

Useful Information for GP Training Practices



Health Education England, working in the East of England
School of General Practice
2-4 Victoria House
Fulbourn, Cambridge
CB21 5XB

Version 18
April 2017

Developing people
for health and
healthcare

www.hee.nhs.uk

Contents

Introduction and Map	<i>Page 4</i>
Contacts	<i>Page 5</i>
GP Trainees	<i>Page 12</i>
Payment of the Trainee Salary	<i>Page 13</i>
The Performers List	<i>Page 14</i>
Contract of Employment	<i>Page 15</i>
The Trainees Working Week	<i>Page 16</i>
Less than Full Time Training	<i>Page 17</i>
Out of Programme	<i>Page 18</i>
Inter Deanery Transfer and Intra Programme Transfers	<i>Page 19</i>
Trainers Grants	<i>Page 20</i>
Professional Indemnity Cover	<i>Page 22</i>
Occupational Health	<i>Page 23</i>
Out of Hours Training	<i>Page 25</i>
Claims and Invoicing	<i>Page 27</i>
Trainee Expenses	<i>Page 28</i>
Trainers Expenses	<i>Page 30</i>
Recording Trainee Leave	<i>Page 32</i>

Contents Continued

Extensions to GP Training	<i>Page 36</i>
Becoming an Educator	<i>Page 37</i>
Trainer / Associate Trainer Supervision	<i>Page 41</i>
GP Retention Scheme	<i>Page 42</i>
Induction and Refresher Scheme	<i>Page 44</i>
ePortfolio and Placement Manager	<i>Page 45</i>
Useful Abbreviations	<i>Page 46</i>
Responsibilities	<i>Page 47</i>
Foundation Doctors	<i>Page 48</i>
FAQs	<i>Page 49</i>

If there are any additional topics you would like covered within this handbook, please let us know at communityschools.eoe@hee.nhs.uk



Introduction

Health Education England - East of England is one of the 15 constituents of Health Education England that were formerly known as Deaneries.

The General Practice School covers 15 Programmes and is one of the largest in Health Education England. Each county is covered by an Associate Postgraduate Dean.

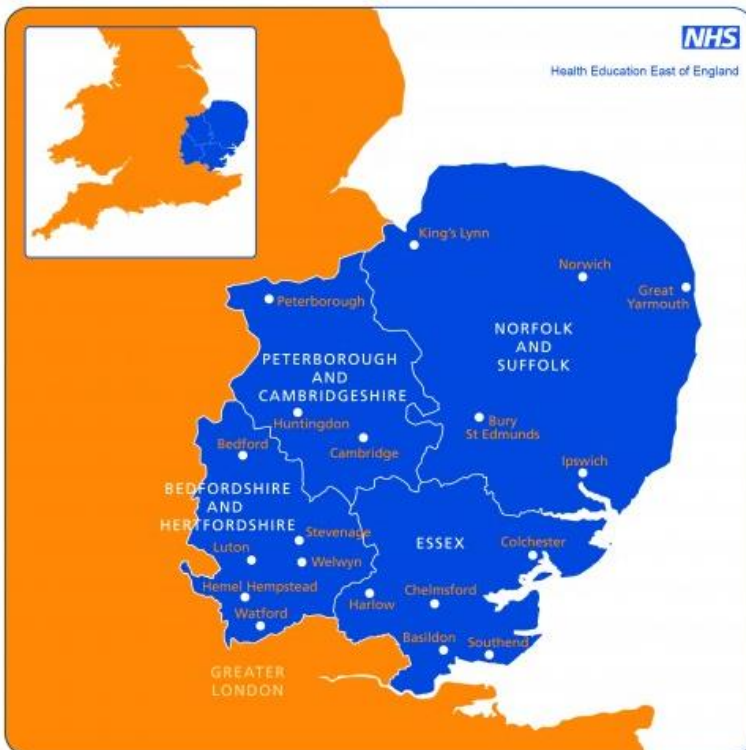
Each Programme is run by Training Programme Directors with the support of GPST Administrators.

From February 2017, almost all GP Trainees will be employed with St Helens and Knowsley Teaching Hospitals NHS Trust -

https://heeo.ee.hee.nhs.uk/gp_lead_employer

HEE will have a handful of trainees who will continue to be employed via the Practice/Hospital Trust and will remain legacy cases.

Postgraduate training in the UK is governed by the Gold Guide.



GP School Contacts

Senior Team

Prof John Howard
GP Postgraduate Dean

PA: mary.charlesworth@hee.nhs.uk
01223 597554

Dr Vijay Nayar
Deputy GP Dean and Head of School

vijay.nayar@hee.nhs.uk
01223 597591

Dr John Kedward
Associate Dean - Cambridgeshire

john.kedward@nhs.net

Dr Roger Tisi
Associate Dean - Essex

rtisi@nhs.net

Dr Keith Cockburn
Associate Dean - Hertfordshire

keith.cockburn@nhs.net

Dr Mark Attah
Associate Dean - Norfolk

mark.attah@nhs.net

Dr Janet Rutherford
Associate Dean – Suffolk and covering Bedford

janet.rutherford1@nhs.net

Dr Sarah Rann
Associate Dean - Careers and Performance

sarah.rann@nhs.net

Dr Alistair Macnair
Associate Dean - Foundation

alisdair.macnair@nhs.net

Lucy Eldon
Associate Dean - Nursing

lucy.eldon@nhs.net

GP Team

**General Enquires – communityschools.eoe@hee.nhs.uk
Reception – 01223 597500**

Ann Smith ann.smith@hee.nhs.uk
Primary Care Programmes Manager 01223 597647

Robin Holland robin.holland@hee.nhs.uk
Primary Care Coordinator 01223 596969

Fiona Holloway-Parks fiona.holloway-parks@hee.nhs.uk
Project Support Officer 01223 597652

General Queries, Courses and Events, Dyslexia Screening, Finance related matters

Jenni Swain jenni.swain@hee.nhs.uk
Programme Support 01223 597692

Retainers and Returners

Mary Charlesworth mary.charlesworth@hee.nhs.uk
Programme Support 01223 597554

Study Leave

Edward Porter edward.porter@hee.nhs.uk
Business and Administrative Apprentice 01223 596976

Honorary Contracts and ESR Claims

Hilary Foster hilaryfoster@hee.nhs.uk
GP Recruitment Coordinator 0844 8940179

Trina Braddick trina.braddick@hee.nhs.uk
GP Recruitment Administrator 0844 8940179

James Harris james.harris@hee.nhs.uk
Programmes & Information Coordinator 01223 596865

Programme Management: Placement Manager, LTFT, Maternity/Paternity Leave, Sick Leave

GP Team Continued

Lucy Staff

Quality Administrator – Cambs, Herts & Essex

lucy.staff@hee.nhs.uk

01223 597650

Catherine Moulsher

Quality Administrator – Suffolk

catherine.moulsher@hee.nhs.uk

01223 596947

Robert Clayton

Quality Administrator – Bedfordshire

robert.clayton@hee.nhs.uk

01223 596901

Callum Pringle

Quality Administrator – Norfolk

callum.pringle@hee.nhs.uk

01223 596885

Generic Inboxes

For General Practice Trainee Recruitment queries

recruitment.eoe@hee.nhs.uk

For ARCP or Assessment queries

assessment.eoe@hee.nhs.uk

For National Training Number queries

edit.eoe@hee.nhs.uk

For Less than Full Time training queries

ltft.eoe@hee.nhs.uk

For Out of Programme queries

oop.eoe@hee.nhs.uk

For Inter Deanery Transfer queries

idt.eoe@hee.nhs.uk

For Relocation Expenses queries (legacy cases only)

relocation.eoe@hee.nhs.uk

For trainees employed with the lead employer, please direct to

leademployereoe@sthk.nhs.uk

Payments Agencies

From 1 April 2016, Capita have taken over the trainee payments. All processes remain the same however; we now have a new main point of contact for all payments queries.

Please be advised that the Essex and Hertfordshire & Bedfordshire agencies remain active and the contact details remain the same.

