Primary Care Support England
Performers List Applications

July 2016

A Quick Guide for Applicants

We have produced a quick reference guide to the process for trainees applying to join a list.

There are three national lists – one for Medical, Dental and Ophthalmic performers. The lists provide an extra layer of reassurance for the public that GPs, Dentists and Opticians practicing in the NHS are suitably qualified, have up to date training, have appropriate English language skills and have passed other relevant checks such as with the Disclosure and Barring Service and the NHS Litigation Authority.

We have produced a quick reference guide to the process for applicants, **including the timelines you need to be aware of.**

1. To apply for entry onto a performers list, you will need to complete an application form. The NPL1 National Performer List Application Form can be downloaded here.

2. You will need to obtain a DBS check and references to support your application. Details on what is needed are included on the application form.

3. Your application form and the supporting documents should be sent to Primary Care Support England (PCSE). Contact details for PCSE offices can be found here.

4. If your application form is incomplete, it will be returned to you within three working days of PCSE receiving it.

5. PCSE will need to meet you face-to-face to undertake identity checks and document verification. Once we have received your application, we will contact you to arrange an appointment. A list of locations where face to face checks take place can be found here.

6. PCSE will perform all the necessary pre-admission checks.

7. PCSE will then send your application to the relevant NHS England local office, who will consider you application. The outcome of NHS England's decision is sent to PCSE.

8. PCSE will notify you of the decision by post or email.

9. If your application is approved, PCSE will add you to the Performers List. Prescribing Numbers will be sent to medical performers attached to a GP practice.

How long does this process take?

- Routine applications take approximately **12 weeks** to process from start to finish.

- If there are any issues with the pre-admission checks, the process will take longer.

With these timescales in mind, please complete and submit your application form as soon as possible, to help prevent any delays in starting your role.