Yorkshire and Humber Foundation School GP Practice Guidance: Accreditation, Allocation and Payment

Following the merger with HEE, NHS England and NHS Digital in April 2023, this process has been reviewed.

GP Practice Accreditation

The Quality team, GP Directorate and Foundation Directorate follow an accreditation process to ensure GP Practices in Yorkshire and the Humber have the correct approval to be able to train Post Graduate Doctors in Training.

If a GP Practice is already accredited for training Specialty doctors, then the GP Practice can also train Foundation doctors and further approval is not required.

New GP Practice accreditation for Foundation Doctors involves the GP Practice completing the Practice Assessment Record and Evaluation (PARE) application process to register as a training practice. The GP Practice will also be visited by either the Quality team / GP Tutor or nominated Foundation representative to be approved and accredited.

GP Trainer Accreditation

The GMC has arrangements for the formal recognition and approval of Clinical and Educational Supervisors which requires NHS England to be responsible for recognising trainers and forwarding details to the GMC for inclusion on the List of Registered Medical Practitioners.

Trusts are responsible for notifying NHS England YH via the Quality Team of any new educators added to the PARE system so that they can be aligned with the GMC Connect trainer database.

New trainers must complete the relevant e-learning modules and attend a local face to face training session. Information regarding these e-learning modules can be found on the Trainer and Faculty Development pages of our website.

GP Practice Advertisement in Foundation Training

The GP Practice placements are not advertised as site specific on Oriel, unless the trust specifies this to us in advance. When applicants are applying for Foundation programmes, the GP placements are generally advertised as “Site TBC on allocation”.

Applicants can apply to undertake a 4 month placement in their second Foundation Year or apply to be part of the General Practice Longitudinal Integrated Foundation Training (GP LIFT) programme.

GP Practice Allocation

Doctors allocated to a two-year programme containing a GP post will need to be assigned to a practice by the Trust, during their Foundation Year 1 to comply with the national Code of Practice policy.

Doctors appointed to a GP LIFT post will be assigned to a GP Practice before commencing in their Foundation Year 1 placements, in line with the national Code of Practice policy.
It is the responsibility of the Foundation Trust administrator to allocate their Foundation Doctors to GP Practices within their region. The Foundation School will provide a list of accredited GP Practices for the allocation process.

Once agreed, the Foundation School will communicate the individual allocations to the Foundation Doctors and update the rotation grids. If Foundation Trust administrator make any changes to the original allocations, they must inform the Foundation School so that the appropriate records can be updated.

GP Practice Payments

Who is eligible for a payment?

All GP Practices who are approved training practices and are willing to provide support to either a GP LIFT programme (for 2 years) and/or a 4-month placement at FY2 are eligible for a payment to support the costs of materials and supervision incurred throughout the duration of the placement. GP practices are paid per rotation / trainee for hosting a LIFT or FY2 trainee.

What payment will the GP Practice receive?

GP Practices who host FY2 doctors for a 4-month placement are eligible to claim **£3,598.97** per FY2 doctor. The amount is not reduced for doctors who work Less Than Full Time (LTFT).

GP Practices who host a LIFT doctor 1 day a week for their F1 and F2 training year are eligible to claim **£3,598.97** annually per LIFT doctor. Payments for LIFT doctors will be issued following completion of their first month in post for that training year.

Please note that payments for doctors who commence maternity leave during the placement will be unaffected unless we are informed of the absence in advance and the placement is vacant.

How are GP Payments processed?

A national policy change has been agreed upon within the 'Workforce, Training, and Education' directorate of NHSE. This change entails all payments to practices being issued exclusively via the PCSE monthly statements, with all other methods gradually being phased out.

In adherence to this, the Foundation Schools will alter their process so that **from 1st December 2023, all payments to practices and employed GPs within the region** will be issued via the PCSE monthly statements.

Payments for December 2023 placements should not be sent as an invoice to the Foundation School or SBS. Any outstanding invoices for August 2023 placements should be submitted to the Foundation School by **31st December 2023** for payment through the old process.

When will I receive payment under the new process?

For each 4-month placement, the Foundation School will submit confirmation of payment to PCSE by the end of the same month. This is to ensure that payment will be provided the following month's payroll. Payment will be automatic, you are not required to submit an invoice.

For GP LIFT doctors, GP Practices will be contacted once doctors have commenced in post. We will ask the GP Practice to confirm within 2 weeks as to whether their allocated doctors have commenced as planned. The Foundation will then aim to submit confirmation of payment to PCSE by the end of the same month. This is to ensure that payment will be provided the following month's payroll.