For queries relating to trainees in counties other than those listed below, please contact Capita directly using the below information -

Norfolk, Suffolk, Cambridgeshire and Lincolnshire – 01772 221 314
pcse.enquiries@nhs.net

Primary Care Support England
Delivered on behalf of NHS England by Capita
Payments Section
3 Caxton Road
Fulwood
Preston
PR2 9ZZ

Essex, Hertfordshire & Bedfordshire – 01255 206 006
cheryl.watson@nhs.net

Primary Care Support England
Delivered on behalf on NHS England by Capita and ACE
Carnarvon House
Carnarvon Road
Clacton on Sea
Essex, CO15 6QD

GPST Administrators

Cambridgeshire and Peterborough

Cambridge

Carole Mills (part time) - cm323@medschl.cam.ac.uk

Jasmin King - jk698@medschl.cam.ac.uk

Telephone - 01223 217606

Peterborough

Sue Tee – sue.tee@pbh-tr.nhs.uk

Emma-Louise Duncan – emma-louise.duncan@pbh-tr.nhs.uk

Telephone - 01733 678103

Huntingdon

Margaret Ann Beck – margaretann.beck@nhs.net

Telephone - 01480 416120

Norfolk

Kings Lynn

Heather Slater – heather.slater@qehkl.nhs.uk

Telephone - 01553 613791

Norwich

Hayley Morgan and Sharon Goddard (temp) - admin@norwichgpsts.org.uk

Telephone - 01603 286881

Great Yarmouth

Jackie Collison – jacqueline.collison@jpaget.nhs.uk

Telephone - 01493 453457

Suffolk

Bury St Edmunds

Virginia Eden – virginia.eden@wsh.nhs.uk

Telephone - 01284 713346

Ipswich

Claire Hunt – claire.hunt11@nhs.net

Charlotte Cook – charlotte.cook1@nhs.net

Telephone - 01473 702797

Bedfordshire

Luton

Makeda Bent - Makeda.Bent@ldh.nhs.uk
Telephone - 01582 497199

Bedford

Alison Matton – alison.matton@bedfordhospital.nhs.uk
Telephone – 01234 792267

Hertfordshire

Stevenage

Dominic El-Beih - dominic.el-beih@nhs.net
Telephone – 01438 781076

West Herts

Laura Bonanni – laura.bonanni@whht.nhs.uk
Telephone – 01442 287666

Welwyn Garden City

Cathy Platt – cathy.platt@nhs.net
Telephone – 01707 365418

Essex

Basildon

Lorraine Bell – lorraine.bell@btuh.nhs.uk
Telephone – 01268 593915

Chelmsford

Hannah Cotton (part time) – hannah.clark@meht.nhs.uk
Jenny Mock - Jennifer.Mock@meht.nhs.uk
Telephone – 01245 514731

Colchester

Linda Watson - linda.watson@colchesterhospital.nhs.uk
Telephone - 01206 746437

Southend

Lisa Hollebhone, Nicole Edgell & Nicola Mason -
GPST.Administration@southend.nhs.uk
Telephone – 01702 385081

Harlow

Emi Boboe - Emioritse.Boboe@pah.nhs.uk
Telephone - 01279 827387

Lead Employer Contacts –

FIRST POINT OF CONTACT: leademployereoe@sthk.nhs.uk

Website: www.leademployer.sthk.nhs.uk for regular updates to this list

Employment Services

leademployereoe@sthk.nhs.uk

Head of Employment Services

Suzanne Lea

Employment Services Manager

Elaine Gordon

Employment Services Team Members

Linda Mitchell

0151 290 4430

Kerry Cooper

Catherine Thomason

0151 290 4431

Nicola Smith

Payroll

Payroll Officer

eoepayroll@sthk.nhs.uk

Sam Newman

0151 430 1130/1927

Pensions Officer

eoepensions@sthk.nhs.uk

Sue Derbyshire

0151 430 1115

Occupational Health

Head of Health, Work and Well-Being

well.being@sthk.nhs.uk

Karen Brayley

0151 430 1985

GP Trainees

Lead Employer

As of 1 February 2017 the Lead Employer for General Practice trainees is St Helens and Knowsley Teaching Hospitals NHS Trust. GP Trainees joining the Programme will be employed for the duration of their General Practice training by St Helens and Knowsley Teaching Hospitals NHS Trust. This will give them consistent terms and conditions for their employment although they will need to comply with the work place policies in each post in which you work.

St Helens and Knowsley NHS Teaching Hospitals Trust will handle any employment issues and provide a contract of employment to cover the duration of your General Practice Training. Each Trainee will receive an offer of employment from the Trust before starting the first post and they should receive a contract of employment within eight weeks of their start date. All absences including sick leave, maternity leave etc must be reported to St Helens and Knowsley Teaching Hospitals NHS Trust as your employer. This is the GP Trainee's responsibility as otherwise it may lead to them being paid incorrectly.

Legacy Case

There will be a number of GP Trainees who will remain as a legacy case and will continue to be employed by the practice. Such cases will include trainees who hold a current employment contract which takes them to the end of their training. Other examples will include trainees who are on maternity leave and returning to the same practice, taken periods of sick leave and extensions to training. Some trainees may be at a practice for an 18 month period (covering the final six months in ST2 and twelve months in ST3), as this contract will be in place, these trainees will remain a legacy case.

The general rule is that a current employment contract **cannot** be broken for legal reasons. If the employment contract comes to a natural end and the trainee is continuing with their training, it is at this point StH&K can take on their employment. StH&K will only employ a trainee if they have 12 months or more left in GP Training.

The information supplied below will explain processes for both circumstances. Page 41 details what StH&K, HEE and the placement provider are responsible for.

Payment of Trainee Salaries

If employed by StH&K

The salary is calculated by St Helens and Knowsley Teaching Hospitals NHS Trust and is determined according to previous seniority within the NHS etc. There is an appeals mechanism for GP STRs who disagree with the level of salary.

If employed via your Practice

A GP Trainee Appointment (GPTA) Form must be completed by the Trainee, GP Trainer and the Practice Manager and returned to the GP School. Along with the GPTA form, we will also require a copy of the previous wage slip, copy of the passport, proof of MDU cover and proof of being registered with the GMC. Once processed by the GP School, this is passed to the Payments Agency for processing. The Payments Agency arrange for the trainee salary to be paid directly to you. In turn, you need to pay the trainee.

Payroll cut off dates with the Payments Agency

Area	Payroll cut-off date
Norfolk	4 th of every month
Cambridgeshire	4 th of every month
Bedford	5 th of every month
Hertfordshire	5 th of every month
Essex	10 th of every month
Lincolnshire	10 th of every month
Suffolk	12 th of every month

We ask that the GPTA form is sent to the GP School three months prior to the Trainee starting at your practice. If the GPTA form doesn't reach the Payments Agency by the above deadlines, you will not receive reimbursement. It is in everyone's interest to meet this deadline to avoid payment issues. If the deadline is missed, you will be reimbursed double the following month.

The up to date GPTA form can be found on our website and must be returned to the GP School Administrator prior to the placement start date.

Medical Performers List

GPSTRs need to be registered on the Performers List in order to undertake their general practice based training. It is the individual trainee's responsibility to ensure they are registered.

<http://pcse.england.nhs.uk/performer-list/>

Trainees commencing their registrar placements between February and July 2017 (inclusive) will not need to complete and submit an application form.

HEE will provide NHS England's local Medical Director with the details of the latest intake of GPSTRs. NHS England will then advise PCSE which GPSTRs will need to be added to the list from February 2017. PCSE will add these trainees to the performers list and will notify each trainee once this has happened.

It is the professional responsibility of all trainees to ensure that they are on the National Performers List (NPL). From the trainee's start date they will be given a 3 month grace period to ensure that they have been included on the performers list. For this they will need to contact their local area team.

Contracts of Employment

If employed via StH&K

The main contract of employment is issued to the trainee by St Helens and Knowsley Teaching Hospitals NHS Trust. This will contain information on annual leave and study leave entitlement, salary, incremental date, HR policies etc.

