

A step-by-step guide to signing the National GP Retention Scheme application form electronically

- Before you follow these steps, you will need to first complete the application form in Microsoft Word.
- The following steps set out how to convert the completed application form from a Word document into a PDF and then signing the PDF in Adobe Acrobat Reader.

1. After completing the application form in Microsoft Word, click on **File** in the top left corner of the screen.

The screenshot shows the Microsoft Word interface with the 'File' tab highlighted in the ribbon. The document content is as follows:

Health Education England

PART G: RECOMMENDATION TO BE COMPLETED BY THE DESIGNATED HEE RGP SCHEME LEAD

Please send this form to your designated HEE RGP Scheme Lead attaching a [brief CV](#) and any supplementary information.

| | |
|---|--|
| Name of designated HEE RGP Scheme Lead reviewing application | HEE Lead |
| Date of recommendation | Date |
| Recommendation (initial application) | Recommend for GP Retention Scheme <input checked="" type="checkbox"/> |
| | Do not recommend for GP Retention Scheme <input type="checkbox"/> |
| Recommendation (annual review) | RGP to continue on the GP Retention Scheme for another year <input type="checkbox"/> |
| | RGP to discontinue on the GP Retention Scheme <input type="checkbox"/> |
| Reasons for recommendation (based on criteria set out within the GP Retention Scheme guidance handbook) | Recommended |
| Signature of the designated HEE RGP Scheme Lead | |

When Sections A – F have been completed, please send this form to the NHS England local office Director of Commissioning Operations (DCO) (or nominated deputy either within NHS England or delegated CCG) to make the final decision on whether the doctor can join the GP Retention Scheme

516 | Page Version 5.0 (March 2019)

Page 16 of 18 1 of 2348 words 90%

2. Click on **Save As**

The screenshot shows the Microsoft Word 'Info' pane for a document titled 'application-ar-form-gp-retention-scheme-v5.doc'. The left-hand navigation pane includes options like Home, New, Open, Info (selected), Save, **Save As** (circled in red), Print, Share, Export, Transform, Close, Account, Feedback, and Options. The main area is divided into several sections: 'Compatibility Mode' (with a 'Convert' button), 'Protect Document' (highlighted in yellow), 'Inspect Document' (with a 'Check for Issues' button), and 'Manage Document'. The right-hand pane displays document properties such as Size (386KB), Pages (18), Words (2348), and Total Editing Time (1215 Minutes). It also lists 'Related Dates' (Last Modified: Yesterday, 16:20; Created: 03/03/2019 21:13; Last Printed: Yesterday, 16:20) and 'Related People' (Author: DH User; Last Modified By: Edward Poulter). At the bottom, there are options for 'Open File Location' and 'Show All Properties'.

application-ar-form-gp-retention-scheme-v5.doc - Compatibility Mode

Nicholas Kog NK ? -

Info

application-ar-form-gp-retention-scheme-v5

Downloads

Convert

Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Protect Document

Certain types of changes are restricted in this document.

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties, author's name and related dates
- Headers and footers
- Characters formatted as hidden text
- Custom XML data
- Content that cannot be checked for accessibility issues because of the current file type

Manage Document

Yesterday, 16:40 (autorecovery)

