Performers List for England Administration
A Quick Guide for Practice Manager Approvers

This is a quick guide to help you understand how to approve GPs leaving and joining your practice and how to approve a salaried GP changing their status to a Principal GP on PCSE Online. You will also need to approve Withdrawal change requests (24hr Retirement, Resignation or Retirement) for both salaried and Principal GPs. This will also require approval by the CCG and NHS England Local Office.

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 and click on 'Login'.
- Enter your email address as your username and then enter your password.

Enter your password.

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.

PCSE Online

England

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PCSE Online : England Medical Practice 1   Organisation Code : kw001

Welcome to PCSE Online. From here you can view tasks that have been submitted for you to action.

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	Review Practice change
CAS-17418-W9M3B5	Hank96328 Marvin70150	Principal	Change Practice (Gaining Practice)	Pending	14/11/2019	Review Practice change
CAS-15119-Z4Q9R0	Peter Parker	Salaried	Change Practice (Change Commitment)	Pending	06/11/2019	Review Practice change
CAS-08391-R7T2D0	test52 uat	Principal	Retirement / Resignation Request - Practice	Pending	06/10/2019	Review Practice change
CAS-08387-L5R5K2	Nathan Parker	Principal	Retirement / Resignation Request - Practice	Rejected	06/10/2019	Review Practice change
CAS-08358-D7S2N7	Pradeep Babalsure	Principal	Retirement / Resignation Request - Practice	Pending	06/10/2019	Review Practice change
CAS-08297-X6D5V4	Kapil Varma	Principal	Change Practice (Gaining Practice)	Pending	05/10/2019	Review Practice change
CAS-08306-P6D9F0	Shikhar Rathi	Salaried	Change Practice (Gaining Practice)	Pending	05/10/2019	Review Practice change
CAS-08285-K5T9S2	Usertest five	Principal	Change Practice (Gaining Practice)	Pending	05/10/2019	Review Practice change
CAS-08094-Z4R6M6	Kate Test	Principal	Change Practice (Gaining Practice)	Pending	04/10/2019	Review Practice change

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PRACTICE NAME : England Medical Practice 1   **PERFORMER NAME :** Kirsty 3Test

PRINCIPAL/SALARIED : Salaried   **LEVEL OF COMMITMENT :** 100

START DATE : 12/09/2019

Accept   Reject