

Learning Agreement for Employing Organisations of Physician Associates on the Foundation Intern Programme in Primary Care (EoE)

SECTION ONE

Form of Agreement

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Between:	Health Education England working across the East of England (HEE)
And:	[EMPLOYING ORGANISATION] (the Employer)
For:	Cohort 3 (2023)

Signed for Health Education England	
Title:	Mr
Full Name:	Robin Holland
Role:	Primary Care & Workforce Development Lead
Signature:	
Date:	

Signed for [the Employing Organisation]	
Title:	
Full Name:	
Role:	
Signature:	
Date:	
Full name(s) of PA(s) on the programme:	

SECTION TWO

Terms and Conditions BACKGROUND

Health Education England (HEE) is committed to the facilitation of high quality and supportive foundation internships for newly qualified physician associates (PAs) and PAs new to primary care. HEE has therefore designed a foundation internship programme offer which organisations in the east of England are able to access. A foundation internship provides an opportunity for newly qualified PAs to consolidate their core knowledge and skills, demonstrate their competence in practice and develop professional skills. During this period, they will be supervised closely, have experiential learning in their clinical area and will maintain a portfolio of cases and case discussions to be reviewed with their educational supervisor. HEE working across the east of England provides funding to assist with the costs associated with the development of newly qualified PAs / PAs new to primary care.

The Agreement will be managed by HEE and has been put in place to ensure there is an understanding of the level of expectation of employing organisations receiving funding for a PA foundation internship and that any HEE investment in education and training meets the expectations for quality outlined in the [HEE Quality Framework](#).

AGREED TERMS

1. COMMENCEMENT AND TERM

This Agreement shall be in place for each PA foundation intern supported by HEE and employed by the Employing Organisation and will remain in place for the duration of each respective PA foundation internship (to a maximum of one year) until either terminated under clause four or superseded by an amended/alternative agreement.

2. OBLIGATIONS

In order to receive the HEE PA foundation internship funding as outlined in clause 3, the Employer accepts and confirms the following obligations:

- 2.1 to read have understood and be prepared to implement the guidance within the Faculty of Physician Associates (FPA) documents *Employers' guide to physician associates* and the *First year Post Qualification Documentation*;
- 2.2 that the employing organisation's workforce plans support the demand for the Physicians Associates
- 2.3 to create a 12-month foundation internship plan with the PA to agree expected outcomes for the PA in the form of competence acquisition or a brief curriculum which may be locally derived but based on established national guidance, e.g. the FPA guidance;
- 2.4 to employ the PA for the duration of the programme
- 2.5 If being employed by a PCN, the PA Preceptee must work in no more than 2 practices for the first 6 months of their Preceptorship year.
- 2.6 PA Preceptees must have a Named Primary Care Educational Supervisor with the skills and capacity to support and supervise the PA and guide their clinical development. The Educational Supervisor should have undertaken, or be in the process of undertaking, the HEE approved Clinical Supervision training in time for Cohort 3 (2023).
- 2.7 that the PA will have regular access to the educational supervisor who will consolidate the PA's learning alongside the HEE education sessions through supervision, support and teaching where required;
- 2.8 the PA should take part in the Employer's annual appraisal system

