

INSTRUCTIONS FOR COMPLETING THE ESR CLAIM FORM

Please read the below carefully before completing this form

It is likely this form has opened as a webpage - please ensure you save the form locally on your desktop before you begin completion. **Please also ensure you have opened this application form in Adobe Reader.** This should happen automatically as Adobe Reader is pre-installed on most computers, except MACs. **Please do not begin completing this form if it has opened in an internet browser or PDF Previewer.** This will invalidate the digital signature fields and your form will be returned for re-completion. Please also note that this form cannot be completed using a smart phone, iPhone or iPad.

Step by step **guidance for setting up a Digital ID** can be found here:

[Digital ID set up guide - Click Here](#)

If required, **Adobe Reader is available to download for free** here:

[Download Adobe Acrobat Reader Free - Click Here](#)

Essential **guidance for MAC users** can be found here:

[Electronic form guidance for MAC users - Click Here](#) we strongly recommend MAC users follow this guidance to ensure the form has opened with the correct software prior to completion.

It is essential for you to **email** the original electronic form back to us. Printed or scanned forms will not be accepted as this will deem the electronic signature fields unusable. If you are having problems with the form after reading the available guidance please contact communityschools.eoe@hee.nhs.uk.

ESR Guidance -

- 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 amount of payment is £250 per report which includes preparation work beforehand and with a commitment of keeping in touch with a trainee between reports.
- This form should be used to claim only for GP ST1/ST2 trainees based **in hospital** training posts.
- Please note that claims will not be processed if a trainee is in an innovative or GP post. These reports will be covered by the trainer's grant each practice receives. If a report is carried out for a trainee whilst in a GP post but separate to your own GP practice this money should be claimed via that practice through their trainer's grant fund.
- Claim forms **MUST** be received **within 4 weeks** of the ESR submission date on ePortfolio and **within the correct financial year** in order for them to be processed and paid.
- Once authorisation has been given on the claim, the GP School will e-mail the Educational Supervisor with confirmation and instructions to submit a practice invoice to SBS Wakefield. This confirmation email will also be copied to the Practice Manager providing that their contact information has been entered below.
- If the Supervisor would like the payment to be paid to them personally, they will also need to complete and return the [General Expenses](#) claim form. Please note that this form **MUST** be completed electronically but **signed by hand**. Please scan and send your General Expenses claim form via email along with this ESR claim form.
- Please bear in mind that monitoring of the quality of ESRs is taking place following the feedback from the RCGP report.

CLAIM FOR EDUCATIONAL SUPERVISION

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	
Total Claimed			£	

Is this a personal claim?	Yes	No
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Digital Signature Please click here for guidance on setting up a Digital ID		Date

When you receive written approval of this claim from the GP School, please issue the supplied invoice and submit to the advised Wakefield address.