



**NHS**

**Training Hub**  
CAMBRIDGESHIRE & PETERBOROUGH

attract

develop

support

**Primary Care**  
in Cambridgeshire  
& Peterborough

## WELCOME

Careers in General Practice are shaped by lifelong learning, enabling us to keep up to date with best practice, to innovate, improve, and deliver, world-class medical care to our patients.

At Cambridgeshire & Peterborough Training Hub we understand the challenges of providing excellent patient care through times of change, pandemic and workforce shortages.

We are here to help all members of the team at every stage in their career, and to support General Practice to continue to deliver the workplace-based training which is so essential for our future workforce.

This brochure outlines our key projects and plans for 2022/23 to help practices attract, develop and support their staff and teams.

Please do get in touch for more information, or if there is something you'd like to see which is not yet available.

[candptraininghub@nhs.net](mailto:candptraininghub@nhs.net)

Embedded  
in General  
Practice

Listening &  
Responsive

Compassionate  
& Kind

Flexible &  
Adaptable

Sustainable

Collaborative



## Our Core Values

At the heart of everything we do...

## Our Aim

To attract, develop and support our Primary Care workforce, enabling them to deliver high quality care to our patients

## Our Objectives

01

To promote primary care in Cambridgeshire and Peterborough as an attractive and exciting **career destination** with flexible and portfolio opportunities for all.

02

To give all trainees, placements and new starters an **inspiring experience** of working in primary care.

03

To provide **diverse and innovative education and training** opportunities to take your career to the next level.

04

To inspire and develop **supervisors, educators and learning environments** to create a confident and competent primary care workforce.

05

To ensure our workforce has all the support they need to be effective and happy by providing **coaching, mentoring and peer support** opportunities.

06

To provide **workforce planning support** to our practices and PCNs so that teams are working effectively to meet the needs of patients.

## Examples of Opportunities by role



### attract



### develop



### support

GP	<ul style="list-style-type: none"> <li>Fellowship</li> <li>VTS engagement</li> <li>Education programme</li> <li>Return to Practice Enhanced Induction</li> </ul>	<ul style="list-style-type: none"> <li>GP Education programme</li> <li>Clinical skills development</li> <li>Manage a robust quality assurance process for GP trainers</li> <li>Later Career GP events</li> <li>Phoenix GP Programme</li> </ul>	<ul style="list-style-type: none"> <li>First 5 programme</li> <li>Coaching &amp; Mentoring</li> <li>Quality Assurance Process</li> <li>Keep in Touch days</li> <li>Parental Leave Programme</li> </ul>
NURSE/AHP	<ul style="list-style-type: none"> <li>Fellowship</li> <li>Placements</li> <li>Education programme</li> </ul>	<ul style="list-style-type: none"> <li>Management of the CPD budget</li> <li>Clinical &amp; non-clinical apprenticeships</li> <li>Development of core capabilities</li> <li>Education programme</li> <li>Advanced Practice MSc pathway</li> </ul>	<ul style="list-style-type: none"> <li>Transition Programme</li> <li>Peer support</li> <li>Nurse forums</li> <li>New to Primary Care Induction</li> <li>Ambassadors</li> </ul>
PERSONALISED CARE	<ul style="list-style-type: none"> <li>Promote primary care</li> <li>Attend ICS recruitment initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Education and training programme</li> </ul>	<ul style="list-style-type: none"> <li>Transition Programme</li> <li>New to Primary Care Induction</li> <li>Ambassadors</li> </ul>
PM / ADMIN & CLERICAL	<ul style="list-style-type: none"> <li>Education programme</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Development Programme</li> <li>Business Fundamentals (with the LMC)</li> <li>Education &amp; training programme</li> </ul>	<ul style="list-style-type: none"> <li>New to Primary Care Induction</li> <li>Transition Programme</li> <li>Peer support</li> </ul>

1,500+

education events  
on our website  
in 2021



## Education, Training and CPD Opportunities For All

Cambridgeshire & Peterborough Training Hub coordinate, procure and facilitate a wide array of education and CPD opportunities for all general practice roles at all career stages.

