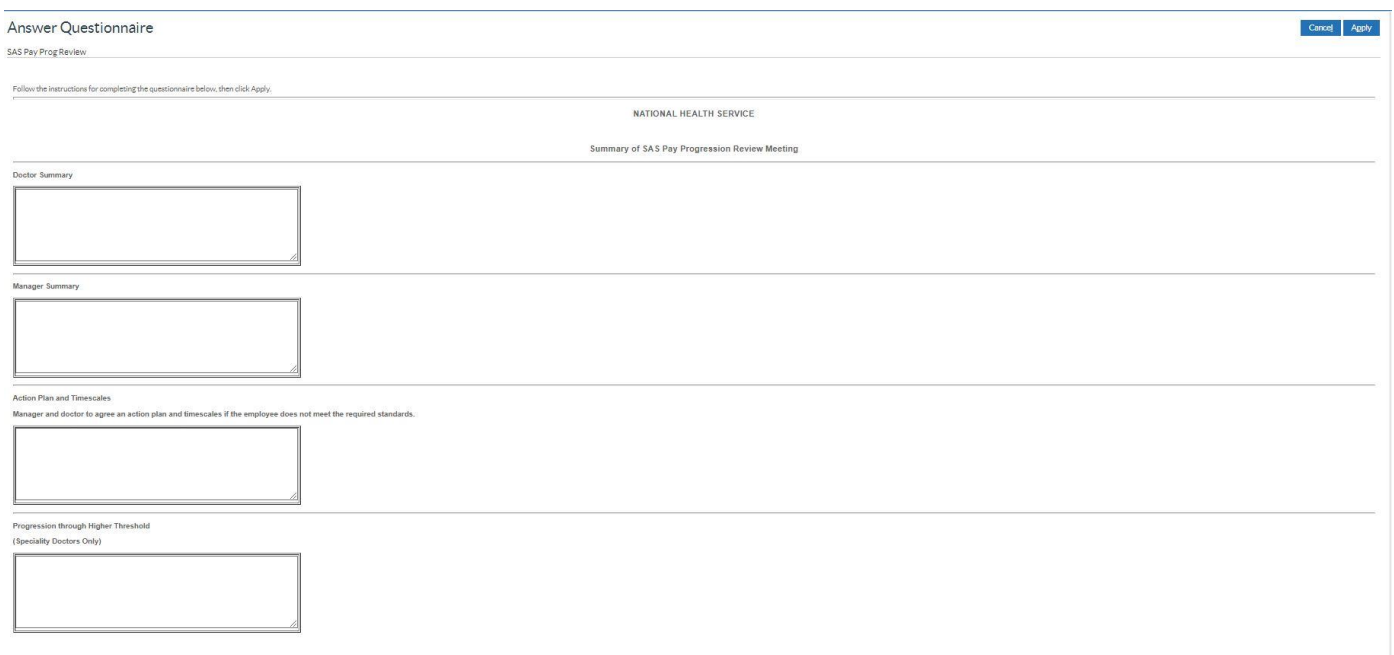
13. Click the **Complete Questionnaire** button to complete the questionnaire.



14. The following prompt may be displayed:



15. Clicking **OK** will launch the Questionnaire page.



The questionnaire (shown above) should be completed by the Clinical Manager / Director, including the Doctor Summary on behalf of the employee.

There are four sections to complete:

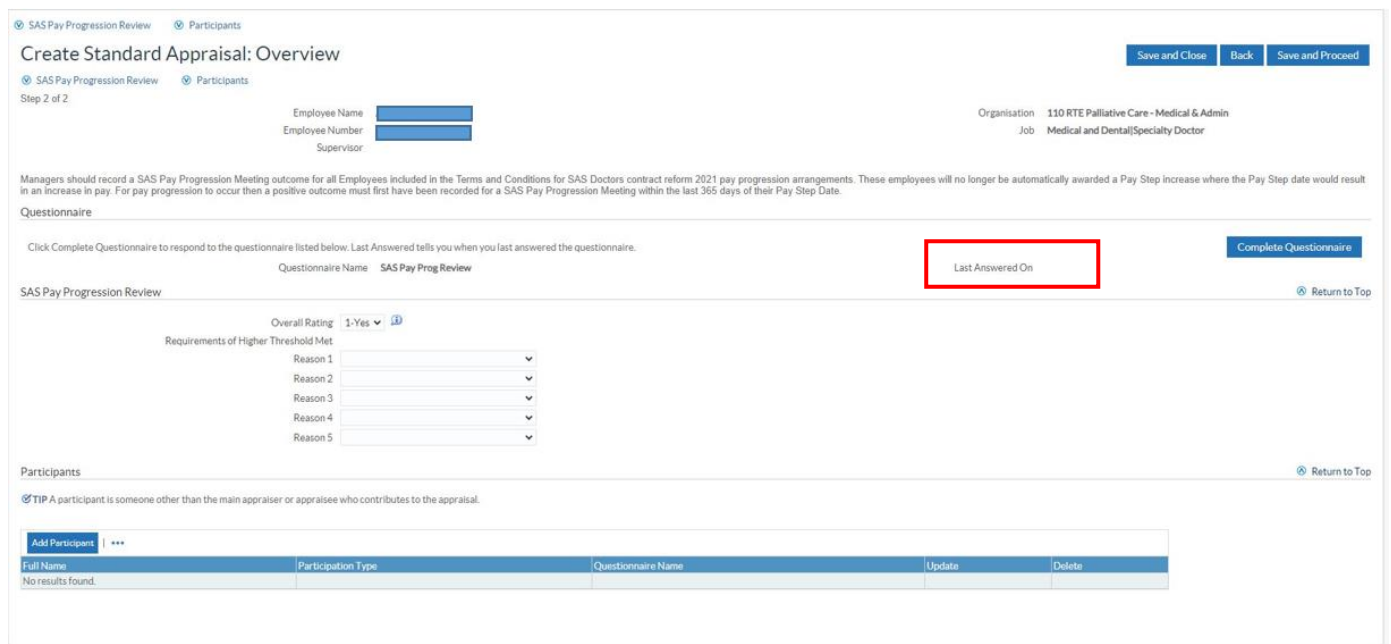
1. *Doctors Summary* – notes of points raised by the employee and any actions
2. *Manager Summary* – notes of points raised by the manager and any actions
3. *Action Plan and Timescales* – manager and doctor to agree an action plan and timescales if the doctor does not meet the required standards
4. *Progression through Higher Threshold* – only complete if relevant

**Note:** after approximately 1 hour of working on the questionnaire page, the following prompt will be displayed:



15.1. Click **OK**. You must then click the **Apply** button on the Questionnaire screen before the 10 minutes have elapsed otherwise your work will not be saved.

16. Click the **Apply** button upon completion of the four sections to continue.



SAS Pay Progression Review Participants

### Create Standard Appraisal: Overview

Step 2 of 2

Employee Name: [Redacted]  
Employee Number: [Redacted]  
Supervisor: [Redacted]

Organisation: 110 RTE Palliative Care - Medical & Admin  
Job: Medical and Dental|Specialty Doctor

Managers should record a SAS Pay Progression Meeting outcome for all Employees included in the Terms and Conditions for SAS Doctors contract reform 2021 pay progression arrangements. These employees will no longer be automatically awarded a Pay Step increase where the Pay Step date would result in an increase in pay. For pay progression to occur then a positive outcome must first have been recorded for a SAS Pay Progression Meeting within the last 365 days of their Pay Step Date.

Questionnaire

Click Complete Questionnaire to respond to the questionnaire listed below. Last Answered tells you when you last answered the questionnaire.

Questionnaire Name	Last Answered On
SAS Pay Prog Review	[Redacted]

SAS Pay Progression Review Overall Rating: 1-Yes [Dropdown]

Requirements of Higher Threshold Met

Reason 1: [Dropdown]  
Reason 2: [Dropdown]  
Reason 3: [Dropdown]  
Reason 4: [Dropdown]  
Reason 5: [Dropdown]

Participants

TIP A participant is someone other than the main appraiser or appraisee who contributes to the appraisal.

