

Health Education East of England

# Useful Information for GP Training Practices



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

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# INTRODUCTION

Health Education East of England is one of the 18 constituents of Health Education England that were formerly known as Deaneries.

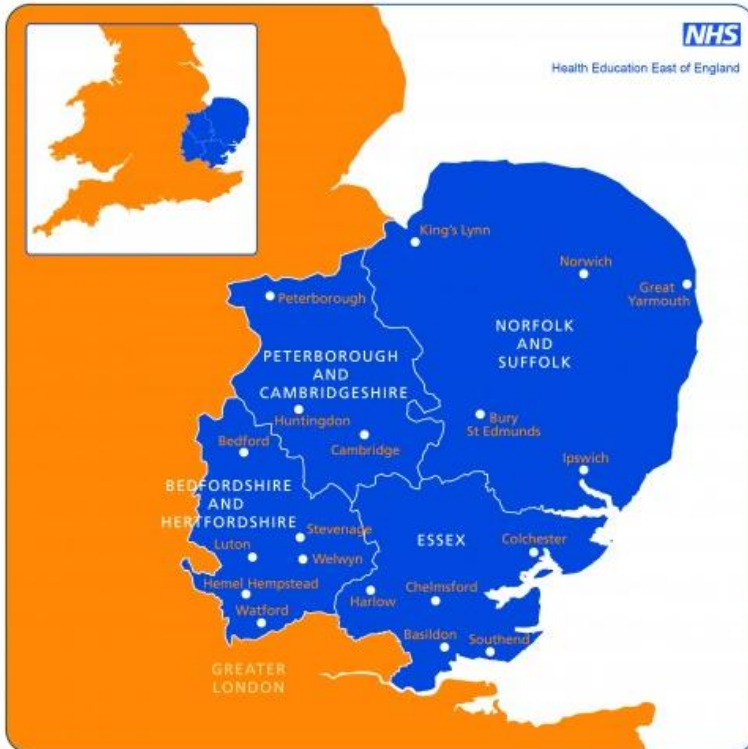
The General Practice School covers 18 Programmes and is one of the largest in Health Education England. Each county is covered by an Associate Postgraduate Dean.

Each Programme is run by Training Programme Directors with the support of Medical Education Centre Administrators.

From August 2014, almost all GP Trainees will be employed with Southend University Trust Hospital -

[https://heeoee.hee.nhs.uk/gp\\_lead\\_employer](https://heeoee.hee.nhs.uk/gp_lead_employer)

HEEoE 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.



# Health Education East of England

## GP School Contacts – Senior Team

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Dr Vijay Nayar	Deputy GP Dean Careers Advice and Performance Management	<a href="mailto:vijay.nayar@nhs.net">vijay.nayar@nhs.net</a>
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Dr Janet Rutherford	Associate Dean Suffolk (Starting July 2014)	<a href="mailto:janet.rutherford1@nhs.net">janet.rutherford1@nhs.net</a>
Dr Richard Darnton	Associate Dean Bedfordshire (Starting July 2014)	<a href="mailto:r.darnton@nhs.net">r.darnton@nhs.net</a>

## GP School Contacts

General Enquires – [HEEE.communityschools@nhs.net](mailto:HEEE.communityschools@nhs.net)  
Reception – 01223 597500  
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<b>Katie Bradshaw</b>	<b>GP School Management</b>	<a href="mailto:katie.bradshaw@nhs.net">katie.bradshaw@nhs.net</a> 01223 597647
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<b>Emma Kelson</b>	<b>GP School Administrator</b>	<a href="mailto:emma.kelson@nhs.net">emma.kelson@nhs.net</a> 01223 597652

General Queries, Study Leave, ESR & CPD Claims, other finance related matters, Retainers, Returners, Trainee Appointment Forms, Honorary Contracts, Associate Trainer and OOH Courses, Dyslexia Screening

<b>Alistair Pringle</b>	<b>Programmes and Information</b>	<a href="mailto:alistair.pringle@nhs.net">alistair.pringle@nhs.net</a> 01223 596865
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Programme Management: Placement Manager, LTFT, Maternity/Paternity Leave, Sick Leave

<b>Elizabeth Aitkenhead</b>	<b>ARCP Administrator</b>	<a href="mailto:elizabeth.aitkenhead@nhs.net">elizabeth.aitkenhead@nhs.net</a> <a href="mailto:heee.assessment@nhs.net">heee.assessment@nhs.net</a> 01223 596916
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ePortfolio, ARCP panels, GP Assessment

