

Practice Managers FAQs

Key Contacts and Information

Inga Janmere is the Patch Office Manager for the GP Education Unit, Southampton, New Forest and Jersey Patch (also known as the Administration Manager for GPEU Southampton). Katherine Barnes and Jane Carr are GPEU Administrators. Their contact information is as follows;

Telephone: 02381 20 6751 / 6759

[Inga Janmere](mailto:Inga.Janmere@gpeu.org.uk) - 02381206571

[Katherine Barnes](mailto:Katherine.Barnes@gpeu.org.uk) - 02381 206579

[Jane Carr](mailto:Jane.Carr@gpeu.org.uk) - 02381206571

Your Patch Office (or GP Education Unit) is Southampton, New Forest and Jersey.

Your patch office website is as follows; <http://www.gpeducation.org.uk/>

Health Education England (working across Wessex) is also known as 'The Deanery' and the 'GP School'. You will find information about who to contact for the GP School on the following weblink;

http://www.wessexdeanery.nhs.uk/gp_primary_care/contact_us.aspx, however, there is a generic email address that all enquires should be forwarded to in the first instance which is gp.wx@hee.nhs.uk. GP programme queries. Return of Wessex TG forms / Pay Forms (must be clearly marked in Subject line)

accreditation.wx@hee.nhs.uk -All ARCP enquiries, Educational Supervisor queries, ARCP Eportfolio queries, ARCP Periods assessed.

tep@rcgp.org.uk - ESR errors to be amended, Technical queries, passwords. Before emailing RCGP Helpdesk, please check the FAQs on the ePortfolio first.

gprpayissues.wx@hee.nhs.uk- For any Pay issues/ Reimbursements.

GPPracticeInvoices.WX@hee.nhs.uk – Submission of Invoices.

LTFT.WX@hee.nhs.uk – Less than Full Time Applications and queries.

Lucy Wyatt: 01962 718 565



Medical HR for PLE in Southampton Patch

Southampton & Jersey- UHS NHS FT - MedicalHR@uhs.nhs.uk

Jersey – States of Jersey - o.leeming@health.gov.je b.kevany3@health.gov.je

What is a GP ST1, GP ST2, GP ST3?

The 'ST' is an abbreviation for Speciality Training.

GP Training is classed as Speciality Training. When your GP Trainee comes to you, they would have chosen GP as their Speciality and would have entered into our 3 year GP training programme:

- GPST1 – GP Speciality Training Year 1
- GPST2 – GP Speciality Training Year 2
- GPST3 – GP Speciality Training Year 3

During this 3 year training programme, the GP Trainee is required to spend 18 months in hospital placements and 18 months in GP placements. In GPEU Southampton, the GP Trainee is highly likely to be placed as follows;

GPST1

- Two 6 month posts in hospital placements

GPST2

- One 6 month post in a hospital placements
- One 6 month post in a GP placement

Or vice versa

GPST3

- One year in a GP placement

It is, therefore, highly unlikely that you will be asked to support a GPST1 from our patch.

If a GP Trainee is a Less Than Full Time Trainee, this training programme will be pro-rata'd accordingly.



What are Training Programme Placement Dates?

Our training/teaching programme years run from the beginning of August to the end of July or early August, this is a teaching year (for example 1st August 2018 to 6th August 2019)

Placements for posts as a rule run as follows;

The first Wednesday in August to the first Tuesday in February

The first Wednesday in February to the first Tuesday in August (or last Tuesday in July, dependent on how this falls).

However, these dates may change slightly. As a rule, if a trainee is uncertain about their placement dates, these are stated on their ePortfolio and they will be able to find this easily. If they are still uncertain, they can contact Inga to confirm this.

CCT date is the Certificate of Completion of Training and is the final date that the GP trainee will be in their GP Training programme, the day after which they become a qualified GP.

What is a PAY1 form and when do I use it?