Add Participants | \*\*\*

Full Name	Participation Type	Questionnaire Name	Update	Delete
No results found.				

16.1 The date the Questionnaire was last updated will display.

16.2 A **Final Rating** for the SAS Pay Progression Meeting should be entered. This records the outcome of the meeting and is used as part of the pay progression process.

17. Click the drop-down arrow next to the **Overall Rating** field.



SAS Pay Progression Review

Overall Rating: 1:Yes

Requirements of Higher Threshold Met

Reason 1

Reason 2

Reason 3

Reason 4

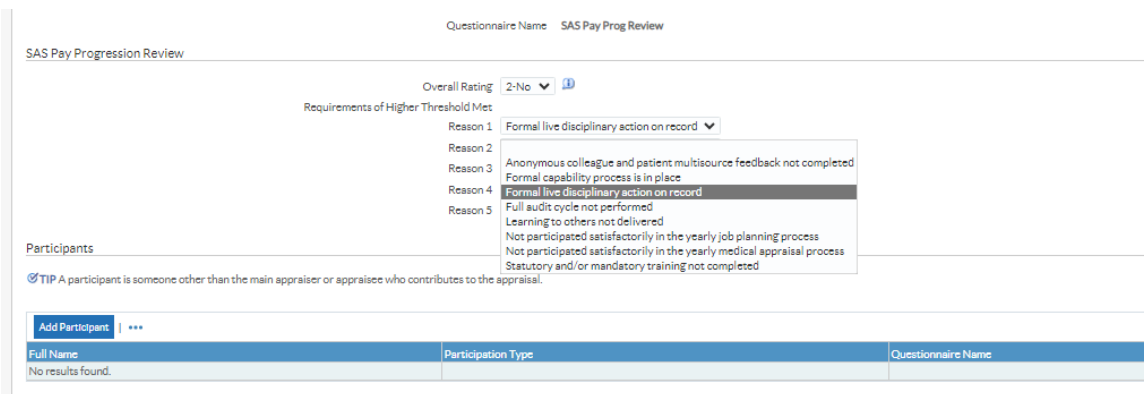
Reason 5

17.1 The following 2 options are available:

**1 – Yes:** The employee will progress on to the next incremental point.

**2 – No:** The employee will not progress on to the next incremental point. No further incremental progression will be possible without intervention. In addition, a reason that the pay progression will not be applied must be entered.

There are 8 Non-Progression options to choose from in the **Reason** fields. **Reason 1** is mandatory where the Overall Rating is set to No. The other 4 reasons can optionally be completed.



Questionnaire Name: SAS Pay Prog Review

SAS Pay Progression Review

Overall Rating: 2:No

Requirements of Higher Threshold Met

Reason 1: Formal live disciplinary action on record

Reason 2: Anonymous colleague and patient multisource feedback not completed

Reason 3: Formal capability process is in place

Reason 4: Formal live disciplinary action on record

Reason 5: Full audit cycle not performed

Learning to others not delivered

Not participated satisfactorily in the yearly job planning process

Not participated satisfactorily in the yearly medical appraisal process

Statutory and/or mandatory training not completed

Participants

TIP A participant is someone other than the main appraiser or appraisee who contributes to the appraisal.

Add Participant: \*\*\*

Full Name	Participation Type	Questionnaire Name
No results found.		

18. Click the **Save and Proceed** button to continue.

19. The information entered for the Pay Progression Review Meeting is displayed for review.



Give Final Ratings: Main Appraiser: \*

Give Final Ratings: Review

To make changes to the appraisal, click Back. To complete the appraisal, click Submit.