<b>Charles Smith</b>	<b>Quality Administrator</b>	<a href="mailto:charlessmith@nhs.net">charlessmith@nhs.net</a> 01223 597650
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Trainer/AT & practice re-approvals, OOH approvals for Cambs, Essex & Herts

<b>Sophie Skinner</b>	<b>Quality Administrator</b>	<a href="mailto:sophieskinner@nhs.net">sophieskinner@nhs.net</a> 01223 596947
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Trainer/AT & practice re-approvals, OOH approvals for Suffolk

## GP School Contacts ..... Continued

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<b>Heather Shaw</b>	Quality Administrator	<a href="mailto:heather.shaw6@nhs.net">heather.shaw6@nhs.net</a> 01223 596885
Trainer/AT & practice re-approvals, OOH approvals for Norfolk		
<b>James Taylor</b>	Recruitment Administrator	<a href="mailto:james.taylor28@nhs.net">james.taylor28@nhs.net</a> 0844 8940179

## Generic Inboxes

For General Practice Trainee Recruitment queries

[Heee.recruitmenthelpdesk@nhs.net](mailto:Heee.recruitmenthelpdesk@nhs.net)

For National Training Number queries

[Heee.edit@nhs.net](mailto:Heee.edit@nhs.net)

For Less than Full Time training queries

[Heee.ltft@nhs.net](mailto:Heee.ltft@nhs.net)

For Out of Programme queries

[Heee.oop@nhs.net](mailto:Heee.oop@nhs.net)

For Inter Deanery Transfer queries

[Heee.oop@nhs.net](mailto:Heee.oop@nhs.net)

For Relocation Expenses queries (legacy cases only)

[Heee.relocationexpenses@nhs.net](mailto:Heee.relocationexpenses@nhs.net)

For trainees employed with the lead employer, please direct to [gp.trainees@southend.nhs.uk](mailto:gp.trainees@southend.nhs.uk)



## Payments Agencies

**Essex – 01255 206 031**

**[Karl.fuller@acecic.nhs.uk](mailto:Karl.fuller@acecic.nhs.uk)**

Essex Contractor Services

Carnarvon House, Carnarvon Road, Clacton on Sea, Essex, CO15 6QD

**Hertfordshire & Bedfordshire – 01707 369 745**

**[Linda.game@hertfordshire.nhs.uk](mailto:Linda.game@hertfordshire.nhs.uk)**

**[Marion.galloway@hertfordshire.nhs.uk](mailto:Marion.galloway@hertfordshire.nhs.uk)**

Contractors Service Department

Charter House, Parkway, Welwyn Garden City, Herts, AL8 6JL

**Lincolnshire – 01332 868 777**

**[josephsmith@nhs.net](mailto:josephsmith@nhs.net)**

**[denise.menzies@nhs.net](mailto:denise.menzies@nhs.net)**

NHS SBS, Contractor Payments Department

Cardinal Square, East Wing, Floor 3, 10 Nottingham Road, Derby, DE1 3QT

**Norfolk & Cambridgeshire – 01603 442 332**

**[Linda.smith5@serco.com](mailto:Linda.smith5@serco.com)**

Serco

Elliot House, 130 Ber Street, Norwich, Norfolk, NR1 3AG

**Suffolk – 01473 770 294**

**[Wendy.cooper3@nhs.net](mailto:Wendy.cooper3@nhs.net)**

Primary Care Finance East Anglia Area Team, NHS England

Rushbrook House, Papermill Road, Bramford, Ipswich, Suffolk, IP8 4DE



# Medical Education Centres GP Administrators

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### Cambridge

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### Huntingdon

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## Norfolk

### Kings Lynn

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### Great Yarmouth

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## Suffolk

### Bury St Edmunds

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Telephone - 01284 713346

### Ipswich

Julie Moody – [Julie.moody@ipswichhospital.nhs.uk](mailto:Julie.moody@ipswichhospital.nhs.uk)

Telephone - 01473 702562

## Bedfordshire

### Luton

Lesley Tompkins – [Lesley.tompkins@ldh.nhs.uk](mailto:Lesley.tompkins@ldh.nhs.uk)

Telephone - 01582 497199

### Bedford

Alison Matton – [alison.matton@bedfordhospital.nhs.uk](mailto:alison.matton@bedfordhospital.nhs.uk)

Telephone – 01234 792267

## Hertfordshire

### Stevenage

Louise Gurd – [louise.fisher@nhs.net](mailto:louise.fisher@nhs.net)

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Telephone – 01442 287666

### Welwyn Garden City

April Hall – [april.hall@nhs.net](mailto:april.hall@nhs.net)