Properties

Size 386KB

Pages 18

Words 2348

Total Editing Time 1215 Minutes

Title Add a title

Tags Add a tag

Comments Add comments

Related Dates

Last Modified Yesterday, 16:20

Created 03/03/2019 21:13

Last Printed Yesterday, 16:20

Related People

Author **DU** DH User

Add an author

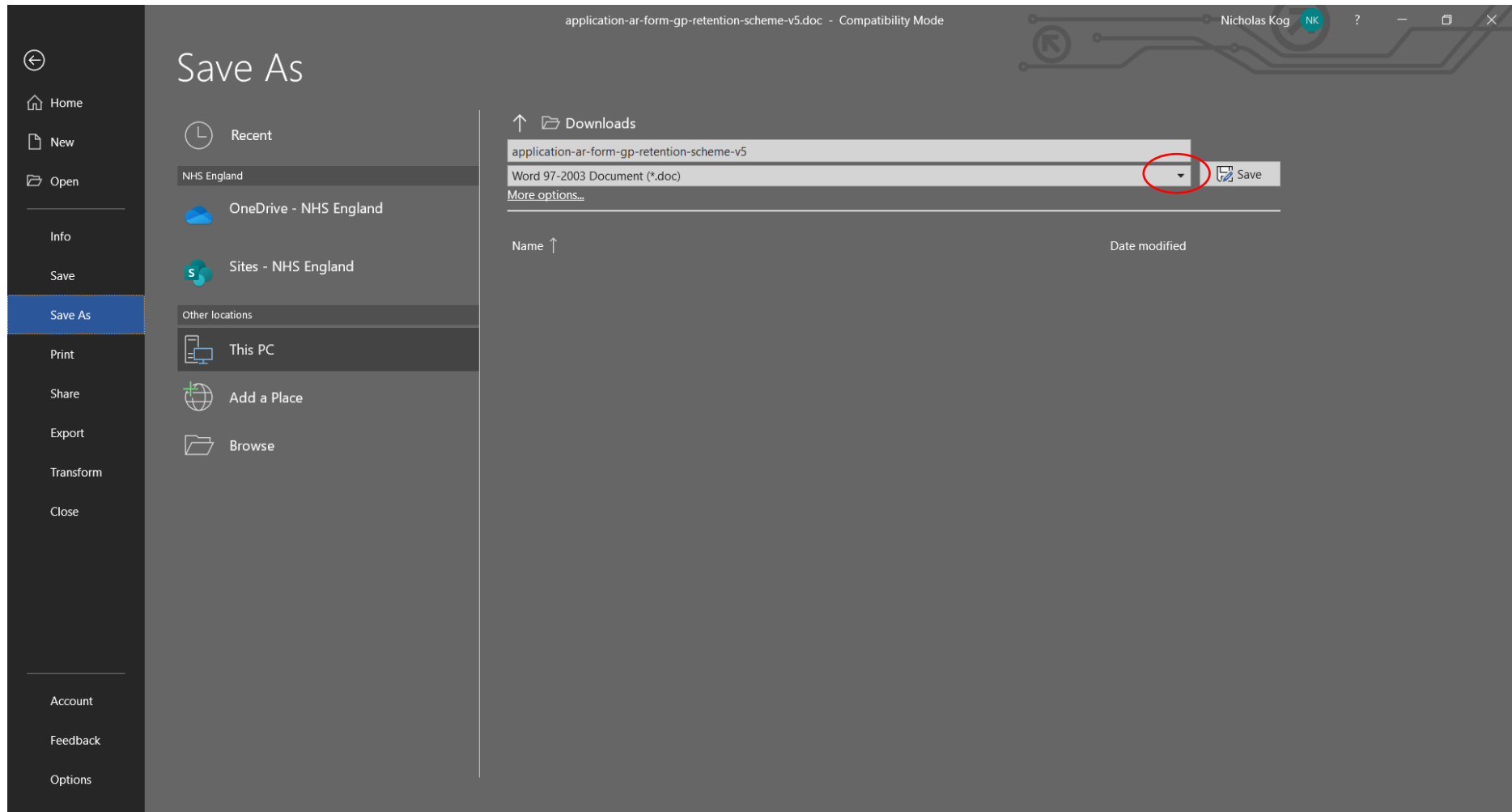
Last Modified By **EP** Edward Poulter

Related Documents

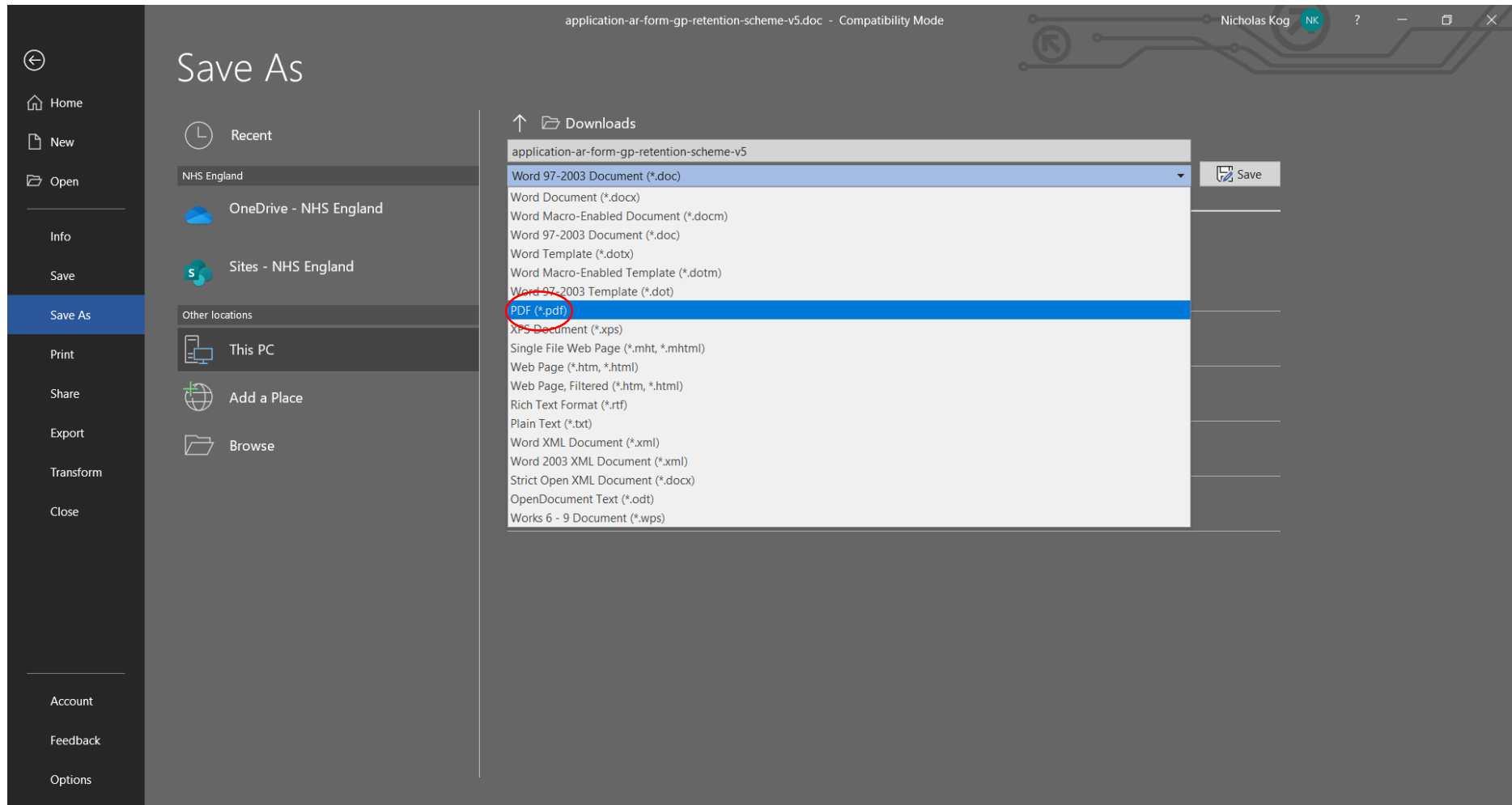
Open File Location

Show All Properties

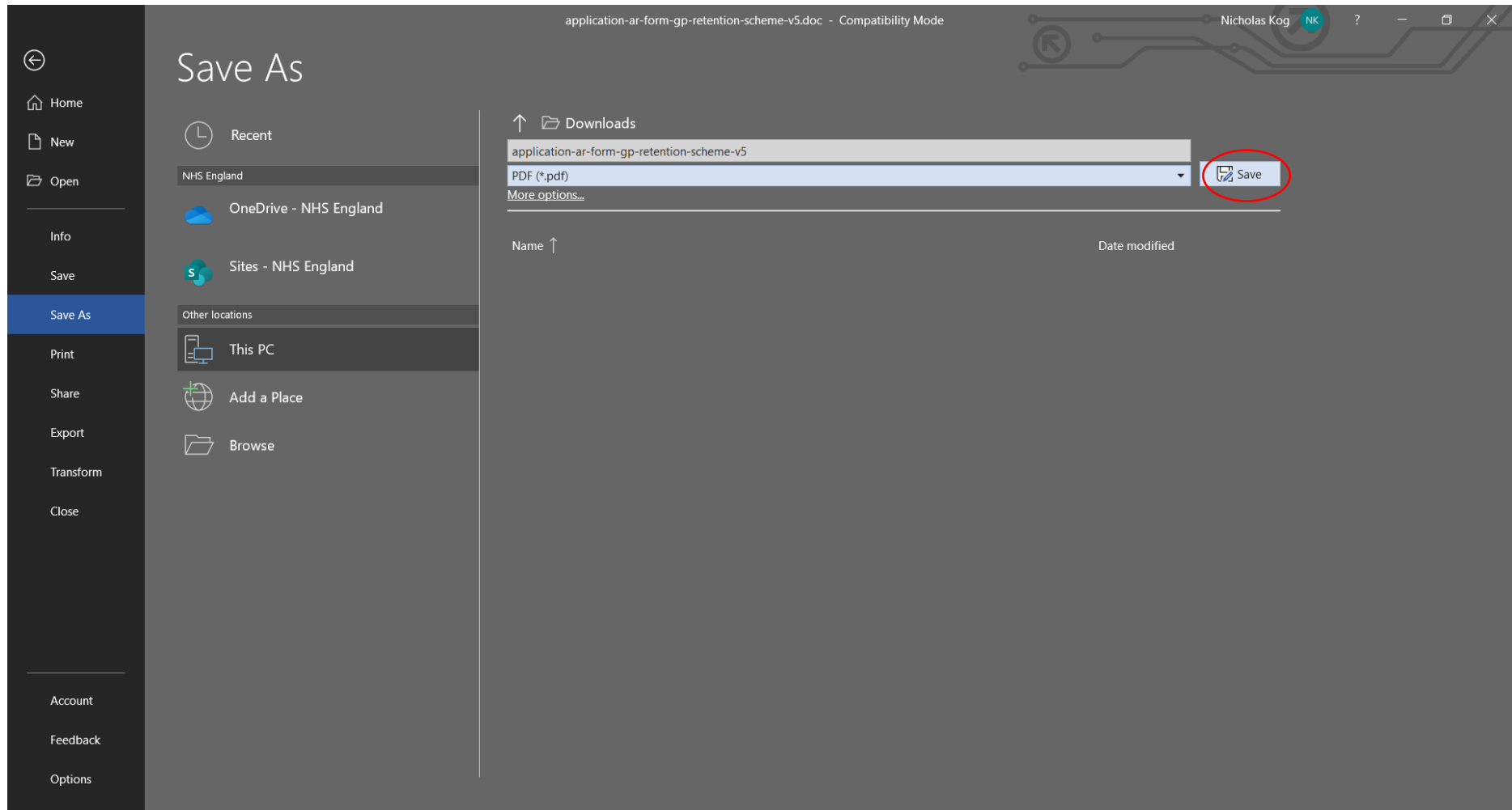
3. Click on dropdown list



4. Select PDF



5. Save the completed application form as PDF



6. Open the PDF in Adobe Acrobat Reader DC. Then, go to the page you are looking to sign (should be page 16). Then, select **View -> Tools -> Fill & Sign -> Open**. You may already see **Fill & Sign** in the right-hand side toolbar.

The screenshot shows the Adobe Acrobat Reader DC interface. The 'View' menu is open, and the 'Tools' option is selected. The 'Tools' submenu is also open, showing 'Fill & Sign' as the selected option. The 'Fill & Sign' submenu is open, showing 'Open' as the selected option. The right-hand side toolbar also shows the 'Fill & Sign' tool as the selected option. The background shows a PDF form titled 'application-ar-form-gp-retention-scheme-v5.pdf' with the NHS logo and the text 'Health Education England'. The form contains a table with columns for 'HEE RGP application' and 'HEE Lead', and rows for 'Recommend for GP Retention Scheme', 'Do not recommend for GP Retention Scheme', 'RGP to continue on the GP Retention Scheme for another year', and 'RGP to discontinue on the GP Retention Scheme'. The 'Recommend for GP Retention Scheme' row has a checked box. Below the table, there is a section for 'Reasons for recommendation (based on criteria set out within the GP Retention Scheme guidance handbook)' and a signature line for the 'Signature of the designated HEE RGP Scheme Lead'. At the bottom of the page, there is a footer that reads '516 | Page' and 'Version 5.0 (March 2019)'. The right-hand side toolbar also has a 'Share' button and a 'Search tools' input field. The 'Fill & Sign' tool is highlighted in red in the right-hand toolbar.

