



West Yorkshire
Primary Care Workforce & Training Hub

GP & GPN Fellowship Programme

Contents

- Introduction
 - Background
 - The West Yorkshire Fellowship Offer
 - West Yorkshire Primary Care Workforce and Training Hub
- Support and Networking
 - Introduction To Your Practice & PCN
 - Peer Support
 - Mentoring Support For GP & GPN Fellows
 - Coaching For GP & GPN Fellows
 - Expected Outcomes For GPs In Year One & Two
 - Expected Outcomes For GPNs In Year One & Two
- Learning and Development Programme
 - Overall Model For The Programme
 - West Yorkshire Sessions
 - Place Based Sessions
- PCN Portfolio Working
 - Introduction
 - The Role of the Clinical Director
 - PCN Portfolio Working Log
- Supporting Documents
- Local Contacts
- Frequently Asked Questions
- Appendix
 - Learning and Development Record
 - PCN Networking Record

Introduction

An introduction to the GP and GPN Fellowship Scheme and The West Yorkshire Workforce and Training Hub.

Background

The NHS Long Term Plan committed to a programme of fellowships supporting recruitment and retention in General Practice. In 2019/20 each local ICS/STP received funding to develop a fellowship offer that would be available to all newly qualified GPs and GPN's working in primary care. The West Yorkshire programme of work is led by the West Yorkshire Primary and Community Care Steering Group.

The Fellowship Programme is a way of supporting newly qualified GPs and GPNs in the start of their careers in Primary Care. In contrast to previous NHSE fellowships, there is no expectation to complete additional project work. Fellows will need to engage with the peer support and educational events available through the scheme only.

The West Yorkshire Fellowship Offer

The Fellowship Scheme for West Yorkshire is coordinated and led by The West Yorkshire Primary Care Workforce and Training Hub, and is designed to ensure there is a place for the Fellow to access ongoing support and development as a newly qualified GP or GPN working in Primary Care.

The Fellowship Programme is a 2 year rolling programme that will support more focused peer support in the Fellows' local areas but connect them wider with colleagues across West Yorkshire. The 'Learning and Development' aspect of the Fellowship is designed to balance ongoing CPD, but also the broader skills and knowledge needed for working in Primary Care.

This Fellowship Programme is backed with national NHSE&I Primary Care funding to help the Fellow's practice or PCN in realising the Fellow's time to participate.

Fellows on the scheme will have protected time to participate and will be expected to be part of the different aspects of the scheme. There is a huge shift to accessing learning and development virtually and the scheme is flexible in its participation methods. The scheme will arrange face to face sessions wherever possible, but due to current Covid restrictions a proportion will be virtual.

West Yorkshire Primary Care Workforce and Training Hub

The West Yorkshire Primary Care Workforce and Training Hub is part of a national network of training hubs charged with facilitating the development and training of the future primary care workforce. The training hub runs a number of schemes across the West Yorkshire area, including undergraduate nurse placements, HCA and GPN development, PA Preceptorship scheme, rotational Paramedic and First Contact Physio schemes and support with all ARRS as part of the GP DES. Schemes are funded by HEE, NHSE&I and ICS level monies. The training hub is working closely with the West Yorkshire ICS to develop the required primary care workforce of the future and to engage with GP practices to understand future needs and to support the training required.

Support and Networking

The West Yorkshire Primary Care Workforce & Training Hub and LMC are working together to link a Fellow to their GP Mentor / GPN Supervisor. The Mentors/Supervisors will provide support, direction and an objective view on how the Fellow can develop and progress in their clinical environment.

Introduction To Your Practice & PCN

The Fellow should feel supported by their Practice and PCN in their transition from training to employment. The Fellow should be introduced to the different teams within their practice and within their PCN. The Fellow should also receive protected time to familiarise themselves with their practice and PCN's pathways and systems.

Introduction Check List	Completion Date
Fellow to receive introduction and welcome to all teams within the practice	
Fellow to receive introduction and welcome to all teams within the PCN	
Fellow to receive any practice/PCN building and practice profile information	
Fellows to receive absence reporting guidelines	
Fellow to receive confidentiality policy and other practice/PCN policies	
Fellow to complete any outstanding mandatory training	
Fellow to attend a fire walk and tour of all buildings within the PCN	
Fellow to be shown First Aid boxes/Accident report books within the PCN	
Fellow to be shown the emergency equipment (Oxygen, Defib, Nebuliser & ECG machine) within the PCN	
Fellow to be shown confidential waste bins & recycling bins within the PCN	

Peer Support

The learning and development programme supports the Fellows to share knowledge, experience and practical help with each other.

Mentoring Support For GP & GPN Fellows

The Fellowship programme includes mentoring and coaching for each participant.

The mentoring element will be provided by trained Mentors delivered through GPMplus, which is the trading name of LMC Services Yorkshire CIC.

The mentors are all GPs or GPNs who are working in General Practice and therefore have a wide experience of General Practice and local health services. All the mentors have had specific General Practice mentoring training and they all either possess the ILM5 coaching/mentoring qualification or are currently studying for it. GPMplus supports its mentors through regular peer support/supervision; update training and an annual review provides quality assurance.

You will shortly be allocated your mentor, who will provide you with a monthly 1 hour mentoring session. These sessions will be carried out via Zoom.

If you have any queries about the mentoring aspect of your fellowship programme please contact GPMplus at 01423 648570 or email: info@gpmplus.co.uk

Coaching For GP & GPN Fellows

The Fellows will also have access to six one-hour sessions of coaching with their Mentors / Supervisors at one or two points over the course of the two-year period, to consider personal development and career development.