Telephone – 01707 365418

## Essex

### Basildon

**Awaiting appointment of Administrator**

Telephone – 01268 593915

### Chelmsford

Hannah Clark – [Hannah.clark@meht.nhs.uk](mailto:Hannah.clark@meht.nhs.uk)

Telephone – 01245 514731

### Colchester

**Awaiting appointment of Administrator**

Telephone – 01206 742141

### Southend

Lisa Monnickendam - [Lisa.Monnickendam@southend.nhs.uk](mailto:Lisa.Monnickendam@southend.nhs.uk)

Telephone – 01702 385081

### Harlow

Polly Bracken – [polly.bracken@pah.nhs.uk](mailto:polly.bracken@pah.nhs.uk)

Telephone - 01279 827387

## Southend Hospital Trust Contacts –

**FIRST POINT OF CONTACT: [gp.trainees@southend.nhs.uk](mailto:gp.trainees@southend.nhs.uk)**



Name	Job Title	Contact details	Area of work
<b>MEDICAL HR</b>			
Carol Church	Head of Medical HR	01702 385344 <a href="mailto:carol.church@southend.nhs.uk">carol.church@southend.nhs.uk</a>	Overall responsibility for Medical HR team
Deanne Douglas	Lead Employer Relationship Manager	01702 385674 <a href="mailto:deanne.douglas@southend.nhs.uk">deanne.douglas@southend.nhs.uk</a>	Liaison with Placement Providers and HEEoE
Elaine Spall	Medical HR Officer	01702 385079 <a href="mailto:elaine.spall@southend.nhs.uk">elaine.spall@southend.nhs.uk</a>	HR queries and team supervision
Jasmine Aldridge	Medical HR Officer	01702 385021 <a href="mailto:jasmine.aldridge@southend.nhs.uk">jasmine.aldridge@southend.nhs.uk</a>	HR queries and team supervision
<b>TEAM MEMBERS</b>			
FIRST POINT OF CONTACT: <a href="mailto:gp.trainees@southend.nhs.uk">gp.trainees@southend.nhs.uk</a>			
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Nicola Jones	Medical HR Assistant	01702 385341 <a href="mailto:nicola.jones@southend.nhs.uk">nicola.jones@southend.nhs.uk</a>	Basildon, Bedford, Norwich
Gemma Hayes	Medical HR Assistant	01702 435555 ext 7717 <a href="mailto:gemma.hayes@southend.nhs.uk">gemma.hayes@southend.nhs.uk</a>	Harlow, Hemel, Kings Lynn
Sue Lovett	Medical HR Assistant	01702 385085 <a href="mailto:susan.lovett@southend.nhs.uk">susan.lovett@southend.nhs.uk</a>	Colchester, Gt Yarmouth Ipswich, Southend
Catly Nyinabarinzi	Medical HR Assistant	01702 435555 ext 7718 <a href="mailto:catly.nyinabarinzi@southend.nhs.uk">catly.nyinabarinzi@southend.nhs.uk</a>	Bury, Chelmsford
Padmini Seehakoo	Medical HR Assistant	01702 435555 ext 7720 <a href="mailto:padmini.seehakoo@southend.nhs.uk">padmini.seehakoo@southend.nhs.uk</a>	Cambridge, Stevenage, Peterborough

**Southend Website - <http://www.southend.nhs.uk/for-health-professionals/gp-trainees/>**

## LEAD EMPLOYER

In August 2013, Health Education East of England (HEEoE) introduced a single Lead Employer. As a GP Trainee joining the Programme, they will be employed for the duration of their General Practice training by Southend University Hospital NHS Foundation Trust (SUHFT). This will give the trainee consistent terms and conditions for their employment although they will need to comply with the work place policies in each post they work in.

The employment contract will be issued to the trainee by SUHFT. As a practice, you will no longer be required to employ the GP Trainee.

For the new intake of GP Trainees every August, they will automatically become employed with SUHFT. The contract of employment sets out the main terms and conditions of service including pay, annual leave, notice periods and the details of the out of hours work that you will be expected to carry out along with appropriate pay banding.

In August 2014, Southend took on the employment of all GP Trainees (where possible).

## LEGACY CASES

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 SUHFT can take on their employment.

**The information supplied below will explain processes for both circumstances. Page 41 details what SUHFT, HEEoE and the placement provider are responsible for.**

## GETTING MY TRAINEES SALARY PAID

### **GP Speciality Trainee Salary (if employed via Southend)**

The salary is calculated by Southend University Hospital NHS Foundation 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.