application-ar-form-gp-retention-scheme-v5.pdf - Adobe Acrobat Reader DC

File Edit **View** Window Help

Home

Rotate View

Page Navigation

Page Display

Zoom

Tools

Show/Hide

Display Theme

Read Mode Ctrl+H

Full Screen Mode Ctrl+L

Tracker...

Read Out Loud

GMC report - SoME... application-ar-form... x

16 / 18 77.1%

Share

Health Education England

COMPLETED BY THE DESIGNATED HEE RGP SCHEME LEAD

Please send this form to your [redacted] lead attaching a [brief CV](#) and any supplementary information.

| HEE RGP application | HEE Lead |
|---|-------------------------------------|
| Date | |
| Recommend for GP Retention Scheme | <input checked="" type="checkbox"/> |
| Do not recommend for GP Retention Scheme | |
| RGP to continue on the GP Retention Scheme for another year | |
| RGP to discontinue on the GP Retention Scheme | |
| Reasons for recommendation (based on criteria set out within the GP Retention Scheme guidance handbook) | Recommended |
| Signature of the designated HEE RGP Scheme Lead | |

When Sections A – F have been completed, please send this form to the NHS England local office Director of Commissioning Operations (DCO) (or nominated deputy either within NHS England or delegated CCG) to make the final decision on whether the doctor can join the GP Retention Scheme

516 | Page

Version 5.0 (March 2019)

Search tools

Comment

Fill & Sign

More Tools

Convert and edit PDFs with Acrobat Pro DC

Start Free Trial

7. Click on **Sign** and then **Add Signature**.

application-ar-form-gp-retention-scheme-v5.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Primary Care_Insig... GMC report - SoME... application-ar-form... x

