# Process for FTPDs when a GP practice is interested or requesting to take FY2s for GP placements

## Direct them to documents:

*GP FY2 placement letter of interest, Guide to Foundation Programme Training in General Practice in the East of England and FY2 for GP Practices in a nutshell*

<https://heeoe.hee.nhs.uk/Foundation_Training_in_General_Practice>

## Advise that they should:

1. Contact their local Foundation TPD

[https://heeoe.hee.nhs.uk/foundation\_contacts](https://heeoe.hee.nhs.uk/foundation_contacts%20)

1. If they are not currently ​an approved training practice they will need to apply

[https://heeoe.hee.nhs.uk/gp\_training\_approval](https://heeoe.hee.nhs.uk/gp_training_approval%22%20%5Ct%20%22_blank)

If they are already approved as a training practice and take GPSTs they will still need to be approved to take Foundation trainees, though this should be done automatically by the Quality team at HEE-EoE.

1. Remember you need to be at least Associate Trainer status to be a GP clinical supervisor for F2s

[https://heeoe.hee.nhs.uk/cpd\_primary\_care](https://heeoe.hee.nhs.uk/cpd_primary_care%22%20%5Ct%20%22_blank)

## FTPD should then:

1. Check with local GPTPDs that this will not cause conflict

<https://heeoe.hee.nhs.uk/gp_programme_contacts>

1. Contact/visit the practice
2. Arrange for GP Practice Manager to liaise with PGME manager

<https://heeoe.hee.nhs.uk/foundation_contacts>

Discussion to include Horus training.