### **GP Speciality Trainee 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**

<b>Area</b>	<b>Payroll cut-off date</b>
Norfolk	4 <sup>th</sup> of every month
Cambridgeshire	4 <sup>th</sup> of every month
Bedford	5 <sup>th</sup> of every month
Hertfordshire	5 <sup>th</sup> of every month
Essex	10 <sup>th</sup> of every month
Lincolnshire	10 <sup>th</sup> of every month
Suffolk	12 <sup>th</sup> 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.**

**[www.performer.england.nhs.uk](http://www.performer.england.nhs.uk)**

You may wish to remind your GPSTR of the importance of completing this process as soon as possible.

The performer's list regulations allow a GP STR, as long as he/she has first applied to join an Area Team (AT) list, to perform primary medical services despite not being included in the list. This easement lasts until either the Area Team gives the GP STR the decision on the application, or for three months beginning with the date the training begins (whichever is earlier).

### **Contracts of employment (if employed via Southend)**

The main contract of employment is issued to the trainee by Southend Hospital 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 HEEoE 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](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.**

### **Contracts of employment (if employed via your Practice)**

If your trainee is employed with your practice, you are responsible for issuing the contract of employment. HEEoE 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. HEEoE do not require a copy of the contract, please keep for your own records.

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

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

The normal working week (excluding out-of-hours training) will comprise of 10 sessions which will be broken down as follows: 7 clinical, 2 structured educational (including day release/VTS) and 1 independent educational.

## Working 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 Deputy Postgraduate Dean with responsibility for LTFT.

Trainees of either sex can apply for less than full time training, but must have well founded reasons why full time training is impractical. A Trainee must give at least three months notice to apply for LTFT.

There is a formal process for obtaining approval and an application form will need to be completed by the Trainee. This will need to be signed off by the Training Programme Director and Trainer. As a practice, you will need to ensure you can accommodate the Trainee on this basis.

Once approval and eligibility has been authorised, the trainee must submit their training plan.

The minimum percentage of full time a doctor may work is 50% (previously 60%). Although, extensions to the 3 year GP Training Programme can be worked at less than 50%.

Saturday mornings (if applicable) should be undertaken at the appropriate percentage of that normally undertaken by a full time GPST at the practice. Out of hours work should be undertaken pro rata.

Study leave allowance and annual leave will be calculated on a pro rata basis.

Trainees are required to reapply for confirmation of eligibility and approval of their training plan at least annually and at every change of placement by completing a renewal form.

Application forms and further guidance can be found by visiting our website or speaking with the LTFT Co-ordinator – [HEEE.LTFT@nhs.net](mailto:HEEE.LTFT@nhs.net)

## 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 Health Education East of England. Final authorisation must be obtained from HEEoE **prior** to going out of programme.

The Trainee must complete an application form and return to HEEoE 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.

Trainees may wish for their time in OOP to be counted towards their CCT; however they must obtain **prospective** approval from the GMC. HEEoE will do this on behalf of the Trainee; however a separate application will need to be completed.

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

The GP School will advise the Payments Agency / Southend University Trust Hospital to stop the salary being paid. OOPs are not funded by HEEoE.

For further information on OOP, please e-mail [HEEE.OOP@nhs.net](mailto:HEEE.OOP@nhs.net)

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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 contact Hilary Foster – [hilaryfoster@nhs.net](mailto:hilaryfoster@nhs.net) or Dr Roger Tisi – [rtisi@nhs.net](mailto:rtisi@nhs.net)





## Inter Deanery Transfers (IDT)

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

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 windows per year
- A 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 London.

**Further information can be found on our website -**

**[https://heeo.ee.nhs.uk/hs\\_inter-deanery](https://heeo.ee.nhs.uk/hs_inter-deanery)**

**Or by visiting Health Education London -**

**<http://www.londondeanery.ac.uk/var/idt>**

## Inter Programme Transfers (IPT)

Once a trainee has accepted a training programme within HEEoE, 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://heeo.ee.nhs.uk/deanery\\_transfers](https://heeo.ee.nhs.uk/deanery_transfers)**

## **TRAINERS GRANTS**

**The current annual Trainers Grant is £7751.00  
(even if your Trainee is LTFT)**

### **Claiming your Trainers Grant (if employed via Southend)**

The trainers grant will be paid directly to the practice from HEEoE. 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 example, if you have a trainee for a six month period, you will receive the full six months grant in one payment.

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.

