

CPD Loyalty Points Scheme - Summary

Our Loyalty Points Scheme is all about rewarding you for making Holt Doctors your locum agency of choice and providing you with ongoing Continuing Professional Development (CPD) and training support. When you work your first locum shift for Holt Doctors you will be automatically enrolled on to the scheme and have 12 months within which to earn as many loyalty points as possible. You will earn 1 loyalty point for every hour worked as a locum through Holt Doctors (or any of our sister agencies – Medic International and Anaesthetists Agency).

You can use your points as soon as you have accrued 500 points (worked 500 hours) in exchange for cash towards CPD – starting from £125.00 (500+ hours) up to a maximum of £625 (2000+ hours).

If you have accumulated over 500 points which have not been used by the end of the 12 month period, these will be banked for you to use within the following 6 months. Your scheme will then start again from the date your next timesheet is processed.

If you have accumulated under 500 points, your points total will be reset to zero at the end of the 12 month period for you to start collecting again once your next timesheet is processed.

What are my points worth?

- Over 500 points** (500 – 999 hours) – CPD activities worth up to £125.
- Over 1000 points** (1000 – 1499 hours) – CPD activities worth up to £250.
- Over 1500 points** (1500 – 1999 hours) – CPD activities worth up to £400.
- Over 2000 points** (2000 hours +) – CPD activities worth up to a maximum of £625

What can I use my points for?

You can use your points for any CPD / training related activities, which includes but is not limited to:

- **CPD and training courses (CPD accredited)**, i.e. Royal college membership, ALS, BLS, conferences, seminars, workshops, e-learning courses
- **GMC membership renewal**
- **Professional indemnity insurance**
- **Annual appraisal** – paid for and arranged on your behalf with one of our preferred appraisers (GMC approved)

**If you would like to claim your points for something not shown on the list above, please check with your recruiter.*

How do I claim my points?

To claim your points, you will need to submit a valid receipt which shows proof of payment for whatever you are claiming for. Please submit your receipts to your Recruitment Consultant. Upon presentation of a valid receipt, you will be reimbursed within 14 days.

- The receipt must be dated after the date you are enrolled on to the scheme.
- The receipt must show your name and proof of payment

Loyalty Scheme Terms and Conditions

2. The CPD Loyalty Points Scheme (the "Scheme") is open to doctors working as a locum through Holt Doctors (this includes our sister agencies - Medic International and Anaesthetists Agency).
3. Full details of what your points are worth, how points are collected and how they may be redeemed can be found by reading the summary above. Please read these sections carefully as they form part of the loyalty scheme terms.
4. The scheme is only intended for personal use.
5. You will be expected to account for any tax and NI where applicable through your self-assessment tax returns.
6. We reserve the right to vary the amount points are worth at any time.
7. Points may only be redeemed for a monetary contribution towards CPD and training upon proof of receipt.

How do I collect points?

8. You will be automatically enrolled on to the scheme when you work your first locum shift and will then have 12 months to accrue as many points as possible by working as a locum through Holt Doctors, Anaesthetists Agency or Medic International.
9. The end date of the scheme is the last day of the month one year on from the start date e.g. if the start date is 17/07/2016, the end date is 31/07/2017.
10. You will be awarded one point for every complete hour that you work as a locum for Holt Doctors. This can be altered at our discretion. We may also set a limit on the number of points which may be awarded to each loyalty scheme account in respect of certain items or generally.
11. If you have over 500 points by the end of the 12 month period, you will be notified by email of the number of points you have collected and the respective amount of money you can claim. If you have utilised any points within the 12 month period these will have been automatically deducted from this final total. The remaining amount to spend will then be banked for you to use over the next 6 months (from the date the scheme ended).
12. You will be sent an email a month before the 6 month banking period expires as a final reminder to use your banked amount. If you do not use the banked amount before this date, this amount will be lost.
13. Loyalty points cannot be transferred to the following year after the 6 months banking period expires.
14. If you have earned less than 500 points in the 12 month period, or during the year you have spent some points and your total has dipped below 500, your points total will be reset to 0 and no points will be banked. Your scheme will restart from the date of your next processed invoice so you can start earning more points.
15. You have the option of converting any recommendation bonuses earned over the year (when you refer a doctor to Holt Doctors who goes on to work 30 hours within 12 months of registration) to 800 loyalty points. Simply notify your recruitment consultant.
16. There is currently no set end date of the CPD Loyalty Points Scheme. You will be advised prior to any end date being introduced after which your points will have an expiry date of two months.
17. If you wish to opt out of the Scheme, you can do this by notifying your recruitment consultant and your points will be reset to zero. You will need to confirm in writing should you wish to opt back in.

How do I redeem points?

18. You are eligible to use your points only once you have accumulated 500 points (500 hours worth of work).
19. Alternatively, you can choose to accumulate your points to receive a larger loyalty payment bonus.
20. To utilise your points, you need to notify your recruitment consultant of what you would like to use your points for. Upon presentation of a valid receipt, Holt Doctors will reimburse you for that amount within 14 days. The corresponding amount of points will then be deducted from your points total.
21. Points can only be used once accrued – they cannot be used in advance.

If you have any questions relating to the CPD loyalty scheme, please email cpd@holtdoctors.co.uk or cpd@anaesthetistsagency.co.uk or speak to your recruitment consultant.