

## APPLICATION PROCESS AND TIMELINE FOR GP RETAINER SCHEME

Interested in the GP Retainer Scheme?

Visit the Scotland Deanery website

[GP Retainer Scheme | Scotland Deanery \(nhs.scot\)](#)

Read retainer booklet and person specification



Any questions?

Please contact the Associate Adviser (AA) for your region

Moshood Masha North - [northdrs@nes.scot.nhs.uk](mailto:northdrs@nes.scot.nhs.uk)

Alice Travers South East and East - [southeastdrs@nes.scot.nhs.uk](mailto:southeastdrs@nes.scot.nhs.uk)

Jane Deighan West – [nes.westdrs@nhs.scot](mailto:nes.westdrs@nhs.scot)



If eligible complete first part of retainer application form and forward this with a brief CV to the AA or administrator for your region to organise possible dates for a virtual interview.

The interview will go over the rules of the scheme and check your suitability.

You may be asked to fill out a needs-assessment and semi-structured interview form to bring to this. Note that all the AA's only work a few sessions/ week in their roles so it may take a few weeks before an interview is possible.



Suitable for the scheme

You will be sent an email confirming eligibility for the scheme

The AA may be able to advise on practices to approach and they are also advertised on the deanery page

Before starting on the scheme AA will need confirmation of:

- GMC registration including GP register
- Current medical indemnity
- Performers' List membership
- PVG status

Not suitable for the scheme

Discuss alternative options with Associate Adviser

Once approved you need to contact practices advertising and negotiate salary/sessions and contract with them

A suitable practice is found (currently approved for retainers and with a vacancy)  
Applicant/Practice completes the full application form and start date and forwards to Associate Adviser/Administrator

Please note that if a practice is found that is not currently approved for the GP retainer scheme arranging approval is a process that takes at least 3 to 6 months.

No suitable practice is found.  
You should contact the Associate Adviser for further discussion.

Associate Adviser/Administrator informs the Health Board (Primary Care/PSD) to allow for sessional reimbursement to the practice.

Please allow 3-4 weeks for this process.

Funding decision confirmed by the Health Board and communicated to the Associate Adviser/Administrator, GP Retainer and practice and start date confirmed.

Practice is responsible for all pre-employment checks and finalising GP-retainer contract.

Applicant's details added to the Retainers database by the administrator.