

## 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 <u>does not</u> 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 <u>NHS ESR Login</u>
- 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	Progressio	on
My Team	Pay P	rogression
Pay Step Due	Assignments	
Due within 3 Months	1	
Not within 12 Months	1	
Grand Total	2	
?		
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	N	1anage Appraisals

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

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

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Focus Name	A	ssignment Number	Job	Organisation	Actio	n E E
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	2	0000290	Nursing and Midwifery Registered/Staff Nurse	503 Ward 10	ER.	
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- 6. Select the required Review Type of **SAS Pay Progression Review** from the **Review Type** drop-down menu.
- 7. Enter the start date of the review period in the Period Start Date field. (See note below)
- 8. Enter the end date of the review period in the **Period End Date** field. (See note below)
- 9. In the required Template field select SAS Pay Progression Meeting
- 10. The **Appraisal Date** defaults to today's date. Enter an alternative date in the **Appraisal Date** field if required. (See note below)
- 11. 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.

#### Q 1 B NHS My Team Career Information Create Standard Appraisal: Setup Details Step 1 of 2 Employee Name 1 Employee Number Setup Details TIP You cannot change the appraisal template or the assignment after clicking Next required field Review Type Pay Progression Meeting < May ✓ 2022 × > \* Period Start Date 27-Jun-2021 🏥 🕮 THU FRI SAT SUN MON THE WED \* Period End Date 26-Jun-2022 🏫 🚇 2 3 4 5 6 7 1 \* Template Pay Progression Meeting Q 10 11 12 13 14 \* Appraisal Date 27-May-2022 🇰 💷 8 9 15 16 17 18 19 20 21 **m** 0 Next Appraisal Date 22 23 24 25 26 27 28 Assignment Number 20007891 29 30 31 1 2 3 4 \* Main Reviewer Leese03, Vivian Q

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

My Team Career Information		Q Search	G	ne Favorites	Settings   Logged In As 505TRAIN03 ? U Settings Help Logout
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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.

SAS Pay Progression Review	Participants				
Create Standard	Appraisal: Overview			Save an	I Close Back Save and Proceed
SAS Pay Progression Review	Participants				
Step 2 of 2	Employee Name		Organ	isation 110 RTE Palliative Care - Med	ical & Admin
	Employee Number Supervisor			Job Medical and Dental Specialty	Doctor
Managers should record a SAS in an increase in pay. For pay pr	Pay Progression Meeting outcome for all Employees included i rogression to occur then a positive outcome must first have bee	in the Terms and Conditions for SAS Doctors contract reform 2 in recorded for a SAS Pay Progression Meeting within the last	021 pay progression arrangements. These employees will no longer bi 365 days of their Pay Step Date.	e automatically awarded a Pay Step inc	rease where the Pay Step date would result
Questionnaire					
Click Complete Questionnaire	to respond to the questionnaire listed below. Last Answered tells	s you when you last answered the questionnaire.			Complete Questionnaire
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SAS Pay Progression Review	(				Return to Top
	Overall Rating 1.Yes Y				
	Requirements of Higher Threshold Met				
	Reason 1	~			
	Reason 2	~			
	Reason 3	*			
	Reason 4	~			
	Reason 5	*			
Participants					Return to Top
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Add Participant					
	Participation Type	Questionnaire Name	Update	Delete	
Full Name	a second a provide second s				

14. The following prompt may be displayed:



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

AnswerQuestionnaire	Capcel Apply
	Council 1 (Ebu)
SAS Bay Prog Review	
Follow the instruction for completing the questionnaire below, then click Apply.	
NATIONAL HEALTH SERVICE	
Summary of SAS Pay Progression Review Meeting	
Dector Summary	
Manager Summary	
Action Plan and Timescales	
Manager and doctor to agree an action plan and timescales if the employee does not meet the required standards.	
Progression through Higher Threshold	
(Speciality Doctors Only)	



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	/			Save a	nd Close Back Save and Proceed
SAS Pay Progression Review     Step 2 of 2     Employee     Employee     Supe	Name umber ervisor		Organisation Job	110 RTE Palliative Care - Me Medical and Dental Specialt	dical & Admin / Doctor
Managers should record a SAS Pay Progression Meeting outcome for all in an increase in pay. For pay progression to occur then a positive outcome	Employees included in the Terms and Conditions for SAS D ne must first have been recorded for a SAS Pay Progression	Doctors contract reform 2021 pay progression arrangements. These employe n Meeting within the last 365 days of their Pay Step Date.	es will no longer be auton	natically awarded a Pay Step in	crease where the Pay Step date would result
Questionnaire					
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Participants					Return to Top
©TIP A participant is someone other than the main appraiser or appraisee Add Participant I *** Full Nam Participa	who contributes to the appraisal.	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.

Overall Rating	1-Yes 🗸 🗊	
Requirements of Higher Threshold Met		
Reason 1	~	
Reason 2	v	
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.

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SAS Pay Progression Review		
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ITIP A participant is someone other than the main appraiser or appraisee who contributes to the	Statutory and/or mandatory training not completed appraisal process spraisal.	
Add Participant		
Full Name Participati	on 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 Resings: Main Appraiser > Give Final Ratings: Review To make changes to the appraisal, click Back. To complete the appraisal, click Submit.		Cruit Prinzlein	age Back Subgrit
	Employee Name Employee Number Supervisor	Organisation 113/HTE Palladve Care - Medical & Admin Job Medical and DenaldSpeciality Doctor	
SAS Pay Progression Review			
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Appraisee Feedback			
Provide Feedback on Overall Rating			

- 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.

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

Main Appraiser Review				Share Wi	th Appraisee Update Appraisal Complete Appraisal
Employee Name Employee Number Job				Organisation Organization Email Address Supervisor	110 PCH Specialty Paediatric
Setup Details					
					Change Main Appraiser
Initiator Appraisal Purpose Period Starr Date Period Date Template	Price, Mr. Nicholas SAS Pay Progression Review 01-Jun-2022 31-May-2023 SAS Pay Progression Meeting			Main Appraiser Appraisel Date Next Appraisel Date	Price, Mr. Nicholas 21-Jun-2023
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Manage Participants					
Add Participant					
Full Name Participation Type Question	naire Nome Participation Status	Last Notified Date	Date Completed	Commenta Update	Delete

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

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