

Stakeholder Briefing about the new Performer List for England services on PCSE Online

Welcome to this special stakeholder bulletin which covers the new online service for the administration of the Performers Lists for England. The new online service is just weeks away now, so in this bulletin we will help you understand what GP Practices and Performers need to do in order to prepare for its launch.

PCSE Online for Performers Lists administration

Launching 2nd December: the new, easy-to-use online service for submitting, approving and tracking performer list applications and change notifications. All applications and change notifications will be made via PCSE Online, removing the need to download and send paper forms. These new online Performers List services will:

- Provide applicants with the ability to apply to join the Performers List electronically rather than completing an NPL1 application
- Enable Performers to submit and track changes to their details on the Performers List, such as a change of address, changes to their employer or name. Instead of completing an NPL2 or NPL3 form
- Allow GP Practices to approve GPs leaving and joining the practice
- Enable CCGs to approve contract changes
- Provide access for NHSE Local Teams who will manage applications and changes via PCSE Online

What GP Practices need to do

PCSE Online users within GP Practices will need to be registered on PCSE Online in order to access the new Performer List service. PCSE sent out letters to the **CQC Registered Manager** on 4th November. These letters contained a unique access code, and instructions, that are required to set up Performer List User Administrators within a GP Practice. These User Administrators will be able to set up all other user types. **The CQC Registered Manager needs to ensure they register User Administrators as soon as possible** so that practice staff can access the system. The User Administrator(s) are responsible for assigning the PL Practice Manager(s) who will approve leaving and joining Performers on PCSE Online. Practices can have up to a maximum of four PL Practice Managers. Once the User Administrators have been allocated, they will receive an email confirming their new role and access.

What Performers need to do

Existing performers will receive their user registration details by email on 2nd December, this will enable them to access PCSE Online for Performer List services. PCSE will be using GP's GMC registered email addresses for user registration. Individual GPs need to ensure that they have an email address registered with the GMC. There are three ways to add or update a GMC email address:

- ✓ Log into your GMC Online account & update this in the 'My details' section

- ✓ Send an email to gmc@gmc-uk.org (if this is sent from your new email address you will be asked security questions to verify your identity)
- ✓ Call the GMC on 0161 923 6602

What new applicants need to do

Performers joining the Performer List for England for the first time will need to register for [PCSE Online](#). To register new Performers should select 'Performers List Applicant' from the drop-down menu on the log in screen and fill in their email address, GMC number and create a password. Once registered, new Performers will be able to start their application to join the Performers List for England.

What is PCSE Online?

PCSE Online is a web-based system for submitting and approving Performer List change notifications and Performer List applications. Practices, Performers, CCGs and NHS England can access the service via the PCSE website with a unique login ID and password. Some users may already have access to PCSE Online for ordering supplies and tracking medical records. Users who already have access to PCSE Online, will not be assigned Performers List related roles and if these users require access they will still need to follow the user management guidance to gain access to the new services.

Click [here](#) to find out more about PCSE Online Performer List services, including the benefits.

How useful is this update?



very



useful



a bit



not