The practice will need to arrange for the honorary contract to be completed with the trainee. This consists of three parts; the first being the secondment to the practice; the second and third are the educational and trainer's agreements. This must be returned to HEE no later than one month after the placement starts. Further information can be found on page 14.

If you are unsure of your GP Trainees placement dates, please contact your Medical Education Centre.

The honorary contract can be found here - https://heeo.e.hee.nhs.uk/gp_lead_employer

Failure to return the Honorary Contract prior to the expiry of the placement will result in the practice forfeiting the payment.

If employed via Practice)

If your trainee is employed with your practice, you are responsible for issuing the contract of employment. HEE recommend the use of the BMA contract and details of this can be found on our website. The Payments Agency will advise you of the salary via the GPTA form. HEE do not require a copy of the contract, please keep for your own records.

BMA - <http://bma.org.uk/practical-support-at-work/contracts>

The Trainee Working Week

What does a normal week look like for my full time trainee?

Here are the rules:

- A GPST is contracted to work 10 sessions per week plus 6 OOH hours per month
- The EWTD requirements must be met.
- After an OOH shift, the trainee must be allowed 11 hours rest before returning to work.

The breakdown of the 10 sessions is as follows:

- 7 clinical sessions
- 1 protected tutorial/ teaching time in practice
- 1 protected session for teaching on the local Programme (Half day release)
- 1 session for private study (can be in the practice for audit for example)

Teaching time in the practice should be as follows:

	Full Time GPR	Part time GPR
Undisturbed face to face teaching (eg formal tutorial with full debriefing)	2.5 hours	Proportionate to the % of full time hours worked (eg if working at 60% this would be 1.5 hours)
Other educational events eg, informal teaching/ debriefing, practice educational meetings)	2.5 hours	Proportionate to the % of full time hours worked (eg if working at 60% this would be 1.5 hours)
Planning and Preparation	2 hours	2 hours

However, the teaching does not all have to be delivered at one time. For example the tutorial time could be divided and given by different members of the team on different days.

When the Half Day Release is in recess, the trainee is expected to work at the practice

Less Than Full Time (LTFT)

If a Trainee wishes to undertake their training on a part time basis, the proposed arrangements should be agreed by the Training Programme Director (TPD) with responsibility for LTFT.

Any trainee in a substantive HEE approved post can apply for LTFT if they meet at least one of the following eligibility criteria;

- Own disability or ill health
- Responsibility for caring for children (men and women)
- Primary carer for ill or disabled dependent
- Short-term extraordinary responsibility

Please be aware that the LTFT application process is a 2 stage application process in the first instance and Trainees are not permitted to commence less than full time training without this documentation in place.

The application process should be started by the trainee 3 months prior to the date they would like to train LTFT from. It is **essential** that trainees are in receipt of a HEE approved Form 1 LTFT application **prior** to commencing LTFT.

Please be reminded a Form 2 renewal application must be submitted each time a Trainee rotate to new Trust or GP Practice.

If a trainee thinks they are eligible and would like to apply to train less than full time please direct them to the LTFT pages of our website:

https://heeoe.hee.nhs.uk/less_than_full_time_training

Here they will find detailed FAQs, the LTFT policy, and application forms for all stages.

If you have any questions relating to LTFT after reading the available information on our webpage please contact The Secondary Care Team:

ltft.eoe@hee.nhs.uk

Out of Programme (OOP)

Trainees considering taking time out of a training programme are required to discuss their intentions and gain approval from their Training Programme Director before making an application to the HEE local office. Final authorisation must be obtained from HEE **prior** to going out of programme.

The Trainee must complete an electronic application form and return to HEE at least six months prior to leaving the programme. It is important that the Trainee obtains all the required authorised signatories prior to submitting the form, failure to do so will result in the application form being rejected.

If trainees are planning on taking OOPR there is potential for some or all of this time to be counted towards their CCT; however they must submit their OOP application to HEE in good time so **prospective** approval from the GMC can be applied for by the local HEE OOP team.

If your Trainee is accepted to take time OOP, the Training Programme Director and or GPST Administrator will be in touch with regards to a new Trainee coming to your practice.

The GP School will advise the Payments Agency / St Helens and Knowsley Teaching Hospitals NHS Trust to stop the salary being paid. OOPs are not funded by HEE.

Further information and OOP application forms can be found by visiting the OOP pages of our website: https://heeoee.hee.nhs.uk/out_of_programme
Alternatively, you can e-mail - oop.eoe@hee.nhs.uk

OOP Experience – Global Health Fellows

The GP School also offers a one year OOP experience through Africa Health Placements. Further information on this exciting opportunity can be found by visiting our website.

For further information on this please visit our website:
https://heeoee.hee.nhs.uk/gp_trainees_oop

Contact Hilary Foster –
hilary.foster@hee.nhs.uk

Dr Roger Tisi – rtisi@nhs.net



Inter Deanery Transfers (IDT)

Trainees wishing to move between LETBs may apply for an Inter-Deanery Transfer providing certain eligibility criteria are met. This is a national process administered by Health Education England, South London.

The national process contains the following features, aimed at delivering a consistent and fair transfer system:

- A single application via a IDT portal of application
- Two application windows per year – February and August (each window is open for 4 weeks only)
- National eligibility criteria
- A single communication channel
- An enquiries service for those interested in transferring

The Trainee will need to follow the guidance on our website and follow the instructions as outlined by Health Education England, South London

Further information can be found on our website -

https://heeoee.hee.nhs.uk/Inter_Deanery_Transfers

Full details, including eligibility criteria, process overview and the IDT application portal can be found on the national IDT website -

<http://specialtytraining.hee.nhs.uk/inter-deanery-transfers/>

Any IDT queries should be directed to the national IDT helpdesk:

idtinfo@southlondon.hee.nhs.uk

Inter Programme Transfers (IPT)

Once a trainee has accepted a training programme within HEE, the expectation is that they will fulfil their commitment to that training programme.

If, in **extremely exceptional** cases a trainee's personal circumstances change to such a degree that they cannot fulfil their commitment to the programme they have accepted, the trainee must first of all discuss their situation with their current Training Programme Director, who will in turn speak to the Dean for General Practice Training or their nominated Deputy.

Further information can be found on our website –

https://heeoee.hee.nhs.uk/deanery_transfers

Trainers Grants

Honorary Contract (if employed via StH&K)

It is the responsibility of the practice to arrange for the honorary contract to be completed with the trainee. This consists of three parts; the first being the secondment to the practice; the second and third are the educational and trainer's agreements. This must be returned to HEE **no later than one month** after the placement starts. If you are unsure of your GP Trainees placement dates, please contact your Medical Education Centre.

Please be advised that we require **one honorary contract per placement**. For example, if a trainee has a 4 month innovative placement followed by a 4 month full time placement, we will require one contract per placement.

We require **one honorary contract per training year**. For example, if a trainee has a 12 month post, 6 months in ST2 and 6 months in ST3. We will require one contract for the first 6 months placement and then another contract for the second 6 month placement.

We require **one honorary contract per 12 month period**. For example, for an 18 month placement, we will require an honorary contract for the first 12 months of the placement and then a second contract for the remaining 6 months, to be received by the office on or after the placement start date.

Should a trainee be granted an **extension of post with the same practice** then we will NOT require a further honorary contract. We will just require an email informing us of the extension, detailing the placement dates and the advised WTE percentage.

If your trainee is on an Innovative Post (ITP), this is classed as a full time GP post at 100% and the trainers grant will be paid at this rate to the practice. They are not working less than full time. Please ensure this is reflected on the honorary contract.

Please note that if your trainee is working less than full time (LTFT), please ensure that they have received approval from HEE. If your trainee does not have LTFT approval then the **training grant will not be paid**. For further information on LTFT please visit their [webpage](#) or contact the LTFT team at ltft.eoe@hee.nhs.uk.