Whatever your role, we have training and education offers for you.

We help nurses and ACPs make the most of their CPD budget.

We host a **training calendar** of events available to all, as well as our own clinical education programmes.

We also seek out local and regional clinical, managerial and leadership education offers, and commission education as requested by you in our annual training needs analysis.

**Our website** provides a one-stop shop for all education and training opportunities. If you cannot find what you are looking for, do call or email us for assistance.

<https://cptraininghub.nhs.uk/>

*"The two-day course has been valuable, the new roles within primary care particularly. I will certainly recommend to others"*

*"I now have a wider perspective of primary care and very much feel part of a team"*



## New to Primary Care Induction

With many new roles being recruited into primary care, we believe that a consistent and comprehensive induction programme will support a smooth transition into general practice and help to improve retention.

233

new to primary care  
staff have engaged  
in the Induction  
Programme

Our 2-day induction programme, offered monthly and open to all members of staff, welcomes them to primary care in C&P and encourages peer networking opportunities to help new starters settle in to their role. For more information please visit:

<https://cptraininghub.nhs.uk/new-to-practice/>



## Apprenticeships in Primary Care

Apprenticeships are a valuable way of learning, developing new skills and gaining new qualifications while working in the role.

There is an increasing list of roles within General Practice that can access apprenticeships including:

- Receptionists
- Health Care Support Workers
- Advanced Clinical Practice
- Leadership and management roles

There are many opportunities to access funding to support employing or upskilling onto apprenticeships, from regional and national funding to support salary and education infrastructure to system partnerships to secure training cost via a levy transfer. To find out more visit:

<https://cptraininghub.nhs.uk/apprenticeships-in-primary-care/>



## Fellowships for GPs & Nurses

Our popular 2-year Fellowship in General Practice is open to all GPs and nurses who qualified in the past 12 months, and offers support in a partnership or salaried role.

The Fellowships include a combination of learning, mentoring, peer support and coaching, as well as providing a financial grant to practices to support the time to learn and mentoring. To find out more please visit:

<https://cptraininghub.nhs.uk/fellowship-in-general-practice/>

## Student Placements



Increasing pre-registration student placements in Practice is a key part of our work to attract new staff into General Practice.

Pre-registration students make future career decisions based on their experiences during their training.

Hosting students in General Practice not only opens the eyes of our future professionals to the exciting career

opportunities that General Practice offers, it also helps them develop the specialist skills required to work in this challenging but rewarding environment.

As well as topping up the daily placement fee for student nurses in our practices, the Training Hub employs experienced Practice Assessors to provide support to supervisors & students during placements.

If you are interested in providing placements for pre-registration nursing, paramedic or pharmacist students, please email us at:

[candptraininghub@nhs.net](mailto:candptraininghub@nhs.net)



## Learning Environments, Teaching & Training

We know that practices who teach, train and host student placements recruit more easily, and retain staff who enjoy teaching.

GP training practices have traditionally offered high quality learning environments to GP trainees and medical students.

We will be working with local practices and educators to reduce bureaucracy by collating and coordinating the evidence required by HEE and the local universities for their quality assurance processes for learner placements. This will enable a wider range of learners to spend time in GP, ensuring a pipeline for our future workforce.

HEE have delegated the approval and re-approval process to the Training Hub and we are working closely with our training programme directors and trainers to ensure a smooth process.

To find out more visit:

<https://cptraininghub.nhs.uk/gp-hub/gp-trainers-educators/>

“ Becoming a GP educator or learning organisation is a rewarding way of supporting the next generation of local GPs ”



## PCN Workforce & Planning

PCN roles and responsibilities are continually evolving as they become a key feature of the national Primary Care vision.