Fill & Sign [Ab X ✓ ○ - • **Sign** Close

16 / 18 71.9%

Share

Fill & Sign
Close

Add Signature +
Add Initials +

NHS
 h Education England

PART G: RECOMMENDATION TO BE COMPLETED BY THE DESIGNATED HEE RGP SCHEME LEAD

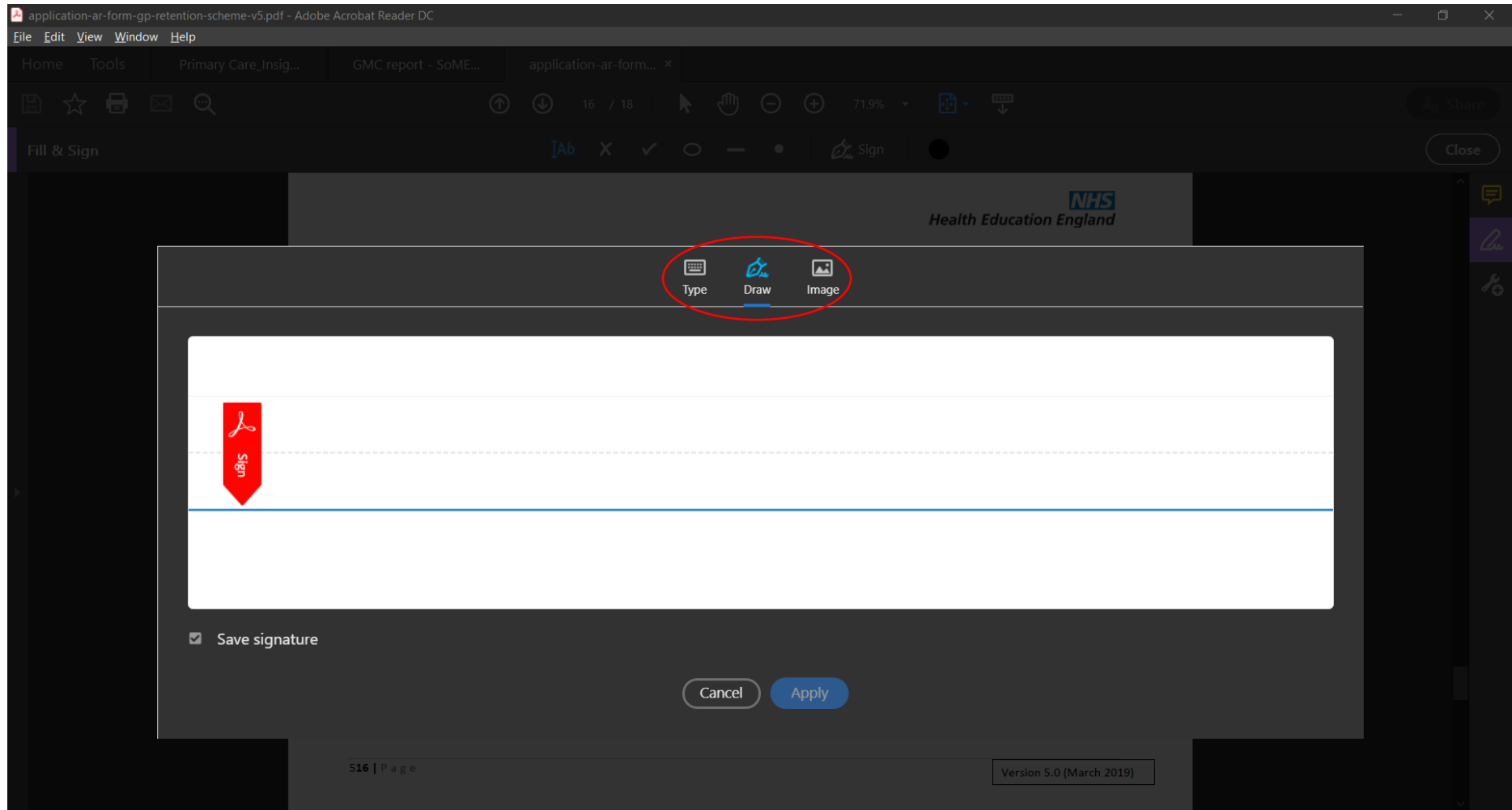
Please send this form to your designated HEE RGP Scheme Lead for review and approval. For more information, please contact your designated HEE RGP Scheme Lead.

| | |
|---|--|
| Name of designated HEE RGP Scheme Lead reviewing application | HEE Lead |
| Date of recommendation | Date |
| Recommendation (initial application) | Recommend for GP Retention Scheme <input checked="" type="checkbox"/> |
| | Do not recommend for GP Retention Scheme <input type="checkbox"/> |
| Recommendation (annual review) | RGP to continue on the GP Retention Scheme for another year <input type="checkbox"/> |
| | RGP to discontinue on the GP Retention Scheme <input type="checkbox"/> |
| Reasons for recommendation (based on criteria set out within the GP Retention Scheme guidance handbook) | Recommended |
| Signature of the designated HEE RGP Scheme Lead | |

