

HEALTH EDUCATION ENGLAND WORKING ACROSS YORKSHIRE AND THE HUMBER

The School of Primary Care – Fees and Expenses

Fees and expenses fall into the following categories:

1. Resource Fees for:
 - Educational activities
 - Assessment
 - Educational supervision
 - Lay Representatives
 - Simulators
2. Backfill payments – contribution towards the cost of employing a Locum.
3. Travel and subsistence

All GP Educators who are employed by Health Education England (HEE) should consult HEE policies in relation to reimbursement for participation in PGMDE events

Rates for 1, 2 and 4 above are detailed in Appendix A

Please refer to the relevant Section as follows:

GPs training to become approved Trainers	Section A
GP Trainers	Section B
GP Training Programme Directors	Section C

SECTION A – GPs TRAINING TO BECOME APPROVED TRAINERS

Backfill payments will be paid to intending Trainers for attendance at:

- Autumn & Summer School events intended at Intending Trainers.
- Consultation Skills Courses

A maximum of 8 days backfill will also be available for intending GP Trainers undertaking the postgraduate Certificate of Medical Education in accordance with the agreed School mechanism. Additional backfill claims for locum cover to enable Intending Trainer study time, such as time with mentors are also claimable.

Intending Trainers are eligible to claim travel and subsistence associated with attending their activities.

Please note backfill is **not** payable to intending trainers for attending for interview at the Appointments Advisory Committee.

Limited funding is also available to GP Trainers to cover the cost of developing the Training Practice into an environment suitable for training. Claims can be made to cover the costs for:

- Equipment
- A doctor's drug bag
- Library resources
- Computer equipment for educational use

All claims for such funding must be accompanied by receipts and submitted with a claim form that supplies full details of the purchases made.

Please note that claims for building work or structural changes to a Practice will **not** be reimbursed. A list of acceptable equipment claims is available.

Claims will be accepted up to one year after the GP Trainer approval period commences.

SECTION B – GP TRAINERS

Resource fees will be paid to GP Trainers who:

- Design and provide a training course.

To ensure that you are eligible for a resource fee you are advised to obtain confirmation in writing from a GP Locality Lead/School Lead responsible for the facilitation of a central School course.

- Provided educational supervision for a GPStR on the local GP Training Programme (other than your own) as a delegated responsibility from the Training Programme Director.

Back fill payments will be paid to GP Trainers who:

- Act as an interview panel member on behalf of the GP School for an Appointments Advisory Committee.
- Act as a committee member on behalf of the GP School (for example, as a Trainer representative for the Specialist Training Committee).

- Attend other meetings or focus groups on behalf of the School, for example the Curriculum Planning Group.
- Attend GP Trainer/Practice-approval visits as a panel member.
- Sit on a central School ARCP panel.
- Facilitate Half Day Release sessions.
- Attend Scheme examination preparation sessions and mock exams

GP Trainers are eligible to claim travel and subsistence associated with participating in and/or attending School activities.

GP Trainers are not eligible for reimbursement of course fees for attending Continuing Professional Development activities, nor for attending local Trainers' Workshops.

SECTION C – GP Training Programme Directors

GP Training Programme Directors are contractual employees of Health Education England (HEE) and would consult HEE policies for details of the available reimbursement for participation in PGMDE based events.

Resource fees will be paid to GP Training Programme Directors who co-ordinate and/or deliver, rather than participate in educational activities on behalf of the GP School, for example Trainer Seminars, Summer School etc.

GP Training Programme Directors are eligible to claim travel and subsistence associated with participating in and/or attending School activities.

GP Training Programme Directors are **NOT** eligible to claim resource fees or backfill for recruitment activities and GP trainer approval panels.

GP Training Programme Directors are expected to plan the following activities into their contracted sessional commitment:

- Recruitment activities: 1 session per year (pro-rata to contracted sessions) e.g., if contracted for 2 session per week you should plan to contribute 2 sessions per year towards recruitment activities.
- Attendance at GP trainer approval panels: 1 panel session per year (pro-rata to contracted sessions) e.g., if contracted for 1 session per week you should plan to attend one half day panel per year if asked. If contracted for 2 sessions, then should plan to attend 2 half day panels per year.
- Attendance at ARCP Panels: 1 panel session per year (pro-rata to contracted sessions) e.g., if contracted for 1 session per week you should plan to attend one half day panel per year if asked. If contracted for 2 sessions, then should plan to attend 2 half day panels per year.

In exceptional circumstances the Head of School will consider requests from GP Training Programme Directors for additional fees and expenses for

participating in educational activities which are outside their paid sessions as a GP Training Programme Director. In this case the appropriate declaration on the claim form will need to be signed. We will pay these extra payments via payroll.

General Practice Training – Fees and Expenses

1. Resource Fees

A: Educational Activities

The resource fee for a **full day** of delivered educational activity is £600.00.

The resource fee a **half-day** of delivered educational activity is £300.00.

The **hourly rate** for delivered educational activity is £100 per hour.

The hourly rate will be applied for contributions of less than half a day

This fee includes an element for preparation and additional time for preparation will not be funded. The fee includes an element for backfill/loss of earnings, so where a resource fee is claimed, there is no additional claim for backfill.

B: Educational Supervision

General Practice Specialty Trainees

An annual fee of £300 is approved for GP Trainers involved in the Educational Supervision of GPStRs. The £300 will be payable automatically to the supervisor when the supervised trainee goes through the annual review process.

Intending GP Trainers Supervisors Grant

Potential Trainers are assigned an Educational Supervisor as part of the pathway to becoming a Trainer. Educational Supervisors are paid a one-off fixed fee of £1,100 for 6 supervisory sessions. Pro-rata payments will be made to Educational Supervisors who undertake fewer than 6 supervisory sessions. These sessions must be one to one and in making a claim it needs to be clear how many sessions are being claimed for and the dates of the sessions need to be detailed in the claim.

In exceptional circumstances additional supervision may be required and approval must be sought in advance from the regional GP Locality Lead, who will also need to sign off the subsequent claim form. Authorised payments will be made on receipt of a Practice Invoice.

D: Formative Assessment

Trainers will be required to act as assessors for the nMRCGP mock Clinical Skills Assessment session for GPStRs. A CSA session with eight cases would last approximately 3 hours. The standard half day backfill fee of £207.00 is payable.

Updated in April 2021 by Caroline Mills

Patient simulators are paid a fee of £70.00 + travel expenses for half a day and £140 + travel and subsistence for a full day.

2. Backfill: Contribution towards the cost of employing a locum

Reimbursement of backfill is available for up to a maximum period of 8 days.

Backfill will be paid at the following rates:

Full day (equivalent to 6 hours)	£414.00
Half-day (equivalent to 3 hours)	£207.00
Hourly rate	£69 per hour

An hourly rate of £69 per hour will be applied for contributions of less than half a day.

3. Travel and Subsistence

Travel policy for HEE employees and those working on behalf of HEE is available on HEE Connect. [Travel and Subsistence Policy for HEE employees](#)

Payments for employed staff must be claimed via the Selenity system.

Please note claims for newspapers, alcoholic drinks, telephone calls and other personal expenditure will not be reimbursed and are the responsibility of the Individual.