We provide support to assist with workforce planning and development to support our local PCN's. We can help with the induction of new staff and supporting and developing staff in post.

Responding to the learning gained from the PCN workforce workshops held last year and through follow up engagement in 22/23, we will continue to expand our offers of support to all PCNs in our area.



## Coaching & Mentoring

We co-ordinate coaching and mentoring opportunities for all members of the practice team, ensuring staff can access one-to-one input when they need it.

We also provide courses for primary care staff to develop their coaching and mentoring skills through an accredited training programme. This is aimed at those who have responsibility for, or are interested in, supporting staff in the workplace, including clinicians, managers and administrators, to enable them to offer coaching and mentoring within PCNs and practices. For more information visit:

<https://cptraininghub.nhs.uk/coaching-and-mentoring>



## Transition into General Practice

We recognise that supporting new staff as they adjust to the nuances of general practice will assist them in fulfilling their potential and realising the value of the roles they perform.

All roles coming into general practice will be given the opportunity to access mentoring sessions with mentors experienced in working in similar roles to them, alongside additional workshops or training sessions, depending on the role and their requirements.

*The number of roles requiring mentorship within general practice is ever growing*

*We acknowledge the differing support needs of new roles in general practice*

*We recognise the benefits of action learning facilitation in general practice*

*Understanding the differing roles in general practice continues to be a key component of integrating new staff into practices and PCNs*

We intend to introduce a **mentor bank** for general practice, to be hosted through our digital staff bank provider, Lantum. Practices will be able to match with qualified supervisors and mentors who have registered with the service to access additional mentor resource.

To support new and existing First Contact Practitioners, we plan to offer backfill for staff to attend the **First Contact Practitioner Supervisor 2-day course**, run by Health Education England. This will be available initially for two places per PCN.

We are exploring how to support our practices and PCNs to facilitate **action learning sets** in the Cambridgeshire and Peterborough area. This can be used not only to develop solutions that benefit our patients, but also to develop collaborative and supportive working relationships between colleagues.

We offer **opportunities for all** staff to develop their awareness of how different roles can enhance the services provided at practice level.



## Ways to get involved with the Training Hub

**Can I have my say about the education and training that you offer?**

Every year we send out a training needs analysis to everyone on our mailing list. Please complete and return this as it helps us plan what we deliver. There is also an option on our website to submit requests for training.

**How do I get more involved with the Training Hub?**

Whether it is opportunities for teaching, or if you are interested in being an educator or a supervisor, or want to be a coach or a mentor – we coordinate many different opportunities to extend and develop your skills for all roles, so contact us now.

**Can you help us recruit and develop staff through the apprenticeship?**

Yes, we'd love to, contact us for more information on how we can help.

**How do I take student learners at my practice?**

We can explain what is involved, share our student pack and support you and the student learner through the process.

**Can I get involved in a Training Hub working group?**

Yes! Whether it's the GP, Nurse/HCA/AHP, Personalised Care, Administration and Clerical or Practice Managers – you can help us ensure that what we are delivering is suitable and relevant for each role.

Email us about any of the above at:

**candptraininghub@nhs.net**



## Meet the Training Hub Team

To ensure we meet the needs of all roles working in general practice we ensure we have representation from many different roles on a project by project basis. We have a core team of project staff who coordinate the delivery of our work.

You can find out more about our team on our website at:

<https://cptraininghub.nhs.uk/about/the-team>





## | Follow us

Search for [cptraininghub](#)



## | Contact us



01733 666670



[cptraininghub.nhs.uk](https://cptraininghub.nhs.uk)



[candptraininghub@nhs.net](mailto:candptraininghub@nhs.net)

Cambridgeshire & Peterborough  
Training Hub is a trading name of  
Greater Peterborough Network Ltd

Company number: 09821044

Address:

Allia Future Business Centre,  
Peterborough, PE2 8AN

attract > develop > support