Claiming your Trainers Grant (if employed via StH&K)

The trainers grant will be paid directly to the practice from HEE. Once you have returned the Honorary Contract to the GP School, this will be authorised. The reason for this is to ensure the trainee is placed with an approved trainer and practice. We also need to ensure the placement dates are correct and match our records.

We now pay the trainers grant in full for placements up to 12 months. For example, if you have a trainee for a six month period, you will receive the full six months grant in one payment.

You will receive an e-mail from the GP School which confirms authorisation of the honorary contract and to submit your invoice (template will be provided on the e-mail) to SBS Wakefield. The payment will be made via BACS directly into the practice bank account.

Please submit your invoice to SBS Wakefield as soon as you receive authorisation from the GP School. We will no longer be chasing you to submit an invoice; therefore this could result in you missing out on these allowances.

Please note that these invoices MUST be received within the correct financial year in order for them to be processed and paid. Any claims outside of these dates will not be accepted and you will not receive payment.

Further information and templates can be found on our website – https://heeoe.hee.nhs.uk/gp_lead_employer

Claiming your Trainers Grant (if employed via your Practice)

The trainers grant will be paid to your practice via the Payments Agency. The funding is triggered following the completion of the GPTA form.

Once the Payments Agency has processed the GPTA form, they will pay the trainers grant on a monthly basis to you. The monthly payment will be around £645.92. This payment will most likely be reimbursed in one monthly payment with the trainee salary.

Professional Indemnity Cover

If employed via StH&K

All trainees (unless the trainee specifically opted out) are covered under the policy purchased by HEE with Medical and Dental Defence Union of Scotland (MDDUS).

MDDUS are an independent mutual organisation offering expert medico-legal advice, dento-legal advice and professional indemnity for doctors, dentists and other healthcare professionals throughout the UK.

The trainee will not need to pay for this insurance themselves or claim the payment back as HEE pay in full on behalf of the trainee. MDDUS will submit a certificate to each trainee at the beginning of the policy.

Being included in this will ensure adequate and appropriate indemnity is in place for the trainee for the entire programme whether in hospital or general practice.

The policy will last for the full three years on the training programme. Further information can be found by visiting their website - www.mddus.com

If employed via your Practice or chose to opt out of the cover

The trainee must arrange their own insurance and provide this proof of cover to the practice. This is a supplementary document to the GPTA form and will be sent to the Payments Agency. The trainee can obtain reimbursement from the Payments Agency for the period of the current placement.

The Payments Agency will be able to provide the practice and or trainee with the claim form which needs to be used.

For trainees who have arranged their own indemnity cover and are employed with StH&K, the individual will need to claim this money back via HEE.

Occupational Health

If employed via StH&K

It is important to involve a trainee's employer in any occupational health referral so that appropriate information can be shared by the trainee's employer where necessary with placement providers and HEE. St Helens and Knowsley Teaching Hospitals NHS Trust as a lead employer have generally not received information where TPDs have referred to local providers. Equally The GP school view is that TPDs have experienced inconsistent levels of understanding and consequently advice from occupational health providers.

Therefore this new system should simplify the arrangements for TPDs when seeking occupational health advice. Referrals will be assessed by St Helens and Knowsley Teaching Hospitals NHS Trust's occupational health department and appointments arranged at one of four participating departments around the East of England. This should minimise inconvenience for trainees while concentrating experience amongst a smaller group of occupational health physicians. The new arrangements should promote greater expertise and consistency.

Please therefore do NOT make any occupational health referrals to your local Trust from now onwards, instead contact St Helens and Knowsley Teaching Hospitals NHS Trust via the details below. Should any further local occupational health referrals be made they will no longer be funded.

Karen Brayley, Head of Health, Work and Well-Being
01514 301985 – well.being@sthk.nhs.uk

If employed via your practice

The practice will need to arrange for occupational health screening for any new trainee at your practice.

Occupational Health can be arranged via the local trust and any costs incurred will be reimbursed via the Payments Agency. Please ensure you keep a copy of the report for your records.

Please forward invoices directly to the Payments Agency, unfortunately it is not possible to reimburse the costs directly from HEE. Screening should not be undertaken by a partner within the training practice.

Specialised Occupational Health

There are circumstances where it might be appropriate to refer your Trainee for a specialised occupational health opinion during the course of their period of training.

If such circumstances should arise, please contact the GP School and the Associate Dean for the area who will be pleased to advise you. This referral must come from the Associate Dean for the area.

Contact details for our Associate Deans can be found on [Page 5](#).

Out of Hours Training

It is important that working arrangements (both in-hours and OOH) for practice-based trainees are compliant with the EWTR, both to provide a fair working environment for the trainee

The EWTR dictate that, within a 24-hour period, a trainee can work continuously for a maximum of 13 hours and that there should be 11 hours rest between work periods. They also state that there must be an *average* maximum working week of 48 hours.

Practice-based trainees have an obligation to complete 6 hours of OOH experience for each month worked in general practice, i.e. during a 6-month attachment they will complete 36 hours in Out of Hours environments. This work is *in addition* to their usually contracted daytime responsibilities.

If their OOH sessions are organised in good time and with sufficient thought given to when those sessions should take place, there is no reason why completing their OOH responsibility should put them in breach of the EWTR.

Below are some examples of how this might be arranged:

A trainee working a 6 hour evening week-day session

- Normal Surgery work from 9.00 hours to 16.00 hours
- The trainee starts the OOH session at 18.00 hours & finishes at midnight. The total number of hours worked that day will be 13 hours.

If the following day is a normal working day:

- The following day instead of starting at 9.00 hours the Trainee starts a late Surgery around 11.00 hours (to ensure an 11 hour break).

OR

- Uses their private study session as post OOH session instead of a late start in practice.

A trainee working an overnight session

- Such sessions are best worked on Saturdays, when a trainee would be able to work up to a 13 hour session with sufficient rest on either side of the session.
- A trainee who works a similar length shift in the week will be unlikely to be able to meet their practice responsibilities as they will need time off both on the day before and the day after their shift.

If a trainee wants to work a midnight to 8.00 am session in the week:

- They can work up to 13.00 hours on the day before the shift
- They cannot work until 19.00hrs on the post OOH session day.
- The employer could offer an additional half-day in addition to the private study session. However the additional half a day could be reclaimed by the employing surgery when the trainee is not busy.

The Trainer and the Trainee should realise that the OOH training experience should be a balanced mixture of evening, weekend and overnight sessions. An Educational Supervisor shouldn't sign up a trainee as competent if they have done only one type of session. However we anticipate most sessions will be undertaken in the evening or at weekends.

It is the trainee's responsibility to ensure that they book their OOH sessions in good time and with consideration to keeping within the EWTR. If they organise their OOH care in such a way that they are unable to meet their daytime practice responsibilities, then this will need to be agreed with their trainer and the registrar will be expected to make up any practice sessions that are lost.

A trainee must complete 108 hours of OOH to be deemed competent for CCT*

***Please note:** the sessional requirement may occasionally mean that a trainee should do more hours if they spend longer than 18 months in a GP placement.

Trainee Expenses

Study Leave for your trainee (if employed via StH&K)

Whilst in GP practice placements the trainee study leave allowance is £600 per year and 30 days per annum pro rata which includes the half day release.

Claims must be made to The GP School **within one month** of the course/event and within the correct financial year.

The GP School will process your claim form **within three months** of the date of receipt of your study leave and expenses claim form.

ANY CLAIMS OUTSIDE THIS TIMEFRAME WILL NOT BE PAID.

Study Leave for your trainee (if employed via your Practice)

Whilst in a GP practice placement, the trainee can claim their study leave allowance direct from The GP School. The study leave allowance is £600 per year pro rata.

Claims must be submitted **within one month** from the date of the course. All claims must be submitted before the end of the financial year in which cost was incurred (the financial year is 1st April to 31st March). Any claims outside of these dates will not be paid.

We **do not** reimburse for exam fees, mock exam fees or travel expenses for these exams. The total amount you are able to claim remains the same - £600.00 per year.