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.**

**ALL INVOICES MUST BE INPUT DIRECTLY INTO EXCEL. WE NO LONGER ACCEPT HANDWRITTEN INVOICES.**

### **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 and return of the GPTA form.

Once the Payments Agency have 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**

**This is a mandatory requirement and trainees will not be able to see patients without it.**

### **Professional Indemnity Cover (if employed via Southend)**

All trainees (unless the trainee specifically opted out) are covered under the policy purchased by HEEoE 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 HEEoE 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](http://www.mddus.com)

### **Professional Indemnity Cover (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 SUHFT, the individual will need to claim this money back directly from Southend as their employer.**

### **Occupational Health (if employed via Southend)**

The Trainee will complete a questionnaire which forms part of the appointments procedure and will also be part of their Occupational Health record.

This will be completed by Southend University Trust Hospital, as a practice, you will not need to take any action.

If you feel your Trainee needs to be referred to occupational health during the year, please contact Southend University Trust Hospital, the Training Programme Director for your Programme and the GP School.

### **Occupational Health Service**

**Suite 40**

**Thamesgate House**

**33 Victoria Avenue**

**Southend on Sea**

**Essex SS2 6BU**

**Catherine Paget, Senior Manager for Occupational Health**

**01702 385544 – [Catherine.paget@southend.nhs.uk](mailto:Catherine.paget@southend.nhs.uk)**

### **Occupational Health (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 HEEoE. 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.

## Out of Hours Training and the Working Time Regulations

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.

## Out of Hours Training and the Working Time Regulations ..... Continued

### 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.**

## CLAIMS AND INVOICING General Information

### **HEEOE INVOICING ADDRESS**

**Health Education England**  
**HEALTH EDUCATION EAST OF ENGLAND**  
**T73 Payables F485**  
**XXKBRADSHAW**  
**Phoenix House**  
**Topcliffe Lane**  
**Wakefield**  
**WF3 1WE**

Shared Business Services (SBS) looks after all finance matters for Health Education England and all LETBs.

When an invoice is sent to SBS Wakefield, it is purely a scanning facility, there isn't actually a person doing the work. For this reason, you need to ensure your invoice is perfectly clear and typed.

### **What should be included on your invoice?**

- Practice name and postal address
- Invoice number
- Invoice date
- Details of the claim – please be specific and detail as much information as you can
- Practice bank account details – account name (not bank name), account number and sort code
- Amount payable

**UNDER NO CIRCUMSTANCES IS VAT INCLUDED ON ANY INVOICE**

**ALL INVOICES MUST BE INPUT DIRECTLY INTO EXCEL. NO  
HANDWRITTEN INVOICES WILL BE ACCEPTED.**

If an incorrect invoice is sent to SBS Wakefield, it can't just be removed. We would require a practice credit note to be issued to remove from the system. This highlights the importance of obtaining authorisation prior to sending an invoice.

For any invoice queries and to chase payments please ring SBS Wakefield on - 0303 123 1177.



## Trainee Expenses

### Study Leave for your trainee (if employed via Southend)

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 Southend University Hospital NHS Foundation Trust within three months of the course attendance. **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 HEEoE.

HEEoE only process study leave claims twice yearly; once in February and the second in July. The allowance for each trainee is £600 per year and the claim must be relevant to the correct financial year. **HEEoE's deadlines are extremely strict and we will not accept any claim forms after the stated deadline dates.**

The trainee is responsible for completing the correct claim form and backing sheets which are required. The process is clearly explained on our website, including the relevant claim forms which need to be completed. Please direct your trainee to our website for further information.

The collage contains several forms:

- INVOICE:** A form with fields for Title, Invoice Number, Invoice Date, PO Number, Name, POC, and CODE. It includes a return address for Health Education East of England.
- Banking Sheet for Study Leave Claim Form:** A table with columns for Date, Course Attended, Expenses, Travel @ public transport rate, Course Fee, and Total Cost Inc trainee. It has a 'Total amount claimed' field at the bottom.
- Health Education East of England - T73 Payables Form:** A form with fields for Name, Health Education East of England, and various account details.
- Claim Form:** A simple form with a 'Total Value of the Claim' field and a pound sign (£).

NOTE: PLEASE ENSURE BANK DETAILS ARE ENTERED. FAILURE TO ENTER THESE DETAILS WILL RESULT IN PAYMENT DELAYS.

**TRAINEES CANNOT CLAIM FOR EXAM FEES, MOCK EXAM FEES OR TRAVEL / ACCOMMODATION EXPENSES RELATED TO EXAMS.**



### Claiming mileage for Home Visits (if employed via Southend)

The trainee can claim these expenses directly from Southend University Hospital Trust. Please contact Southend University Hospital Trust 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.