Trainees commencing a new placement in a practice on or after 1 August 2017 will be on the new junior doctors contract. Information about the new contract is from [NHS Employers Information for employing GP practices](#)

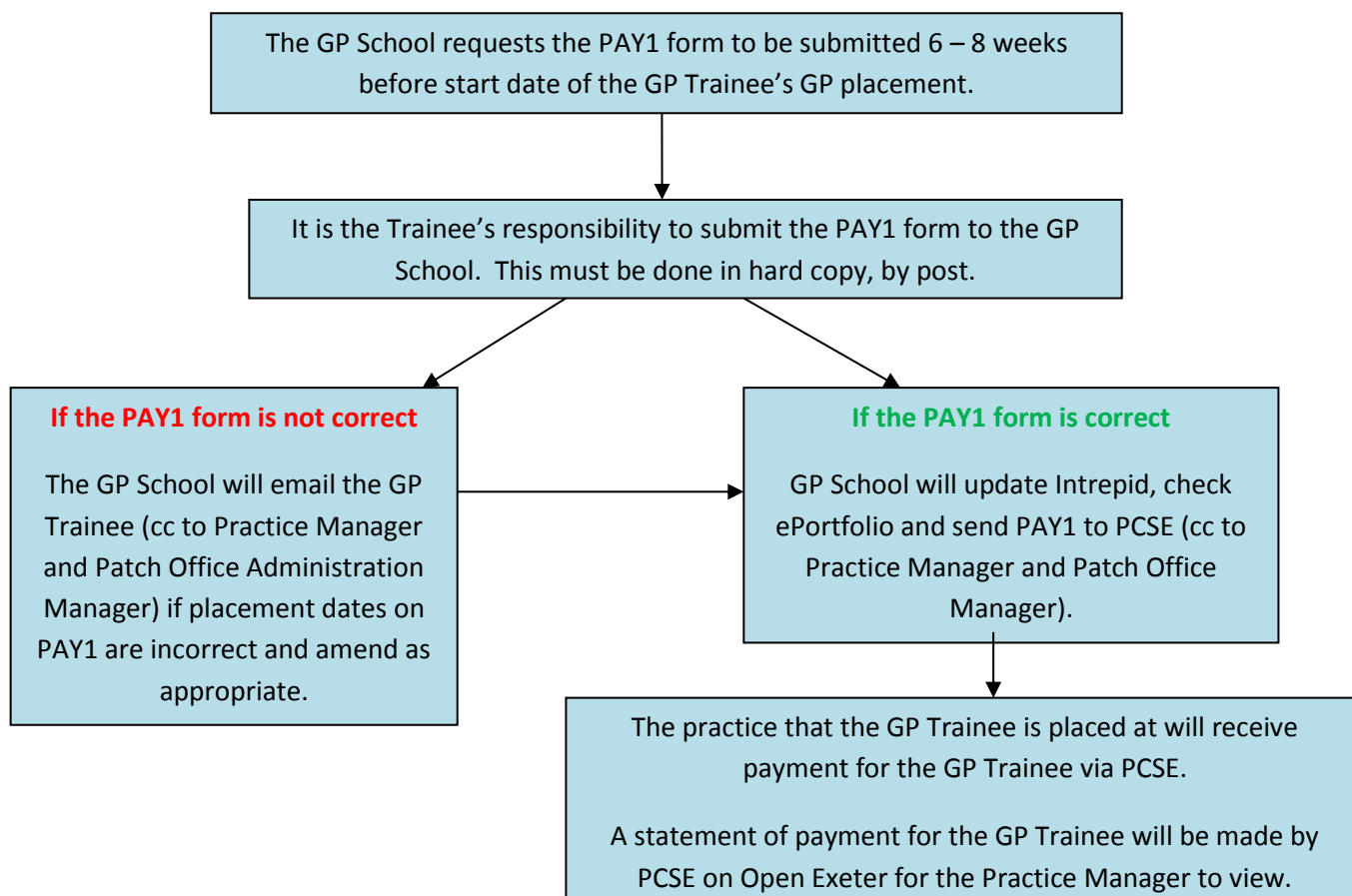
A PAY1 form is a form that is required by the GP School (Health Education England) and PCSE (Primary Care Services England) for each GP Trainee at the beginning of their GP Placement. This is required for each transition. For example;

- When a GP Trainee starts their first GP post
- When a GP Trainee transitions from GPST2 to GPST3 (regardless of whether they are at the same practice or not)

This form can be found on the Health Education England (Wessex) [website](#)

It is the responsibility of the GP Trainee to arrange completion of this document and submit it by hard copy in the post to the GP School.

PAY1 Process





What should the GP Trainee have in place prior to them starting in Practice?