Employee Name: [Redacted]

Employee Number: [Redacted]

Supervisor: [Redacted]

Organisation: 110 RTE Palliative Care - Medical & Admin

Job: Medical and Dental(Specialty Doctor)

SAS Pay Progression Review

Overall Rating: 2:No

Requirements of Higher Threshold Met

Reason 1: Formal live disciplinary action on record

Reason 2: Not participated satisfactorily in the yearly job planning process

Reason 3

Reason 4

Reason 5

Details to be Shared with Appraisee

Additional Details

Participant Names

Participant Ratings

Overall Rating

Overall Comments

Participant Comments

Appraiser Feedback

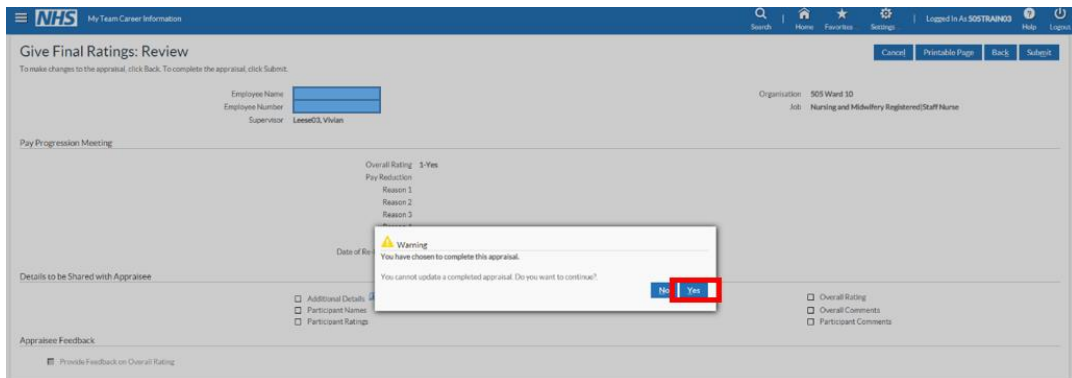
Provide feedback on Overall Rating

Buttons: Cancel, Printable Page, Back, Submit

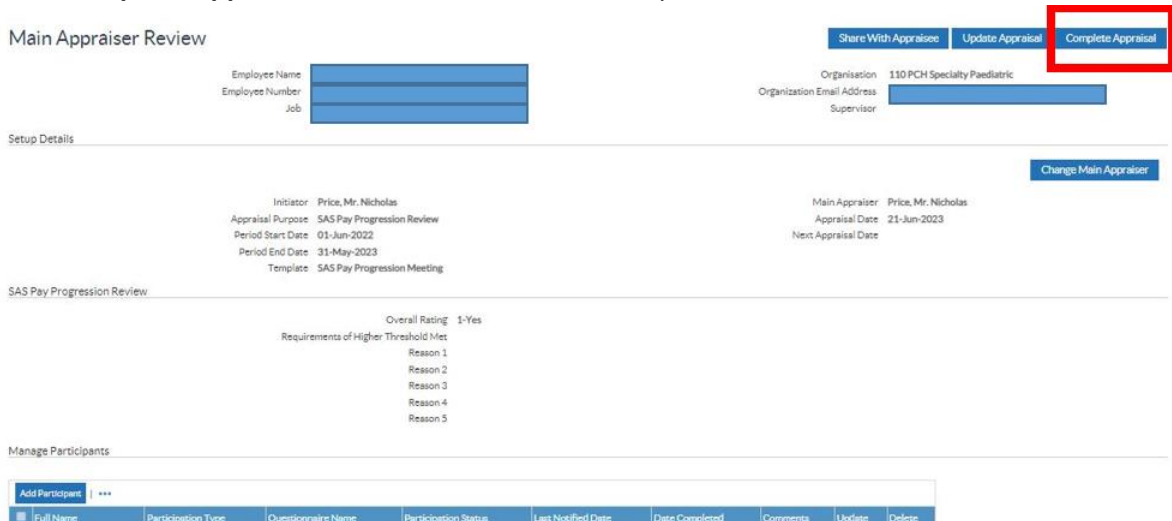
20. Click the **Submit** button to complete the Review.

21. A warning message will display advising that once you have completed the review, it cannot be further updated.

22. Click the **Yes** button to complete the review.



23. Click **Complete Appraisal** button to finish the review process.



24. The review is complete. Click on the **Completed** icon to view.