To claim the money from your study leave budget you must submit the 'Study Leave Backing Sheet' and the 'Study Leave Claim Form'.

HEE are unable to accept any handwritten claim forms, these MUST be typed. If any handwritten claim forms are received you will not be contacted and your claim form will not be returned.

Further information and templates can be found on our website – https://heeoee.hee.nhs.uk/gp_lead_employer

Claiming mileage for Home Visits (if employed via StH&K)

The trainee can claim these expenses directly from St Helens and Knowsley Teaching Hospitals NHS Trust. Please contact StH&K for a claim form. These expenses will be paid directly to the trainee within their salary.

A trainee can claim for business mileage incurred, including one return journey from home to base of work per day, provided they subsequently use their car for official business that same day. This is subject to a maximum of 10 miles each way.

If the trainee uses their car to attend training, such as the day release course, or for Out of Hours visits (OOH), then they can claim the difference between the normal home-to-base mileage and the home-to-training base return mileage.

Claiming for Home Visits (if employed via your Practice)

The trainee can claim for their mileage when attending home visits. These expenses are dealt with by the Payments Agency, HEE do not have any involvement in the process of these claim forms.

They Payments Agency will reimburse the practice in the monthly payment to the practice. In turn, the practice needs to reimburse this to the trainee in their salary.

Trainer Expenses

Is payment being made to the Practice?

Payment will be made via a practice invoice which is sent to SBS Wakefield. Invoices can only be sent once approval has been given by the GP School. **You can't invoice for a personal payment.**

Is payment being made personally to the Trainer?

The Trainer must complete their own claim form to be paid personally. The reason for this is the Trainer must sign to confirm they will declare this payment for tax purposes.

Claiming for Continuing Professional Development (CPD)

Each Trainer is entitled to claim £750.00 for their CPD allowance. In previous years, this allowance is paid on production of evidence of the Trainers CPD activity and learning plan specifically enhancing expertise and educational skills for Trainers.

This allowance isn't automatically available. The allowance will be agreed each year when the budgets are reviewed. The GP School would usually write out to all trainers in May/June of each year advising of the claiming process.

Process of how to claim £750.00

Once you have received the e-mail from the GP School confirming the allowance, you must arrange for a practice invoice to be sent to SBS Wakefield within two months.

The window for payment will only remain open for this time. If an invoice isn't submitted within this deadline, the grant will be forfeited for that period.

We no longer require a claim form to be completed; the only action you will need to take is to submit an invoice detailing the Trainers names.

The CPD claiming period of 2016-2017 is now closed.

Claiming for Educational Supervision Review (ESR)

Educational Supervisors complete reviews for their Trainees every six months. For those reviews which are completed whilst the Trainee is in a hospital post a fee of £250.00 can be claimed.

The Trainer (not Practice Manager) will need to complete the ESR claim form which can be found on our website under the claims and invoices section. We ask that claim forms are taken from our website at all times to ensure the correct and up to date form is used. Claim forms **MUST** be received **within 4 weeks** of the ESR being completed and within the correct financial year in order for them to be processed and paid.

Incorrect claim forms will not be accepted. All sections of this claim form must be completed. A brief example is below;

CLAIM FOR EDUCATIONAL SUPERVISION


Health Education England

Educational Supervisor				
Educational Supervisor Email				
GP Training Practice				
Practice Manager Email				
Details of ST1 / ST2 Trainee Supported				Amount
Trainee's Name	Hospital Trust	Dates of ESR		£250 per ES report
		Period Covered From	To Date ESR submitted on ePortfolio	
	Select from below			

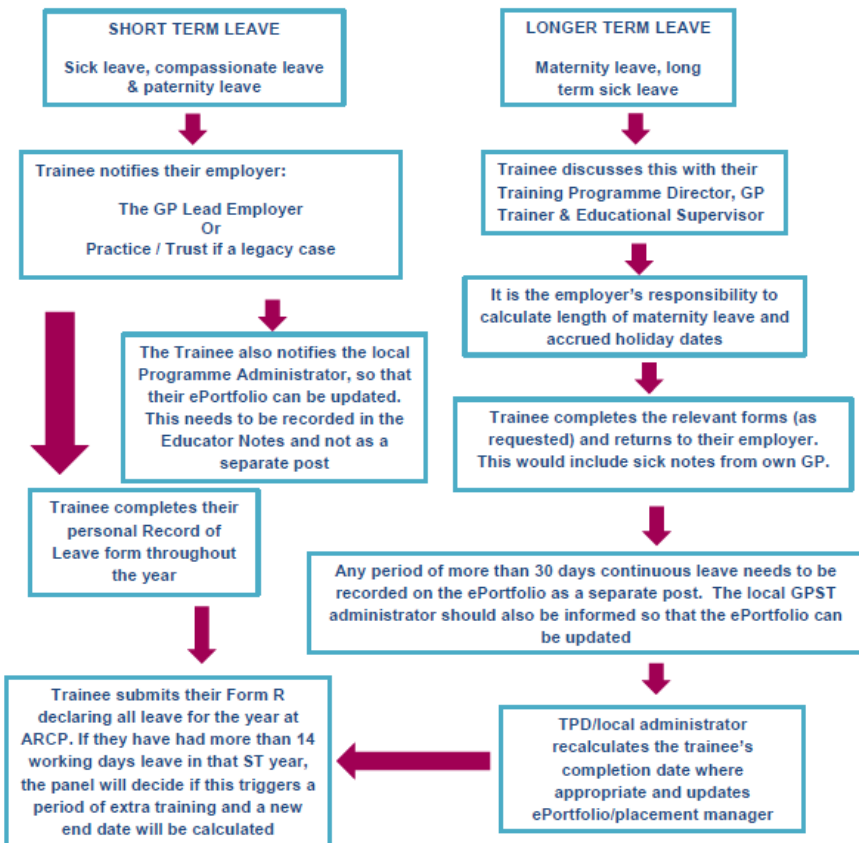
The Trainer must sign the claim form electronically and return to the GP School via email. Printed or scanned forms will not be accepted as this will deem the electronic signature fields unusable.

Once authorisation has been given on the claim, the GP School will e-mail the Trainer with confirmation and to submit a practice invoice to SBS Wakefield.

If the Trainer would like the payment to be paid to them personally, they will also need to complete and return the General Expenses claim form.

Recording Trainee Leave

The diagram below describes the process of recording a GP Trainees leave. You may not be involved in the process; however we feel this is useful information in understanding the process. All trainees are aware of this process.



HEE will audit the record and complete randomised checks on the leave forms. Any discrepancies will be viewed seriously and investigated appropriately.

Reporting sick leave (if employed via StH&K)

If a GP Trainee is on sick leave, Medical HR at St Helens and Knowsley Teaching Hospitals NHS Trust **must** be advised for payroll purposes. This applies to all sick leave, even if only one day of sick leave is taken.

The trainee will also need to inform their GPST Administrator of any periods of leave.

St Helens and Knowsley Teaching Hospitals NHS Trust requires the monthly return form to be completed and returned in time for payroll. The form can be found by visiting our website –

https://heeoee.hee.nhs.uk/gp_lead_employer

Reporting sick leave (if employed via your Practice)

If a GP Trainee is on sick leave and it is just the odd day, HEE do not need to be informed. The Trainee should report to the nominated person in your practice and keep their own record on their personal 'Record of Leave' form.

If a GP Trainee is on long term sick leave (anything over 14 days) please inform our Programme and Information Administrator by e-mail. If well enough, the Trainee will need to complete the Unscheduled Changes to Programme form and return to the above Administrator. The Trainee should also advise their TPD/Medical Education Centre Administrator so their ePortfolio can be updated. Please forward copies of sick notes to the GP School.

If the GP Trainee is not well enough to make the contact personally with the GP School, we would appreciate it if you could keep us updated on the period of leave.

The GP School will inform the Payments Agency who in turn will calculate the sick leave payments and entitlements if applicable.