Prior to a GP Trainee starting in their GPST2 placement, they will be emailed by the patch office well in advance (and on a couple of occasions!) to remind them that they are responsible for the following being in place/provided prior to their start date in practice;

- National Performers List (NPL) registration. This is now dealt with via their PAY1 form. They will receive an email when they have been registered on the NPL, however, it may take some time before this appears on the website. They are asked to email their Practice Manager this information once they have received the registration confirmation. Any queries in relation to this should be directed to the GP School http://www.wessexdeanery.nhs.uk/gp_primary_care/contact_us.aspx.
- Medical defence organisation
- Inclusion of travel for business purposes on their car insurance (as they are required to provide home visits)
- A P45 and/or a recent payslip is made available to the Practice Manager to ensure that they have a note of the last salary and tax coding for when they start in practice
- Disclosure Barring Checks (DBS). This is the responsibility of the GP Trainee to organise and pay for. This can be done either via the Practice or via the LMC website; <https://www.wessexlmcs.com/dbs>

Who do I contact in relation to contractual issues/queries?

These should be directed to the GP School:

http://www.wessexdeanery.nhs.uk/gp_primary_care/contact_us.aspx

Who do I contact in relation to payment enquiries (salary/expenses for trainees)?

For any Pay Issues/ Reimbursement queries: gprpayissues.wx@hee.nhs.uk

For submission of invoices only: GPPracticeInvoices.WX@hee.nhs.uk

How do I determine the pay grade/level for a GP Trainee?

The Trust HR should be able to help with this.



What are the allowances for annual leave for a GP Trainee?

This is determined by a number of factors. The annual leave is based on the days worked and not the hours.

For example – an employee works 40 hours over a 5 day period Monday to Friday. This employee requests 2 weeks holidays which equates to 10 working days leave.

On the other hand an employee works 40 hours over a 4 day period Monday to Thursday, also requests 2 weeks annual leave, this equates to 8 working days, as they do not work on Fridays.

If further clarity is needed, you will need to contact the GP School;

http://www.wessexdeanery.nhs.uk/gp_primary_care/contact_us.aspx

What are the Study Leave allowances for a GP Trainee?

GP Trainees are entitled to 6 weeks study leave (30 days) within a teaching year (pro rata for less than full time). Study leave cannot be rolled over between posts.

This study leave is linked to;

- a) Course or Programme
- b) Research
- c) Teaching
- d) Taking examinations
- e) Attending conferences for educational benefit
- f) Rostered training events

However, attendance at statutory and mandatory training (including any local departmental training) is not counted as study leave.

The 6 weeks entitlement is inclusive of both study and professional leave.

Study Leave for courses that are not directly relevant to GP Training may not be granted and are at the discretion of the Educational Supervisor/GP Trainer or the GP Associate Dean for your GPEU Southampton Patch (Professor Johnny Lyon-Maris), via Inga Janmere.



What is a PAY2 form?

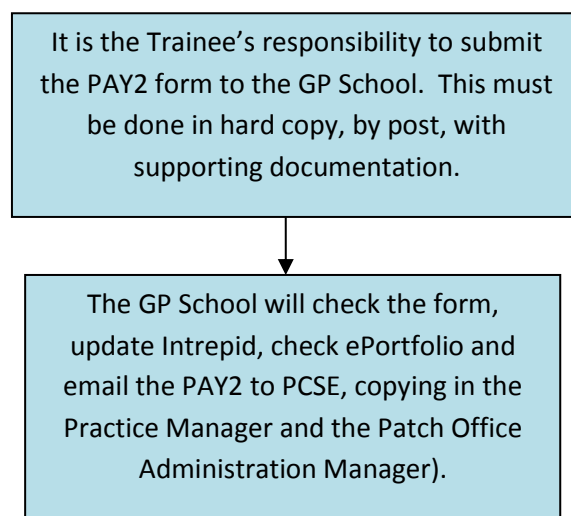
A PAY2 form is a form that is required by the GP School (Health Education England) and PCSE (Primary Care Services England) for each GP Trainee that is making a change to their PAY1 form. This will be required for a change in circumstances that will affect pay such as maternity leave, sickness or a change to less than full time training.

This form can be found on the following weblink;

http://www.wessexdeanery.nhs.uk/gp_primary_care/trainees/before_training_starts.aspx

It is the responsibility of the GP Trainee to arrange completion of this document and submit it by hard copy in the post to the GP School.

