

NHS Employment and Professional Infrastructure Workbook

Create one auditable record of the contract, work pattern, pay, appraisal, responsible officer and development arrangements.

How to use it

Use one section at a time alongside the relevant online chapter and the current official source. Write only what is needed for your decision, then add an owner and review date to every unresolved action.

Confidentiality and limits

Do not enter patient-identifiable information, private colleague information, passwords, passport numbers or documents you are not authorised to share. This workbook is independent educational guidance, not individual immigration, employment, legal, regulatory, tax, pension or clinical advice.

A controlled working method

Separate verified facts from assumptions. Date every figure or rule copied from a live source. Keep the exact advert, policy, contract or form on which a decision depends. When circumstances are complex, use the worksheet to prepare questions for an appropriately qualified adviser rather than trying to make the workbook provide the advice.

- Fact: supported by a current document or a named person with authority.
- Assumption: plausible but not yet verified; record the check required.
- Decision: state who owns it, the evidence considered and the review date.
- Action: name the person responsible and a realistic deadline.
- Reflection: keep it proportionate, factual and confidential.

Master action log

ACTION, OWNER, DATE AND OUTCOME
Priority decision or unresolved question
Evidence or source to check
Person responsible and target date
Outcome and next review

Document reconciliation

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

DOCUMENT RECONCILIATION
Advert and offer
Contract and job description
Rota, work schedule or job plan
Difference to resolve in writing

First payslip audit

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

FIRST PAYSリップ AUDIT
Employer and assignment details
Basic pay, enhancements and deductions
Tax code and pension entry
Question, contact and correction outcome

Working-time and leave record

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

WORKING-TIME AND LEAVE RECORD
Actual hours and rest
Exception or variance route
Annual, study and other leave
Local policy or contact

Professional infrastructure

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

PROFESSIONAL INFRASTRUCTURE
Designated body and responsible officer
Appraiser and appraisal month
Portfolio and evidence system
Indemnity or defence arrangements

Development agreement

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

DEVELOPMENT AGREEMENT
Current scope and goals
Supporting professional or development time
Course, supervision or experience needed
Review date and measurable outcome

Final review and next conversation

Summarise the decision you are trying to make, the evidence already verified and the few questions that remain. Take this summary-not an uncontrolled collection of personal documents-to the relevant supervisor, employer team, regulator, union, defence organisation or adviser.

ONE-PAGE DECISION SUMMARY
Decision and desired safe outcome — — —
Verified facts and source dates — — —
Main risk or uncertainty — — —
Questions for the appropriate adviser — — —
Next action, owner and review date — — —

Core current sources

GMC registration applications

NHS Employers medical workforce

Health and Care Worker visa

GMC Good medical practice

Reviewed 7 September 2026. Always re-check the live source before a significant decision.