Recording paternity leave (if employed via StH&K)

If a GP Trainee wishes to take a period of paternity leave, the Trainee must inform their employer, St Helens and Knowsley Teaching Hospitals NHS Trust.

The Trainee must also inform the GP School (Programme and Information Administrator via e-mail), their Training Programme Director, Medical Education Centre Administrator and yourselves as the placement provider to request the time off.

Recording paternity leave (if employed via your Practice)

The Trainee must report paternity leave to the Practice as the employer and to the GP School.

As a rule, the GP Trainee can take a period of two weeks paternity leave. We ask that the GP School are informed as we will need to advise the Payments Agency.

Dependent on what time has been taken already; time may need to be added to the Trainees training if this falls outside the 14 days allowance in an ST year.

If your GP Trainee wishes to take more than the two weeks entitlement, this would need to be taken as annual leave or unpaid leave. This will need to be a discussion and mutual agreement which takes place between the employer and the Trainee.

Further information can be obtained by visiting the BMA website.

<https://bma.org.uk/>

Recording maternity leave (if employed via StH&K)

If a GP Trainee wishes to take a period of maternity leave, the trainee must inform their employer. St Helens and Knowsley Teaching Hospitals NHS Trust will calculate the maternity benefits and advise on accrued annual leave.

The trainee must also inform the GP, their Training Programme Director, GPST Administrator and yourselves as the placement provider.

Recording maternity leave (if employed via your Practice)

The Trainee must report maternity leave to the Practice as the employer and to the GP School. They will also need to advise their Training Programme Director and GPST Administrator.

The GP School will inform the Payments Agency as they will calculate the maternity payments. These payments will be sent to you in the normal way the salary would be and you will need to pay the trainee.

The Trainee will be entitled to accrued annual leave and the allowance will be dependent upon the amount of time taken. The Trainee will need to take this accrued annual leave in one bulk period. Accrued annual leave is not counted towards their training time.

For example; if your trainee is entitled to 25 days annual leave per year and they take one year's maternity leave, they would have accrued the full 25 days annual leave.

When the Trainee has a return to work date, they must advise their Training Programme Director, GPST Administrator and yourselves as the placement provider. Please note that the Trainee may not be able to return to your practice, this is dependent on availability.

The Administrator at the Medical Education Centre will update the Trainees ePortfolio with the maternity leave post.

The Trainee must keep their own record of any periods of absence as they will need to provide this information at their ARCP along with their Form R.

Extensions to Training

Trainees who aren't progressing as they should may be granted an extension to their training programme. This extension will be granted and authorised at the ST3 ARCP panel. The trainee will be given an Outcome 3: Inadequate progress by the trainee – additional training time required.

The extension will be confirmed in the ARCP outcome letter which is sent to the trainee. The Training Programme Director will advise the trainee where they should complete the extension. The trainee would usually continue at the current practice; however this may always not be feasible.

If a trainee is granted an extension it is **their responsibility** to ensure their salary continues or is adjusted accordingly.

If employed via StH&K

The trainee will need to make sure they inform their employer of the extension; where they will be working, dates and what percentage so their salary can continue to be paid and or adjusted where necessary.

If employed via your Practice

The trainee will need to inform the GP School Administrator of their extension; where they will be working, dates and what percentage so they can authorise payment of the salary and trainers grant to continue to be reimbursed to the practice.

Please note that this information is provided to the trainee within the outcome letter they receive at the ARCP panel so they are aware and are responsible for informing the appropriate people.

Becoming a GP Educator

Do you have a GP in your Practice who would like to become a Trainer?

To become a Trainer for our GP Trainees, the GP must have the following;

- Have been a GP in practice for 3 years or more
- Be a member of the RCGP (Professional & Clinical standard)
- Complete an approved training course; certificate, (HSHS or MACE module 1 and 2), diploma or degree in Medical Education (educational standard)

The GP must complete an application form for approval and have an interview with the Associate Dean (AD) for your area. The AD will assess the competence of the GP and your practice educationally. In most cases the doctor will then be approved as a Trainer and be allocated a Trainee.

https://heeoee.hee.nhs.uk/cpd_primary_care

Our contact list at the front of this handbook details which Administrator you will need to contact. Please note this is dependent on your area.

Already have a Trainer or Associate Trainer and they require re-approval?

You should be sent a reminder that one of your Associate Trainers or GP Trainers training approval is expiring approximately a year before the expiry date itself and that the process of re-approval needs to begin.

GP Trainer approvals are initially for only 2 years with an Interview between 1 year and the end of this period with a local TPD or Associate Dean. A successful Interview will lead to approval for a further 3 years, after which a full, electronic, self-assessment will be conducted.

After this Re-approvals will generally be for 4 years and, as a rule of thumb, will alternate between an Interview and an electronic self-assessment.

A GP Trainer/Associate Trainer wishing to be approved or re-approved will need to provide some documentation. Most of this will be personal

documentation which will need to be provided by the Trainer themselves, including the application form which will be sent to them by HEE and ideally will include all of the other information embedded within it.

Please note that only ST1 and ST2 trainees can be placed with an Associate Trainer. Under no circumstances must an Associate Trainer supervise an ST3 Trainee.

Approval Process

New Approvals

- Learning Environment/ Practice: Associate GP Dean (AD)/Training Programme Director (TPD) to visit with a team
- GP Educator: AD/TPD to interview, either at the practice or at MEC/HEE. This could also be done as part of a practice visit
- All new approvals for 1 year initially

Such visits and interviews will be arranged by the local GPST administrator for the programme concerned, after liaising with the AD/ TPDs.

Re-approvals

For each county there will be a GP Quality Management Group who will meet regularly to review all applications and recommend

- GP educator/ practice approval for the standard period (5 years maximum with re-approval in 4 years)
- GP educator / practice approval for a shorter period with recommendations for action
- A full approval visit

Each county GP QM Group will be made up as follows:

Essential	Desirable
Associate GP Dean / Training Programme Director (<i>Chair</i>)	Practice Manager
GP Trainer	Administrator
GP Trainee (from another area)	

The GP QM Group will examine all applications with the evidence provided by the applicant.

HEE assessors will record their judgement on the application and evidence. The Practice and/or GP Educator performance will be categorised as Satisfactory or Cause for Concern.

Should any environment wish to have a re-approval visit, or a GP Educator an interview, this can be arranged.

Paperwork for this can be found [here](#).

GP Practice Visits

Your training practice itself will need to be approved. Ideally the Practice's approval and the approvals of all Trainers at the Practice would run in tandem as this would allow Practice visits to also constitute Interviews/approvals for all Trainers at the Practice. However, this can be difficult to achieve, with Trainers coming or going and the time constraints placed on Associate Deans time in completing approvals in line with this.

Therefore there will generally be two kinds of events which occur at your practice.

1) **Full Practice Visits** – Constitutes a larger team visit to the Practice and a full assessment. This will include inspecting the practice, speaking with Trainees, reviewing records, Interviews with Practice Managers/Nurses/Other Staff and the interview/re-approval of 1 (rarely), 2 or even 3 trainers. This will occur when the HEE contact arranging your re-approval notices that the Practice approval is also expiring soon.

A visiting Team usually consists of: An Associate Dean, a TPD, 1 or 2 external Trainers and an external Practice Manager.

2) **Face-to-face Re-approval Interviews** – Constitutes an Associate Dean or TPD coming to your practice, often accompanied by another Trainer, to interview one of your Trainers for their individual approval. These may also take place here at HEE in Fulbourn, Cambridge and will be made clear at the time the interview is organised.

A full practice visit can take anywhere between 2 hours and 3 and a half hours, depending on the number of Trainers also being approved.

Full practice visits can be quite disruptive to the running of a practice and therefore the timetables are designed to be flexible. We encourage you as

Practice Managers to suggest amendments or changes in the order of these visits if it will minimise the impact on service provision at your Practice.

Full visits require rooms for team discussion, interview and the ability for the team to walk around and inspect the facilities at your practice.