#### For example:

Home to practice = **14 miles return** Home to postgraduate centre = **30 miles return**

Claimable travel expenses = **30 - 14 = 16 miles.**

What are the rates?			
Regular User	Up to 1,000cc	1,001-1,500cc	Over 1,500cc
Annual lump sum	£508	£626	£760
Up to 9,000 miles	29.7p/mile	36.9p/mile	44p/mile
Thereafter	17.8p/mile	20.1p/mile	22.6p/mile
<b>Standard User (no lump sum payable)</b>			
Up to 3,500 miles	37.4p/mile	47.3p/mile	58.3p/mile
Thereafter	17.8p/mile	20.1p/mile	22.6p/mile
Public transport: 24p per mile			
Passenger rate: 5p per mile for each passenger			

### 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, HEEoE 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 need 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.

**For the 2014 – 2015 period, all invoices must be received by 29 August 2014.**

**The CPD claiming period of 2014-2015 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. Incorrect claim forms will not be accepted. All sections of this claim form must be completed. A brief example is below;

Educational Supervisor's Name & Position		Name of Trainer and the GP Practice name		
<b>Details of ST1 / ST2 Trainee Supported</b>				<b>Amount</b>
Trainee's Name	Employing Hospital Trust	Dates of ESR		£250 per ES report
		Period Covered	Date of submission	
Please write the trainees full name	Name of the Hospital	Please give exact to and from dates	Date the report was submitted on ePortfolio	£250.00
<b>Total Claimed</b>		<b>£ - This will be the total for the number of reports completed.</b>		

The Trainer must sign the claim form and return to the GP School. It can be returned via post, fax or e-mail. Please note, we will accept an unsigned copy providing this has been returned from the Trainers NHS.net e-mail account.

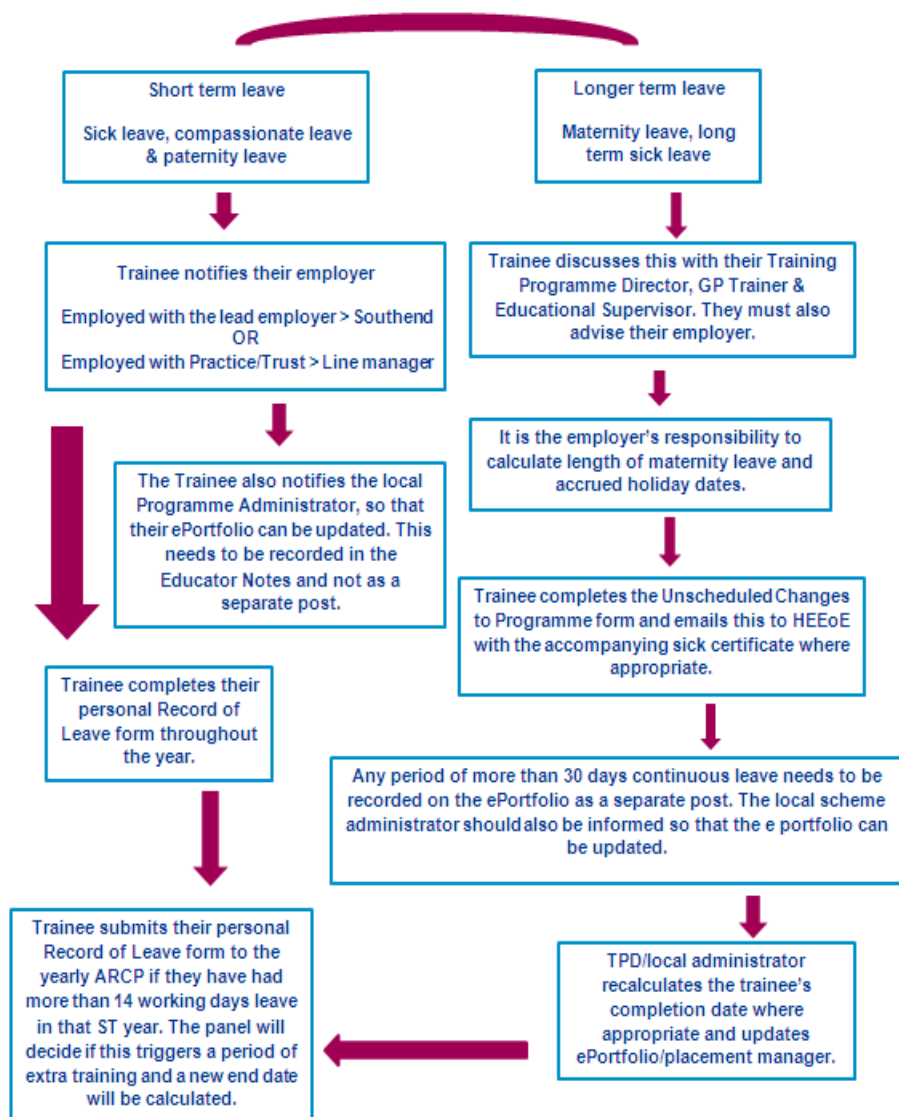
Once authorisation has been given on the claim, the GP School will e-mail the Trainer with confirmation and to submit a practice invoice to SBS Wakefield.

