

Protected Learning Time Terms and Conditions

These Terms and Conditions set out the roles and responsibilities of the GPN, employing practice and Cornwall Primary Care Training Hub (hereon in “the Training Hub”) in relation to the Protected Learning Time element of the GPN New to Practice Preceptorship Programme (12-month). They relate to the named GPN, employing practice and content submitted in the New to Practice Preceptorship Registration form and shall remain in effect for the duration of the programme. The Training Hub reserves the right to update or change these Terms and Conditions at any time. Any updates will be communicated to the Practice by the Training Hub.

Training Hub roles and responsibilities:

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

GPN roles and responsibilities:

5. Attend a minimum of 5 online Clinical Supervision sessions run by the Training Hub (1.5 hrs every 6 weeks).
6. Attend Clinical Skills Coaching sessions within the practice as arranged with the Clinical Skills Coach (up to a maximum of 6 sessions over the 12 months).
7. Create a Development Plan with your Practice. This can be supported by the Clinical Skills Coach.
8. Submit quarterly GPN Protected Learning Time Log and evaluations on time as requested and, in the format, required by the Training Hub, supplying a copy to the Practice Manager/Supervisor.
9. 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:

10. Acknowledge funding is provided at a fixed contribution of £ 2,072 towards 2 hrs per week of funded Protected Learning Time for 12 months.
11. Retain all employment responsibility for the GP during the programme.
12. Ensure the funded programme time remains protected for GPN development and will, where possible, be flexible in this. This includes releasing the GPN from clinical duties to attend the mandatory (minimum of 5) online Clinical Supervision sessions (1.5 hrs every 6 weeks) with the Training Hub. Where necessary practices can utilise the funding to cover this time.
13. The Practice will create a Development Plan with the GPN. This can be supported by the Clinical Skills Coach.
14. 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 GPN Protected Time Learning Log / evaluations requested.
15. Notify the Training Hub, as soon as reasonably practicable, if the GPN; resigns from the practice, goes on long-term sickness absence or takes parental leave. Where necessary pro-rata funding may be recovered.

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.