Occasionally, as a Practice Manager, you will be emailed asking if you would like to volunteer to attend a full practice visit as part of the visiting team. Your Trainers will likely also be approached but there is no necessary requirement for Practice Managers and Trainers from the same practice to attend on the visiting team, although this does sometimes happen.

Whilst Trainers are expected to help out with at least one re-approval or practice visit a year in order to maintain good practice, Practice Managers are not. However, these visits can provide a valuable opportunity to appreciate how other practices may do things differently and may allow you to share experiences and methods you have, which could improve other Practices also.

This process will involve travelling to the Practice in question and, whilst the other members of the team interview Trainers and review records, your role will be interviewing the Practice Manager. You will be provided with an interview sheet detailing the questions which need to be asked.

Please contact the Administrators from the Quality Team if you have any further questions. They will be able to provide you with an example timetable of a visit along with questions you will be asked to use at the interview.

Further information can also be found by visiting our website -

SAMPLE Surgery Visit time table – Morning visit 2 trainers

Visiting Practice:
Practice Address:

Activities	Visitors	Time	Activities	Visitors
Visitors assemble and plan visit.	All	09:00 – 09:15		
Inspection of practice facilities – Walk around Library inspection/ Meet primary care team	All	09:15 – 09:45		
Interview with Trainee's e-P review etc	AD	09:45 -10:30	Interview with the Trainer 1 - Video/ teaching logs/ Interview	TPD
Coffee: Meet partners and practice team	All	10:30-11:00		
Interview with the Trainer 2 – Video/ teaching logs/ Interview	AD	11:00 – 11:45	Checking records/ Audits/ Protocols	GPT
Visitors reassemble, collate findings and agree recommendations	All	11:45-12:00	10:15 to 12:15 PM - interviews Join for coffee to meet the team	
Debrief with trainers & the Practice team	All	12:00 – 12:15		

https://heeo.ee.hee.nhs.uk/gp_training_approval

Trainer / Associate Trainer Supervision

For many GPs, deciding to be an Associate Trainer is the first logical step. Essentially, the Associate Trainer (AT) acts as an assistant to the Trainer, usually within the same practice, assisting with GP registrar tutorials and clinical supervision. However ATs are also approved for medical student teaching, Foundation Training (F2) supervision and teaching during 'Out of hours' sessions.

An Associate Trainer can be assigned to the supervision of an ST1 or ST2 trainee; however they are not able to take full responsibility for an ST3 trainee. Associate Trainers are not authorised to be an Educational Supervisor to the GP Trainee. The GP Trainer will be the Educational Supervisor.

Trainers Grant payment to the Trainer when an Associate Trainer is involved (only possible via the GPTA Form)

The trainer's grant will be paid directly to the GP Training Practice. It is recommended that the GP training practice considers paying a proportion of the grant to the associate trainer practice in line with the level of involvement of the associate trainer. The GP trainer and associate trainer will need to discuss and agree the level and arrangements for payment of such a grant. A split of 1/3 to the GP trainer and 2/3 to the associate trainer is suggested.

Trainers Grant payment to the Associate Trainer (only possible via the Honorary Contract)

The trainers grant will be paid directly to the Associate Training Practice. It is recommended that the GP Associate Training Practice considers paying a proportion of the grant to the GP Training Practice in line with the level of involvement of the GP Trainer. The GP Trainer and associate trainer will need to discuss and agree the level and arrangements for payment of such a grant.

The above suggested split may not be suitable due to StH&K completing all the administration paperwork.

GP Retention Scheme

The GP Retention Scheme is a package of financial and educational support to help doctors, who might otherwise leave the profession, remain in clinical general practice.

The GP Retention Scheme replaces the Retained Doctors Scheme 2016. The scheme continues to be managed jointly by the local offices of Health Education England (HEE) (through the designated HEE RGP Scheme Lead) and NHS England.

About the Scheme

The scheme is aimed at doctors who are seriously considering leaving or have left general practice due to personal reasons (caring responsibilities or personal illness), approaching retirement or requiring greater flexibility.

The scheme supports both the retained GP and the practice employing them by offering financial support in recognition of the fact that this role is different to a 'regular' part-time, salaried GP post, offering greater flexibility and educational support.

Retained GPs may be on the scheme for a maximum of five years with an annual review each year to ensure that the doctor remains in need of the scheme and that the practice is meeting its obligations.

This scheme enables a doctor to remain in clinical practice for a maximum of four clinical sessions (16 hours 40 minutes) per week - 208 sessions per year, which includes protected time for continuing professional development and with educational support.

Who is Eligible?

Doctors applying for the scheme must be in good standing with the General Medical Council (GMC) without GMC conditions or undertakings - except those relating solely to health matters. The scheme is not intended for the purpose of supporting a doctor's remediation and where the relevant NHS England Responsible Officer has concerns, the doctor would not usually be eligible for the scheme.

The scheme is open to doctors who meet ALL of the following criteria:

1. Where a doctor is seriously considering leaving or has left general practice (but is still on the MPL) due to:
 - a) Personal reasons – such as caring responsibilities for family members (children or adults) or personal health reasons
 - b) Approaching retirement
 - c) Require greater flexibility in order to undertake other work either within or outside of general practice.
2. And when a regular part-time role does not meet the doctor's need for flexibility, for example the requirement for short clinics or annualised hours.
3. And where there is a need for additional educational supervision. For example a newly qualified doctor needing to work 1-4 sessions a week due to caring responsibilities or those working only 1-2 sessions where pro-rata study leave allowance is inadequate to maintain continuing professional development and professional networks.

Doctors must hold full registration and a licence to practice with the GMC and be on the National Medical Performers List.

Full details regarding the scheme are available on the NHS England website along with the Handbook, FAQ document and application documents.

<https://www.england.nhs.uk/gp/gpfv/workforce/retained-doctors/>

Application forms will be sent to the GP School.

Induction & Refresher Scheme (GP Returners)

The national GP Induction and Refresher Scheme has been updated since 1 April 2017. The scheme is designed to support GPs who have previously been in practice to introduce them back into the GP workforce. It will provide an opportunity for GPs who have previously been on the GMC Register and on the NHS England National Performers List (NPL), to safely return to General Practice after a career break, raising a family or time spent working abroad. It also supports the safe introduction of overseas GPs who have qualified outside the UK and have no previous NHS experience.

Application for the new scheme is via the [GP National Recruitment Office](#). Doctors are able to apply from overseas, before they either return or come to the UK. The scheme will offer a bursary of £3,500 per month and participants will be given a supervised placement in general practice. Doctors wishing to have a placement in the East of England need to be resident in the area covered by Health Education East of England. The placements will be tailored to the needs of doctors to ensure they have the confidence and knowledge needed to be a GP. Assistance for GPs facing financial hardship is available from the Cameron Fund and the Royal Medical Benevolent Fund to help with re-training.

Placements

Successful applicants will normally be placed in a training practice with a named trainer subject to satisfactory two structured references (which may be character references if the GP hasn't worked for a long period), Occupational Health check and Enhanced DBS. The minimum length of time on the scheme will be 1-2 weeks (or equivalent part-time) and the maximum six months (or equivalent part-time). There are no extensions beyond this period of time.

GPs who are working part-time on the scheme may continue to work in another capacity, except NHS general practice, providing they are able to attend the required educational sessions of their I&R scheme placement.

The full-time working week will be nine sessions (37.5 hours). A minimum of one educational session per week pro rata is in the timetable and this should include a weekly tutorial or assessment by the trainer.

ePortfolio



The Trainee ePortfolio is the GP Trainees electronic portfolio for their training and the mandatory requirements needed.

The Admin staff within Practices will be responsible for entering the PSQ onto the relevant Trainees ePortfolio. The GP Trainee will provide the log in details to enable access into their ePortfolio.

If the trainee at your practice requires an amendment to their post, please refer them to the Administrator at your Medical Education Centre. The Administrator will be able to amend details such as post dates, practice name, percentage of working, Trainer name etc.