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.

If you, as the Practice Manager would like to be copied in to the approval e-mail then please make a note of this on the claim form.

## RECORDING 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.



### Reporting sick leave (if employed via Southend)

If a GP Trainee is on sick leave, Medical HR at Southend Hospital 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 Medical Education Centre Administrator of any periods of leave.

Southend University Trust Hospital requires the monthly return form to be completed and returned in time for payroll. The form can be found by visiting our website –

[https://heeo.e.hee.nhs.uk/gp\\_lead\\_employer](https://heeo.e.hee.nhs.uk/gp_lead_employer)

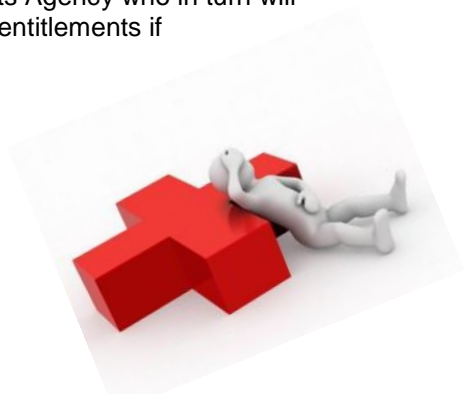
### Reporting sick leave (if employed via your Practice)

If a GP Trainee is on sick leave and it is just the odd day, HEEoE 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 Southend)**

If a GP Trainee wishes to take a period of paternity leave, the Trainee must inform their employer, Southend Hospital 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.

**BMA - <https://bma.org.uk/>**



### **Recording maternity leave (if employed via Southend)**

If a GP Trainee wishes to take a period of maternity leave, the trainee must inform their employer. Southend Hospital Trust will calculate the maternity benefits and advise on accrued annual leave.

The trainee must also inform the GP School (via the Unscheduled Changes to Programme form), their Training Programme Director, Medical Education Centre 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 (via the Unscheduled Changes to Programme form).

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, Medical Education Centre 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.

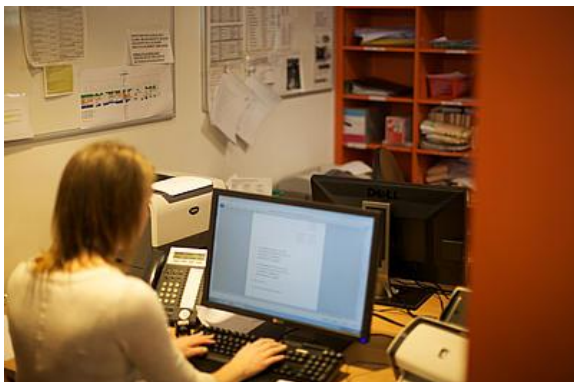
The extension will be confirmed in the ARCP outcome letter which is sent to the trainee. The Training Programme Director will advise the trainee where they should complete the extension. The trainee would usually continue at the current practice; however this may always not be feasible.

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

**If employed via Southend** – 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.





## 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://heeo.e.hee.nhs.uk/cpd\\_primary\\_care](https://heeo.e.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 HEEoE 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.**

## 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 HEEoE 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 HEEoE 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.

## GP Practice Visits Continued .....

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.

The Administrator organising the visit from HEEoE will be able to provide you with an expenses sheet which will cover the cost of your travel to the Practice you are visiting.

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.

**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	<b>10.15 to 12.15 PM - interviews</b>	
Debrief with trainers & the Practice team	All	12:00 – 12:15	<b>Join for coffee to meet the team</b>	

Further information can also be found by visiting our website - [https://heeo.e.hee.nhs.uk/gp\\_training\\_approval](https://heeo.e.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 Southend completing all the administration paperwork.

## The Retainer Scheme

The scheme is intended to ensure that doctors who can only undertake a small amount of paid professional work may keep in touch with general practice and retain their skills, with a view to returning to NHS general practice in the future. The scheme is therefore a combination of service commitment and continuing professional development. Educational supervision will ensure that a balance is maintained between service and education.

The scheme is often (but not exclusively) used by parents with young children but any qualified GP who can only undertake only a small amount of paid professional work may be considered, for example if a doctor has health or disability limitations.

