**Practice Manager Guide  
 Learning Organisations & Educators**

**How do we become a training practice?**

To host GP trainees you need to be approved by Health Education England as a [learning organisation](https://heeoe.hee.nhs.uk/general_practice/learning-organisations)

You will also need one or more [GP educators](https://heeoe.hee.nhs.uk/general_practice/becoming-gp-educator)

**Educational supervisors (ES)/ GP Trainers** – Need to be accredited as Tier 3 educators by Health Education England. These are the mainstay of GP training and supervise trainees at all stages of their journey. They will both be supervising trainees in practice, and in other years in their hospital posts.

*An Educational Supervisor (GP Trainer) can supervise a GP ST3 doctor as well as a GP retainer doctor, a foundation doctor and a GP ST1 and ST2 doctor.*

*Many GPs have said that being an educational supervisor (trainer) is one of the best jobs in medicine. It is certainly a very satisfying, but also challenging job. It requires special skills which need to be continually refreshed. As a GP Educational Supervisor you are a role model and that is a very responsible position to be in.*

*Educational supervisors are responsible for overseeing training to ensure that trainees are making the necessary clinical and educational progress. During the ST3 year, this Educational Supervisor will also usually have the role of clinical supervisor.*

*The role of an educational supervisor (ES) in training is similar to that of an appraiser in continuing professional development. The ES has a responsibility to ensure that trainees get the best out of their training programme, realising educational opportunities, and appropriately tailoring their programme to their learning and developmental needs. Like an appraisal, ES reviews encourage critical reflection, constructive criticism and give the opportunity for feedback and guidance in developing trainees professional development plan (PDP).*

**Clinical supervisors (CS)/ Associate Trainers** – Need to be accredited as Tier 2 educators by Health Education England.

Associate trainers can supervise GP trainees in their first 2 years, as well as retainer doctors and foundation doctor. They can support the ES The training from HEE to become a Tier 3 educator takes around 60 hours of a mixture of e-learning and courses, best done over 4-9 months. You can find support from the Training Hub and your local Training Programme directors.

**Your trainers will guide you through the application and steps your practice may need to take to be ready for your first GP trainee.** The application form outlines the areas which your practice will need to show you can provide:

* A Learning environment and culture
* Educational governance and leadership
* Support for learners
* Support for educators
* Being up to date with learner’s curricula and assessment
* Being focussed on delivering a sustainable workforce

**How does it all work?**

GP trainees are appointed by HEE to a 3-year speciality training scheme through a national recruitment process. They are employed by [“the lead employer”](https://leademployer.sthk.nhs.uk/) who does all HR related processes and will be the employer through learners training. They will undertake pre-employment checks, contracts, payroll and occupational health.

There is a helpful video from St Helens & Knowlsey Teaching Hospitals Lead Employer on Vimeo [here](https://vimeo.com/575731043)

Trainees will belong to one of 3 local GP training Schemes, based in Peterborough, West Cambs (Huntingdon) and Cambridge. The local schemes are run by training programme directors (TPDs), who provide a weekly teaching schedule (VTS half day) and offer oversight of the trainee’s overall progression.

The Training programmes allocate trainees (GPSTs) to educational supervisors to provide 1-1 supervision through their training, and to approved learning organisations for placements which provide the apprenticeship work-place based learning element of their education. Placements vary from 4-12 months, and GPSTs spend 1 year in hospital, and 2 years in general practice, which may include some part time community posts.

**Finance:** St Helens & Knowlsey Teaching Hospitals employs trainees and therefore pays them so there is no requirement for you to pay a trainee.

HEEwill pay trainer’s grants (per allocated learner) and Trainer’s CPD funding (per qualified tier 3 educator) to the practice on an annual basis. [Click here for more information.](https://heeoe.hee.nhs.uk/general_practice/gp-practice-payments)

**As a practice manager - what do I need to do?**

**Practical Checklist**

**Pre-employment & ID checks**

While the lead employer does the pre-employment checks centrally, we suggest it is good practice to complete local checks of 2 forms of ID to obtain IT/System access and ESR cards. There is no need for hosts to complete anything further as this will have been done as part of the On-Boarding of Trainees prior to starting their Specialty Training Programme.

The Lead Employer On-Boarding and Data team will keep you as the Host Organisation updated as to the progress of the pre-employment checks for individuals through regular Management Information (MI).