PAY2 Process



If there is an extension to a GP Placement or dates have changed, Inga will bring this to the GP Trainer(s) attention, copying in the Practice Manger, to ascertain if they are still able to accommodate the GP Trainee.

If a GP Trainee is coming to you from another practice, then a PAY2 form is needed to be completed.



What is Less Than Full Time Training (LTFTT)?

This is when a GP Trainee works (ie is going through the GP Training Programme) at a less than full time percentage.

It is recommended that the trainee converse with the Patch Office in the first instance to ascertain how any percentage change will affect their placement and programme length. The Patch Office will then converse with the GP Trainer(s) to ascertain if they can be accommodated at that same practice.

If a GP Trainee wishes to go through the GP Training Programme at less than full time, they need to apply to do this via the GP School. Once they have applied to do this and their application is successful, they do not need to apply to do this again, even if they wish to change this at any point during their training programme. For example, if a trainee (at any ST level), wishes to change from 100% (full time) to 60% (3 days per week), they need to apply for this. Assuming this is successful, the trainee can then continue their training programme at 60% (3 days per week). If they would like to then increase or decrease this amount during their training programme, after this, they are able to do so, without needing to reapply.

http://www.wessexdeanery.nhs.uk/gp_primary_care/trainees/training_programme_information/less_than_full_time_training.aspx

In GPEU Southampton, it is our preference that a GP Trainee does not remain at the same practice for longer than an 18 month period and it is highly likely that after this time, the GP Trainee will be moved to another practice.

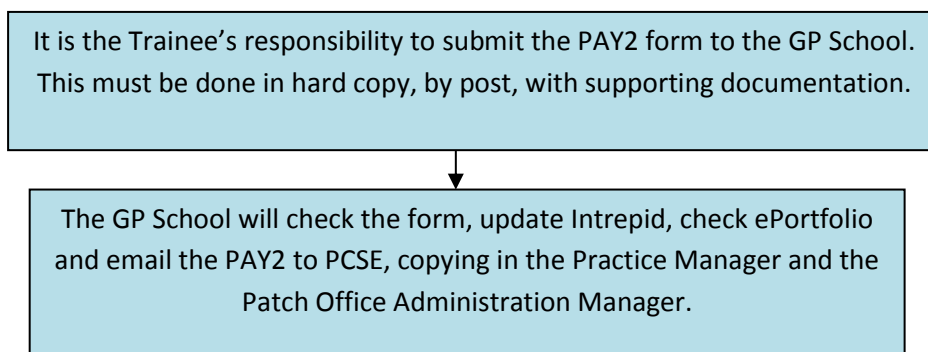


What information needs to be supplied (and to who) for a GP Trainee that is going maternity leave?

Initially, it would be really helpful if the trainee could let Trust HR and Inga know as soon as they are aware of their pregnancy. This will enable the Trust HR and patch office to let the relevant colleagues at the GP School know and to ensure that the GP Trainee has the information they need. It is recommended that they get in touch with Inga to arrange a conversation or meeting to go over what is required and assist the GP Trainee accordingly.

Once the GP Trainee has their MATB1 form, this needs to be sent to the GP School, with a PAY2 form.

PAY2 Process



At our Patch Office, we will confirm with the trainee when the maternity date start is and they need to ensure that the GP Practice is also kept up to date. We will ensure that the Practice Manager and GP Trainer is kept copied in on any relevant information that we are given.

We always do our best to ensure that the trainee is aware of their next placement prior to them going on maternity leave, but this is not always possible. It is not always possible (due to a number of factors) for a GP Trainee to return to the practice that they commenced their maternity leave at.

Any queries in relation to finance, pay or accrued annual leave for a GP Trainee going on maternity leave should be directed to the GP School;

http://www.wessexdeanery.nhs.uk/gp_primary_care/contact_us.aspx

Any queries in relation to training or placements should be directed to [Inga Janmere](#), GPEU Administration Manager in the first instance.



What happens when a GP Trainee returns from maternity leave?

Please see the Health Education England (Wessex) [website](#) for more information about what is required for the GP Training programme when a trainee returns from maternity leave.

What happens if a GP Trainee is sick?

If a trainee is off sick for longer than 14 days during a teaching year, this may affect their training programme and require them to have an extension to their training. It would be helpful to encourage the GP Trainer to make an Educational Note on the Trainee's ePortfolio of any sickness, however, this should be detailed on the Form R (sent to the trainee and requested by the GP School) that the Trainee is required to submit for their Panel review.