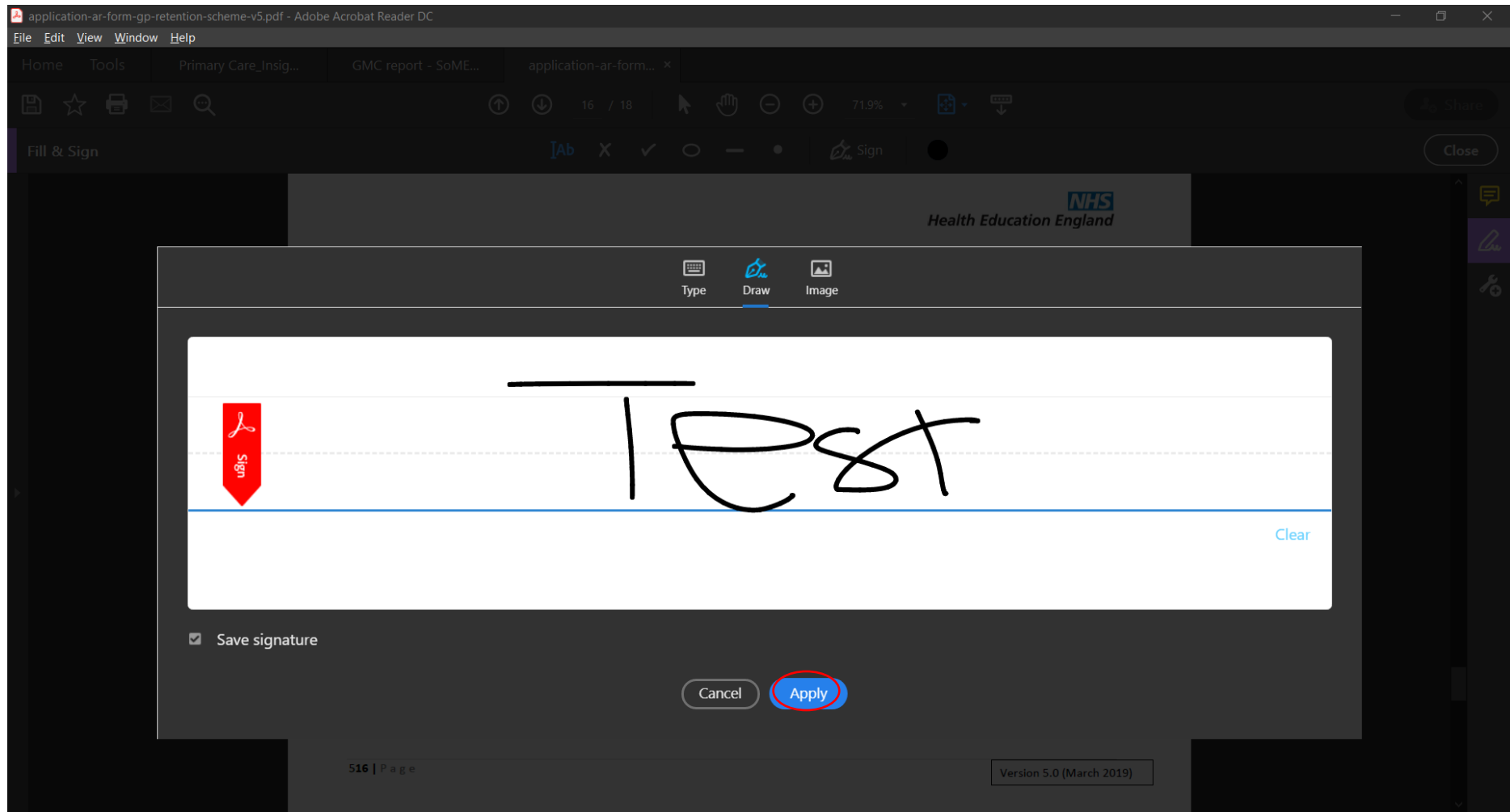
When Sections A – F have been completed, please send this form to the NHS England local office Director of Commissioning Operations (DCO) (or nominated deputy either within NHS England or delegated CCG) to make the final decision on whether the doctor can join the GP Retention Scheme

516 | Page Version 5.0 (March 2019)

8. You can then choose to sign on screen (**Draw**) or insert an image of your electronic signature if you already have one (**Image**).



9. If you choose to sign on screen, you will then need to click **Apply**.



10. Place your signature in the appropriate space. You will then need to **Save** the document.

The screenshot shows the Adobe Acrobat Reader DC interface. The 'File' menu is open, and the 'Save' option is highlighted with a red circle. The background document is a form titled 'Health Education England' and 'RECOMMENDATION TO BE COMPLETED BY THE DESIGNATED HEE RGP SCHEME LEAD'. The form contains a table with the following content:

| Designated HEE RGP Scheme Lead reviewing application | HEE Lead |
|---|---|
| Recommendation (initial application) | Date |
| Recommendation (annual review) | Recommend for GP Retention Scheme <input checked="" type="checkbox"/> Do not recommend for GP Retention Scheme |
| Recommendation (based on set out within the GP Scheme guidance) | RGP to continue on the GP Retention Scheme for another year RGP to discontinue on the GP Retention Scheme |
| Signature of the designated HEE RGP Scheme Lead | Test |

At the bottom of the page, there is a footer that reads '516 | Page' and 'Version 5.0 (March 2019)'.