- 2.9 to develop a training plan with the PA;
- 2.10 to provide access to a range of appropriate (and ideally multi-professional) learning experiences, and commitment to release PAs to educational events as necessary for their development
- 2.11 to provide a high-quality learning environment which involves the whole team providing a positive supportive culture of learning
- 2.12 The preceptee must have a suitable induction period, an induction meeting with their supervisor, a mid-point and an end of programme review with their supervisor [regardless of whether they have been a PA student on placement with the practice]. A template preceptorship induction plan can be found here under 'useful resources' entitled 'GP Supervisor and Physician Associate Guide':
<https://www.fparcp.co.uk/employers/pas-in-general-practice>
- 2.13 during the entirety of the foundation internship and at any time during every clinical shift the PA must have access to a clinical supervisor who may or may not be different from the educational supervisor. The clinical supervisor can be a qualified GP or consultant and will provide clinical supervision and daily de-briefing;
- 2.14 that each patient cared for or treated by the PA must be under the clinical responsibility of a named senior clinician (as is required for patients seen by doctors in training). The named senior clinician has overall responsibility for clinical care of the patient
- 2.15 The weekly timetable must include at least 1 dedicated session for education. In addition to the timetabled session, PA Preceptors must have regular access to a GP educational supervisor who will work with them to consolidate their learning through supervision, support and teaching.
- 2.16 to release the PA for one session per week, for a 30-week period, to attend an HEE-delivered primary-care or specialty specific programme of education and support
- 2.17 At the start of employment, newly qualified PAs in Primary Care should have 30-minute patient consultation time allocation with a debrief after each patient. This should be reviewed between 3-6 months and the consultation time adjusted as appropriate
- 2.18 to consider one non-clinical session per week (in addition to the HEE education session) to ensure the PA's wellbeing. This could be, for example, carrying out audits
- 2.19 to ensure the PA completes and maintains all the requirements of the UK PA managed voluntary register
- 2.20 to facilitate the PA to complete supportive records and assessments of the PA's progress, e.g. the portfolio described by FPA to demonstrate their personal and professional development;
- 2.21 to complete and return, if requested, a record of how the funding has been utilised
- 2.22 to notify HEE by emailing primarycare.eoe@hee.nhs.uk at the earliest opportunity of any change in the PA's employment situation;
- 2.23 to facilitate the collection of regular feedback from PAs and to share the results with HEE.

3. FUNDING

- 3.1 HEE shall pay a £5000 foundation internship payment to the Employer, of which £500 should be used towards study leave.
- 3.2 The payment is allocated to employers to support the PA, recognising the infrastructure, education and learning requirements and input/supervision/teaching required in the practice setting during the foundation internship.
- 3.3 The payment is designed to support a named individual PA, education support and release time for PA and educational and clinical supervision for one year and any additional education and training as required.

- 3.4 The payment is not designed to be utilised to support any other activities relating to the employment of new staff such as statutory and mandatory training; supplement or replace local induction; or support non-education or training related activities.
- 3.5 The payments will be made to the Employer via the Regional Training Hub or directly from HEE.
- 3.6 The employer undertakes to use the payment for costs incurred in supporting their PAs throughout their programme. These can include: costs associated to their time away from their current role, educational supervisor time and additional education and training.
- 3.7 The payments continue for as long as the PA remains employed by the Employer up to a maximum of one year.
- 3.8 Payments will commence once the PA has been employed for twelve weeks and the Employer and PA confirm the Employer has fulfilled their obligations as laid out in section two.
- 3.9 If a PA resigns from the foundation internship payments will be adjusted to the date of their resignation.
- 3.10 If a PA interrupts their foundation internship due to a period of absence the employer will need to ensure funding is made available for the duration of the completion of the programme
- 3.11 HEE will not fund repeat years for any PA who has already undertaken a HEE-funded foundation internship (with the exception of PAs new to primary care).

4. TERMINATION

- 4.1 The Employer will inform HEE at the earliest opportunity by emailing primarycare.eoe@hee.nhs.uk if: the PA no longer wishes to continue the foundation internship programme and/or the PA's employment with the Employer ceases.
- 4.2 The Employer accepts that the payments will cease from the date the PA leaves the foundation internship programme/employment.
- 4.3 The Employer agrees to repay any excess payment received (to be identified by HEE).
- 4.4 If the PA takes up employment elsewhere the foundation internship funding will no longer be payable to the Employer.
- 4.5 Should HEE consider that the Employer is not fulfilling its obligations as laid out in clause two, HEE will firstly notify the Employer of its concerns and agree a set time period for the Employer to comply. Should HEE subsequently consider that the Employer is still not fulfilling its obligations the funding will be withdrawn.

5. HEE'S OBLIGATIONS

In addition to meeting the financial obligations in section three, HEE also undertakes to:

- 5.1 provide access to a programme of primary-care-specific education, delivered one session per week for 30 weeks
- 5.2 provide access to a number of educational resources
- 5.3 employ clinical educators to deliver the education, provide mentorship and facilitate a peer network for the PAs and who will be based in and link to the school of primary care GP training programmes.