Retained doctors must intend to return to practice in due course, can work flexibly up to 4 sessions per week (a session is 4 hours and 10 minutes) and receive educational and clinical supervision from their practice.

The length of the scheme is five years and an application form will need to be submitted each year.

The practice must be approved to take a Retainer. Approved GP Training Practices are already eligible to take on retained doctors.

The Retainee must complete an application form and be interviewed by the GP Tutor for the area. Once approval has been given, the GP School will forward details onto the Area Team for reimbursement of the clinical sessions. This allowance is £59.18 per session.

The practice is responsible for employing the Retainee and paying the salary.

The Retainee can claim £310.00 plus an additional £100.00 for course fees per year from the GP School.

**Further information can be found by visiting our website - <https://heeo.e.hee.nhs.uk/retainer>**

Dr Rebecca Viney is the lead for the Retainer Scheme. Application forms and supporting documents need to be sent to the GP School Administrator.

The logo for 'The GP Retainer Scheme Handbook' is an orange rounded square with a purple bracket on the right side. The text 'The GP Retainer Scheme Handbook' is written in white inside the square.

The GP  
Retainer  
Scheme  
Handbook

## Returning to GP Practice

The Induction and Refresher Scheme is a means by which the needs of a diverse group of GPs requiring induction and retraining into NHS general practice can be met. Such GPs include:

- Qualified GPs who are not working at all
- Qualified GPs who are working but not within general practice
- GPs who have been away from work as a result of ill health
- Article 11 overseas GPs
- GPs with performance problems

Application for the scheme is via the [National Recruitment Office](#) for General Practice Training according to the attached [flow chart](#).

Once eligibility has been confirmed applicants are required to undertake a MCQ and Simulated Surgery as part of the entry procedure. The MCQ is delivered by computer at [Pearson Vue](#) testing centres around the country at limited time slots 4 times a year. The fee for the MCQ is £100 and candidates will be required to pay when scheduling their test centre venue. A maximum of 4 attempts are allowed. The MCQ needs to be passed before progressing to the Simulated Surgery, which includes a language assessment if English is not the GPs first language. These are also held 4 times a year in London usually 4 – 6 weeks after the MCQ. There is a fee of £750 and you are allowed a maximum of 4 attempts.

## 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 CRB check. The minimum length of time on the scheme will be three months (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.

For further information please contact [rviney@nhs.net](mailto:rviney@nhs.net)

## 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 e-portfolio. The GP Trainee will provide the log in details to enable access into their e-portfolio.

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, HEEoE are not able to assist with technical difficulties.

### **Trainee ePortfolio Helpdesk**

Tel: 020 3188 7655

Email: [tep@rcgp.org.uk](mailto:tep@rcgp.org.uk)

Web: [www.rcgp-curriculum.org.uk/examinations\\_and\\_assessment.aspx](http://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 data base 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

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

**GMC** – General Medical Council

**HEEoE** – Health Education East of England

**IDT** – Inter Deanery Transfer

**IPT** – Intra Programme Transfer

**LETB** – Local Education Training Board (formally the Deanery)

**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





### **What are Southend University Hospital 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 Southend need the Practice to do?**

- Complete and return Honorary Contracts to HEEoE. This document needs to be obtained from HEEoE website. Refer to page 9 for the link
- Monthly absence reporting to Southend Hospital Trust
- Refer your Trainee to [www.networks.nhs.uk](http://www.networks.nhs.uk) for any employment related questions / issues. This includes all of Southend's policies and is a very useful tool.

### **What are Health Education East of 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 Southend.
- Payment of trainers grants for those trainees employed with Southend
- 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  
[markbullock@nhs.net](mailto:markbullock@nhs.net)

Rosy Hunt – Foundation Programme Administrator  
[rosy.hunt@nhs.net](mailto:rosy.hunt@nhs.net)

**Additional information can also be obtained from our website -  
[https://heeoee.hee.nhs.uk/foundation\\_main](https://heeoee.hee.nhs.uk/foundation_main)**

## 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. Southend Hospital Trust should have been notified by HEEoE 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 HEEoE website (refer to page 9 for the web link). If you have not received a Certificate, please contact Southend. If your Trainee isn't employed with Southend, 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 Southend Hospital Trust/GP School for their salary to be adjusted and also complete an Unscheduled Changes to Programme form for HEEoE, 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 HEEoE. They need to apply by downloading the application form from HEEoE 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.

**WE WILL CONTINUE TO UPDATE THE DOCUMENT AND SUGGEST YOU VISIT OUR WEBSITE FOR THE MOST UP TO DATE VERSION.**