



# Performers List for England Administration

## A Quick Guide for Practice Manager Approvers

This is a quick guide to help you to understand how to approve GPs leaving and joining your practice and how to approve a salaried GP changing their status to a Principle GP on PCSE Online.

### The approval role on PCSE Online

The approval role for GP Practices on PCSE Online is called 'PL Practice Manager', you will need to ensure that you have this role assigned to you on PCSE Online in order to approve a GP's change in status or circumstance. If you are unsure how to do this, click here to access the 'User Management guide for GP Practices'.

### Approving a change of status or approving a GP leaving or joining your practice

When a GP has submitted an application on PCSE Online to either, leave a practice and join a new one or has changed their status from a salaried GP to a partner using PCSE Online, you will receive an email from PCSE asking you to log onto PCSE Online in order to approve the change.

### Step by step process – Approving a GP leaving or joining your practice

- **Step one – Log into PCSE Online as the PL Practice Manager Approver**
- Go to [www.pcse.england.nhs.uk](http://www.pcse.england.nhs.uk) and click on 'Login'.
- Enter your email address as your username and then enter your password.  
Enter your password.

**PCSE Online** **NHS**  
England

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**Sign in**

**USER NAME**  
PracticeMedical2@testSIT2.com

**PASSWORD**  
\*\*\*\*\*

**Sign in**

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**REGISTER AS A**  
Please Select **Register**

**PRIMARY CARE SUPPORT ENGLAND**  
Primary Care Support England provides administrative and support services for

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Dentists  
General Practitioners

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- **Step two – Review the tasks that have been submitted to you for action**
- On the left of the screen select Performer List.
- Select 'Approve Practice Change' in the Action column for the GP you wish to approve.
- If it's a leaving or joining GP, check the start or leaving date and select accept start date or accept leaving date
- If it's a change in GP status click accept or reject.

The screenshot shows the PCSE Online interface for England Medical Practice 1. The top navigation bar includes 'HOME', 'PERFORMERS LIST', and 'HELP'. The main content area displays a table of tasks submitted for review. The first row is highlighted, and its 'Action' column contains a button labeled 'Review Practice change', which is circled in red. Below the table, a detailed view of the selected task is shown, including fields for 'PRACTICE NAME', 'PRINCIPAL/SALARIED', 'START DATE', 'PERFORMER NAME', and 'LEVEL OF COMMITMENT'. At the bottom of this view, there are two buttons: 'Accept' (circled in red) and 'Reject'.

Reference Number	Performer Name	Principal/Salaried	Task	Status	Date Submitted	Action
CAS-02692-S8R3D7	Kirsty 3Test	Salaried	Change Practice (Gaining Practice)	Pending	16/09/2019	<a href="#">Review Practice change</a>
CAS-17418-W9M3B5	Hank96328 Marvin70150	Principal	Change Practice (Gaining Practice)	Pending	14/11/2019	<a href="#">Review Practice change</a>
CAS-15119-Z4Q9R0	Peter Parker	Salaried	Change Practice (Change Commitment)	Pending	06/11/2019	<a href="#">Review Practice change</a>
CAS-08391-R7T2D0	test52 uat	Principal	Retirement / Resignation Request - Practice	Pending	06/10/2019	<a href="#">Review Practice change</a>
CAS-08387-LSR5K2	Nathan Parker	Principal	Retirement / Resignation Request - Practice	Rejected	06/10/2019	<a href="#">Review Practice change</a>
CAS-08358-D7S2N7	Pradeep Babalsure	Principal	Retirement / Resignation Request - Practice	Pending	06/10/2019	<a href="#">Review Practice change</a>
CAS-08297-X6DSV4	Kapil Varma	Principal	Change Practice (Gaining Practice)	Pending	05/10/2019	<a href="#">Review Practice change</a>
CAS-08306-P6D9F0	Shikhar Rathi	Salaried	Change Practice (Gaining Practice)	Pending	05/10/2019	<a href="#">Review Practice change</a>
CAS-08285-K5T9S2	Userfest five	Principal	Change Practice (Gaining Practice)	Pending	05/10/2019	<a href="#">Review Practice change</a>
CAS-08094-Z4R6M6	Kate Test	Principal	Change Practice (Gaining Practice)	Pending	04/10/2019	<a href="#">Review Practice change</a>

Displaying 1-10 of 16 items

Navigation: << < 1 2 > >>

**PRACTICE NAME :** England Medical Practice 1  
**PRINCIPAL/SALARIED :** Salaried  
**START DATE :** 12/09/2019  
**PERFORMER NAME :** Kirsty 3Test  
**LEVEL OF COMMITMENT :** 100

Buttons: [Accept](#) [Reject](#)