If you are aware of a trainee being on long-term sick (ie longer than a 14 day period), please ensure that you inform Inga in the first instance who will ensure the relevant colleagues are made aware.

How do we get our Trainers Grants?

These are dealt with via the GP School please contact them via the following [link](#).

What payments are made via the Patch Office?

There are two payments made for Trainers via the patch office. You will be emailed by Inga Janmere when the timing is appropriate.

CPD payments

This is a payment of £750.00 is payable to each trainer for retrospective teaching years. For example, if a trainer was responsible for a GP trainee or learner (FY2) in the previous teaching year 2016/17, this would be payable in the teaching year 2017/18. The trainers and Practice Managers will be contacted in the autumn of 2018 and advised how to receive the payment.

Educational Supervisor Payments (ESR)

This payment is for £250.00 and is payable to each trainer that has supervised an ST2 trainee whilst they are in their 6 month hospital post. This ST2 trainee would either do this for the first half of their ST2 year, or for the second half of their ST2 year. For the remaining half of their ST2 year, they would be in a GP practice. The trainers and Practice Managers will be contacted at the end of the hospital placement (usually around March/August) and advised how to receive the payment.



What are the Teaching Sessions (formally known as Day Release)?

We have various teaching sessions for our trainees. Practice Managers, Trainers and Trainees will be informed which teaching session their trainee is scheduled to attend (if this is not obvious). All of our teaching sessions can be found on our website;

<http://www.gpeducation.org.uk/events>

GP ST1/2 Teaching Sessions – these are held once a month for half a day

GP ST2 in Small Group Sessions – these are held once a month for half a day for GP ST2 trainees that are in their GP Practice placement

GP ST3 Teaching Sessions – these are held 3 times per month (generally) for half a day

Out Of Sync Teaching Sessions – these are held for GP ST3 trainees that have completed all of their scheduled teaching sessions (ST1/2/3).

What happens for Foundation Year 2 Doctors (FY2s) when they are placed in Training Practices?

The patch office arranges placements for FY2s in our training practices and Inga, Kat or Jane will contact you in good time to ascertain if you are able to accommodate these Doctors for a four month placement. This four month placement would form part of the FY2s placement (they may have chosen GP to be their placement or they may have been allocated this by the Foundation School). There is a grant available from the Foundation School and they can be contacted via the following weblink;

http://www.wessexdeanery.nhs.uk/foundation_school/foundation_school.aspx

FY2 Doctors are expected to attend an FY2 in GP induction with the patch office and then teaching sessions which are called FY2 in GP Small Group sessions. These are held once every two weeks for half a day. These sessions can be found on our website;

<http://www.gpeducation.org.uk/events>



What are GP Trainer Approval/Re-approval Visits?

When a GP in your practice has attended the relevant courses to become a GP Trainer, Inga will organise for a GP Trainer Approval visit to be made at your practice. The date for this will be determined via that particular GP with the Practice Manager copied in. This approval visit will consist of the following visitors and will last approximately 3-4 hours;

- A lead visitor
- A GP Trainer from another practice
- A GP Trainee from another practice
- A Lay Visitor appointment from Health Education England (working across Wessex)

Once the GP has been approved as a GP Trainer, they will initially be approved for one year and can then accept a GP Trainee at the practice.

Towards the end of that first approval year, a second re-approval visit will be made, consisting of the same format of visitors. Once this re-approval has been made the GP Trainer is then re-approved for 4 years, but will receive another re-approval visit during year 3 to further re-approve for another 4 years and so on.

Where Can I find out about the GP Retained Doctor Scheme?

In order to become a practice that can accept a Retained Doctor, they either need to be a GP Training Practice or have a GP within their practice that has been on the relevant course to supervise such a Doctor. More information can be found on the following link;

http://www.wessexdeanery.nhs.uk/gp_primary_care/resources_and_information/retained_doctor_scheme.aspx

Where can I get more information?

There is a lot of information on our website that Practice Managers, Trainers and Trainees can refer to; <http://www.gpeducation.org.uk/>

Within which you can find our GPEU Southampton Handbook that provides lots of information and is continuously updated.

There is also lots of information on the following website

<http://www.wessexdeanery.nhs.uk/default.aspx>, however, please do feel welcome to email or call Kat or one of the admin team who will be more than happy to help!