If the Trainee is experiencing technical difficulties with the ePortfolio please refer them directly to the RCGP Helpdesk. The RCGP own the site, HEE are not able to assist with technical difficulties.

Trainee ePortfolio Helpdesk

Tel: 020 3188 7655

Email: tep@rcgp.org.uk

Web: www.rcgp-curriculum.org.uk/examinations_and_assessment.aspx

Placement Manager

You may hear Trainers or Training Programme Directors referring to Placement Manager.

This is a database which is used by the GP School. Each Trainee has their own record which includes personal information, details of any leave, their placements and ARCP outcomes.

The Training Programme Director uses this database to outline the Trainees rotation. The Training Programme Directors details the next placement, length of time and who the trainer is.

You will not need a login to this or record any information, this description is merely for your information only.

Useful Abbreviations

AD – Associate Dean

AKT – Applied Knowledge Test (Exam taken around ST2 time)

ARCP – Annual Review Competency Progression

AT – Associate Trainer (please note this could also stand for Area Team)

BMA – British Medical Association

CCT – Certificate of Completion of Training

COT – Consultation Observation Tool

CS - Clinical Supervisor. A clinician who is competent in their own area of professional practice and is capable of assessing the learner's performance.

CSA – Clinical Skills Assessment (Exam taken in ST3)

DBS – Disclosure & Barring Service (previously CRB)

ES – Educational Supervisor. Appropriately trained individual who holds the educational overview and monitors the progress of the learner towards independent practice.

EWTR – European Working Time Regulations

FY1 – Foundation Year 1

FY2 – Foundation Year 2

GPSTA – GP Specialty Training Administrator

GPSTR – GP Specialty Training Registrar (also known as GP Trainee)

GMC – General Medical Council

HEE – Health Education England

IDT – Inter Deanery Transfer

IPT – Intra Programme Transfer

LTFT – Less than Full Time training

MDDUS - Medical and Dental Defence Union of Scotland

MEC – Medical Education Centre (previously called Post Graduate Centre)

MSF – Multiple Source Feedback

NTN – National Training Number

OOH – Out of Hours

OOP – Out of Programme

PGC – Post Graduate Centre

PSQ – Patient Satisfaction Questionnaire

PSU – Professional Support Unit

RCGP- Royal College of General Practitioners

SAC – Selection Assessment Centre

SBS – Shared Business Services

SLA – Service Level Agreement

TeP – Trainee ePortfolio

TPD – Training Programme Director

WpBA – Workplace Based Assessment

Responsibilities

What are St Helens and Knowsley Teaching Hospitals NHS Trust responsible for?

- Pre-employment checks
- Main contract of employment for the GP Trainee
- Payroll
- Management of attendance
- Car mileage and travel claims whilst in GP posts
- Study leave whilst in GP posts
- HR Policies and employee relations
- Entitlements and staff benefits

What do StH&K need the Practice to do?

- Complete and return Honorary Contracts to HEE. This document needs to be obtained from HEE website. Refer to page 9 for the link
- Monthly absence reporting to St Helens and Knowsley Teaching Hospitals NHS Trust
- Refer your Trainee to www.networks.nhs.uk for any employment related questions / issues. This includes all of StH&K's policies and is a very useful tool.

What is Health Education England responsible for?

- The school is responsible for the recruitment, training, quality assurance and continued professional development of all trainees.
- Process and authorise honorary contracts for trainees employed via StH&K
- Payment of trainers grants for those trainees employed with StH&K
- Processing GP Trainee Appointment forms for ST2, ST3 and ST4 trainees
- Processing study leave for ST2, ST3 and ST4 trainees
- Processing educational supervision and CPD claims for trainers
- Ensuring that each trainee has a yearly assessment via the ARCP process
- Ensure our trainers and practices are quality monitored

Foundation Training

As a training practice, you may be allocated a Foundation Year 2 (FY2) doctor to complete a placement. Below is further information about the Foundation Training Programme.

Foundation year 1 (F1) enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills that they have learned at medical school. Satisfactory completion of F1 allows the relevant university (or their designated representative in a postgraduate LETB or foundation school) to recommend to the GMC that the foundation doctor can be granted full registration. The foundation year 1 is spent in a hospital.

Foundation year 2 (F2) trainees are seconded to practices, for four month placements, by their employing Trust, with the contract of employment remaining with the host organisation. The aim of the placement is to give the F2 doctor a meaningful experience in general practice with exposure to the patient in the community, as well as gaining an understanding of the interface between primary and secondary care.

Experience in general practice will contribute towards the F2 doctor achieving the competences required for completion of the Foundation Programme. Key contacts for support while working in General Practice will be the Foundation Training Programme Director, and Educational/Clinical Supervisor.

For further information, please contact the Foundation School –

Mark Bullock – Foundation Programme Coordinator
mark.bullock@hee.nhs.uk

Rosy Hunt – Foundation Programme Administrator
rosy.hunt@hee.nhs.uk

Lorraine Jobson – Foundation Programme Administrator
Lorraine.Jobson@hee.nhs.uk

Additional information can also be obtained from our website -
https://heeoee.hee.nhs.uk/Foundation_Training_in_General_Practice

FAQs - General Questions related to GP Training

Q. How long is the GP Training Programme?

A. The Training Programme is for three years. 18 months needs to be completed in General Practice and the other 18 months in hospital placements. This to ensure broad experience.

Q. We have a new ST1 GP Trainee starting next month but I don't have any paperwork?

A. St Helens and Knowsley Teaching Hospitals NHS Trust should have been notified by HEE via the Training Programme Directors where trainees are being placed and should send you a Certificate giving confirmation of the pre-employment checks carried out. An honorary contract template is available on the HEE website (refer to page 9 for the web link). If you have not received a Certificate, please contact StH&K. If your Trainee isn't employed with StH&K, please contact the Medical Education Centre Administrator for the Programme to obtain the rotation information.

Q. What is an Innovative Post?

A. An innovative post is when a GP Trainee is working at a GP practice but works a % in a hospital speciality.

Q. Innovative posts - how should they be dealt with?

A. The practice needs to issue an honorary contract / contract of employment for the GP element and the hospital speciality needs to issue another honorary contract for the remainder. The whole training grant will be sent to the GP practice and they should negotiate with the hospital for their proportion of training input. This is classed as a full time post, please do not confuse with less than full time.

Q. Our Trainee is adopting a baby and has asked for 9 months leave, what are they entitled too?

A. They can have adoption leave and this is treated the same as maternity leave so they are entitled to the same rights. The Trainee will need to advise StH&K/GP School for their salary to be adjusted and also complete an

Unscheduled Changes to Programme form for HEE, so that her programme can take the time out into account. If you are employing the trainee, this information can be found in their contract.

Q. Our new Registrar wants to take paternity leave what are they entitled to?

A. They are allowed to take time off for Paternity Leave and the guidelines say the following:

‘The RCGP will allow time off from the Training Programme for sickness absence, jury service, maternity leave or paternity leave. However, the sum of these absences must not exceed two working weeks over one calendar year. Any sickness and/or jury service and/or maternity/paternity leave taken in excess of this must be made up in full, but not necessarily in the speciality or post where the absence occurred.’ In other words they can take 2 working weeks without having to adjust their programme but any time over and above that in 1 year will require an Unscheduled Changes to Programme Form and the time will need to be made up.

Q. How much annual leave is our GPStR entitled to?

A. Annual leave entitlement will be confirmed in the main contract of employment and can depend on the scale point the doctor is on. If you are holding the main contract of employment the BMA recommend 25/30 days paid annual leave per annum for full time employment. GPStRs on the third or higher incremental point of their scale shall be entitled to thirty days paid annual leave.

Q. We have a trainee wishing to work at 80%. What is the process?

A. If a trainee wants to switch to part time training, they have to apply to HEE. They need to apply by downloading the application form from HEE website.

Q. Who pays the Trainers Grant for my FY2?

A. FY2 trainer’s grants are paid via the Hospital Trust.

Q. How much maternity leave can my Trainee take?

A. A Trainee is entitled to take up to 12 months maternity leave.