

GP New to Practice Programme (12-month)



Protected Learning Time Terms & Conditions

These Terms and Conditions set out the roles and responsibilities of the GP, employing practice and Cornwall Primary Care Training Hub (hereon in “the Training Hub”) in relation to the GP New to Practice Programme (12-month). They relate to the named GP, employing practice and content submitted in the Learning Agreement and shall remain in effect for the duration of the GP time on the programme. They may be updated or changed at any time. Any updates will be communicated to the Practice and named GP by the Training Hub.

Training Hub roles and responsibilities:

1. Confirm support from the employing practice for the GP to undertake the GP New to Practice Programme.
2. Provide a breakdown of the quarterly payments towards the GP’s Protected Learning Time (Appendix 1 - attached). Funding payments are a contribution towards the GPs Protected Learning Time for up to maximum of 2 hrs per week (based on 4-session working week). The funding includes a contribution towards “on costs”.
3. Request GP Protected Learning Time Logs on a quarterly basis from the GP. (Evaluations may also be requested).
4. Issue purchase order number and invoicing details upon receipt of the GP Protected Time Learning Log
5. Make quarterly payments to the employing practice upon receipt of the GP Protected Time Learning Log from the GP on the New to Practice Programme to which the payments relate. The first payment will be paid on commencement of the programme.

GP roles and responsibilities:

6. Acknowledge funding is provided at a fixed sessional rate of £10,500 and up to maximum of 2 hrs per week (based on 4-session working week).
7. Undertake funded protected learning time activities, as per the submitted Learning Agreement.
Submit quarterly GP Protected Learning Log and evaluations on time as requested and, in the format, required by the Training Hub, supplying a copy to the Practice Manager/Supervisor. **Please note:** Protected Learning Time can be spread over the month provided the total number of hours has been reached by the end of the quarter. For example, 3 hours in week one, 1 hour in week two, 2 hours in both weeks 3 & 4 and so on.
8. Notify the Training Hub, as soon as reasonably practicable, if they; resign from the practice, go on long-term sickness absence or take parental leave.

Practice roles and responsibilities:

9. Acknowledge funding is provided at a fixed sessional rate of £10,500 and up to maximum of 2 hrs per week (based on 4-session working week).
10. Retain all employment responsibility for the GP during the programme.
11. Ensure the funded time is protected for learning activities as identified in the Learning Agreement. This may include release from clinical duties to attend programme sessions and where necessary practices can utilise the funding to cover this time.
12. GP Supervisor to review with GP periodically that the Protected Learning Time activities are meeting the Learning Objectives as set out in the Learning Agreement.
13. Invoice quarterly within 30 days of receipt of purchase order and invoicing instructions from the Training Hub. Purchase orders are only issued upon receipt of the GP Protected Time Learning Log.
14. Pay the GP the Protected Learning time (Appendix 1) making the usual salary deductions (e.g. NI, Tax, Pension etc.) from the quarterly payments it receives from the Training Hub.
15. Notify the Training Hub, as soon as reasonably practicable, if the GP; resigns from the practice, goes on long-term sickness absence or takes parental leave. Where necessary pro-rata funding may be recovered.