Further checks will not be required unless Lead Employer are made aware of any changes to the Trainee’s employment status or right to work which impacts on their eligibility to continue with their training programme or employment.  If this is the case, please be assured that the Lead Employer will inform you as the Host Organisation.

**DBS checks**

Done by the lead employer. You should request a copy of this for CQC records.

**Vaccination status**

Checked by Occupational Health via lead employer. You should request a copy of this for CQC records.

**Issuing of Contracts**

Trainees are issued with a contract by St Helens & Knowsley Teaching Hospitals. Learning Organisation Hosts do not need to issue any contracts of employment or honorary contracts.

**Mandatory Training**

Trainees should be able to show Level 3 safeguarding certificates for adult and child with annual updates. They should provide evidence of annual BLS/AED (or higher – many may have ALS from their hospital posts) Please involve them in any practice training events as appropriate. You can additionally require them to do any of the mandatory training that you ask of your doctors, that you see as necessary for their role in your organisation.

**Smart Cards**

Trainees may already have a smartcard, if not please arrange this with them.

**NHS email**

If they do not already have an NHS email address, please help them with this. It is good professional practice to base all work correspondence through NHS mail.

**IT accounts**

Windows login, local IT systems logins to include pathology systems.

**IT Management**

Add trainees to all GP user groups/ messaging groups as per any new GP

**Meetings**

Ensure trainees are added to invitations for GSF, safeguarding and clinical meetings.

**Prescribing**

It is usual to allocate the trainee their trainer’s PPA ID.

**Room**

Door signs, IT logins, video equipment, clinical equipment.

**Equipment provision**

* Fully equipped clinical consulting room for every clinical session
* Visiting Bag and Equipment
* Video recording equipment
* Laptop to be considered if remote working is agreed between trainee/trainer.

**Website**

Add the trainees to your staff page + ensure there is information for patients on your website about being a training practice.

**Practical Planning**

**Induction Programme**

This will typically last for around 4-6 weeks and include an increasing amount of consulting. For guidance on what to include in the induction, click [here.](https://cptraininghub.nhs.uk/resource/gp-induction-pack/)

**IT training** Depending on stage and previous experience may need significant IT systems training – CCG IT team can help with this if contacted with sufficient notice.

**Rotas:** As GP learners develop, so their rate of consulting will change, and exams and assessments will also have impact on the number of patients they can see in a session. This may well change every few weeks, and having a rota which is flexible, and changeable at relatively short notice is important.

GP learners will need to be able to organise follow-ups as seeing patients again is an important way of learning and will also need to gain face to face experience wherever possible. Their trainer will work with them to identify a good case mix, which should include the full scope of GP work. This may mean finding ways to give them exposure to long term condition management, palliative care, and chronic conditions as well as urgent and unscheduled care.

**Timetables/ Work schedules:** A sample timetable should be submitted to the lead employer at least 6 weeks prior to the placement beginning. The work schedule should include all appropriate pay elements which should be received as noted in the Code of Practice. Click [here](https://leademployer.sthk.nhs.uk/work-schedules) for guidance.

**Leave booking**

You will need to enter trainees onto TRAC or your Trust ESR VPN. Lead Employer will give you access to their VPN where you can use manage self-service.  This will allow you to access trainees records and input annual leave and sickness etc which you must do.

**Annual Leave:** Trainees are entitled to 25-30 days annual leave (depending on time as an NHS doctor) They should book this through your usual practice booking system.

[Types of Leave](https://gp-training.hee.nhs.uk/pennine/your-training/types-of-leave/)

[BMA-annual leave entitlement](https://www.bma.org.uk/pay-and-contracts/leave/annual-leave-entitlement/gp-trainee-annual-leave-sick-leave-and-study-leave#:~:text=First%20year%20of%20service%3A%20One,and%20four%20months'%20half%20pay)

**Study Leave**: 15 days for VTS/ half day release and an additional 15 discretionary days; Study leave will usually be agreed by the ES/ TPDs with the learner, and as for annual leave, there should be a clear system for timely booking of leave.

**OOH:** Trainees need to get out of hours exposure and will require time off in lieu (in addition to their annual/study leave) to attend sessions, preferably the day before/after their OOH session. Study leave guidance [here.](https://heeoe.hee.nhs.uk/general_practice/gp-study-leave#:~:text=How%20many%20study%20leave%20days,on%20a%20pro%2Drata%20basis)

Recording leave guidance [here.](https://leademployer.sthk.nhs.uk/attendance-management--absence)