Expected Outcomes For GPs In Year One & Two

Year One - Stage 1: 0-6 months	
Expected Outcome	Completion Date
Supported transition into PC role	
Awareness of PCNs/ ICSs / STPs and their role	
Personal Development Plan (PDP) in place	
Individual's ambitions understood	
Supportive network built around the individual	
Connected to Training Hub or other delivery partner	
System awareness	
Planned PCN portfolio working options	
Network of support grows contextual confidence	
Year One - Stage 2: 7-12 months	
Expected Outcome	Completion Date
Embedded mentor / mentee relationship	
Support network aids personal development	
Learning and development opportunities underway, with known ways of embedding learning	
PCN portfolio options embedded	
Access to shadowing opportunities within PCN	
Increase specialist skills in chosen area	

Year Two - Stage 3: 13-18 months	
Expected Outcome	Completion Date
Coaching sessions inform future development plan	
Clear personal development goals	
Leadership aspirations established and trajectories planned	
Undergone learning in a range of non-clinical topics	
System level awareness and connectivity established	
PCN level awareness and connectivity established	
Year Two - Stage 4: 19-24 months	
Expected Outcome	Completion Date
Leadership development established with clear plan for development	
Understanding and experience of MDT integrated working approach	
Confident to lead element of PCN work	
PCN/system-wide relationships established	
Understanding of partnership roles	

Expected Outcomes For GPNs In Year One & Two

Stage 1: 0-6 months	
Expected Outcome	Completion Date
Supported transition into Primary Care	
Awareness of primary care Networks / ICSs / STPs and their role	
Connected to Training Hub / other Fellowship delivery partner	
Personal Development Plan (PDP) in place	
Individual's ambitions understood	
Supportive network built around the individual	
Network of support grows contextual confidence	
PCN portfolio opportunity engaged with	
Stage 2: 7-12 months	
Expected Outcome	Completion Date
Embedded supervision relationship	
Coaching sessions have informed future development plan	
Peer relationships embedded	
Shadowing opportunities within PCN increases learning	
Increased skills in Quality Improvement and Practice Management	
Accessed PCN portfolio working opportunity	
Increased specialist skills in chosen area	

Year Two - Stage 3: 13-18 months	
Expected Outcome	Completion Date
Accessed learning in mentorship / coaching skills and remote consultations	
PCN level awareness and connectivity established	
System level awareness and connectivity established	
Year Two - Stage 4: 19-24 months	
Expected Outcome	Completion Date
Future / leadership aspirations established with clear plan for development	
Understanding and experience of MDT integrated working approach	
Confident to lead element of PCN work	

Learning and Development Programme

The Fellow will attend monthly training sessions to develop their skills in primary care. The Fellow will have opportunities to learn practice management skills, leadership and quality improvement skills as well as mentoring, supervision and coaching skills.

Overall Model For The Programme

The Training Hub will organise and coordinate a rolling learning and development programme that will deliver a range of skills and information for the GP and GPN fellows.

Each month there will be a ½ day session that will be run at a West Yorkshire level (initially over Zoom/Teams until face-to-face meeting is again a practical reality). Also each month there will be a ½ day peer support session that will be run at a Place level. The Places are:

- Leeds
- Bradford District & Craven
- Wakefield
- Calderdale & Kirklees (North Kirklees & Greater Huddersfield).

The theme of these sessions will be the same as the West Yorkshire level session and will apply and localise the learning from that session and provide a setting to develop context for the topic covered. Most of the West Yorkshire and place based sessions will be jointly for GPs and GPNs, however there may be the odd session which splits the GP's and GPN's. It is anticipated that within each Place the local training hub will establish and facilitate social media groups and forums to enable quick and easy communication within the local group.

West Yorkshire Sessions

The GP & GPN Fellowship is a 2 year rolling programme. The West Yorkshire sessions are always on the 2nd Wednesday of the month and they will continue to roll so you will not miss any of the session no matter what month you join the session. Eg. If you join the programme in April 2021 then February 2021 & March 2021 session will be February 2023 and March 2023 for you.

West Yorkshire Sessions are for GP & GPN Fellows to attend.

The West Yorkshire sessions are run on Zoom 9am – 12pm.

The Zoom link will be emailed to the Fellows a few weeks before each session.

Date	West Yorkshire Session
Wednesday 10 th February 2021	Structures & Finance in the NHS Introducing NHSE, CCGs, PCNs, GP practices and how they are funded.
Wednesday 10 th March 2021	The GP and GPN as a Leader Values & behaviours, creating a positive culture and influencing others. Workforce development – a focus on mentoring, supervision and coaching skills – supporting the practice team and creating the future workforce.
Wednesday 14 th April 2021	Quality Improvement in General Practice Learning an evidence-based approach to clinical audit to free up time and improve care.
Wednesday 12 th May 2021	The GP partnership structure Understanding practice accounts, the roles and responsibilities of GP partners.
Wednesday 9 th June 2021	Developing remote consultation skills Telephone and video consultations.
Wednesday 14 th July 2021	PCN & Practice strategy development Working in networks and developing change management skills.
Wednesday 11 th August 2021	Preparing for Appraisal Creating a portfolio of evidence.
Wednesday 8 th September 2021	GP/GPN wellbeing Looking after myself and ensuring I achieve a work/life balance. Personal resilience and mindfulness.
Wednesday 13 th October 2021	Working with our Community colleagues Community Pharmacy and Community Nursing Teams.
Wednesday 10 th November 2021	HR & Legal responsibilities of managing a practice team. Effective staff management skills.
Wednesday 8 th December 2021	Patient Engagement Involving the patient in their care, gathering patient feedback and changing systems of care delivery to improve patient feedback and satisfaction.

Wednesday 12 th January 2022	Development Opportunities Opportunities for development, becoming a PwSI, a trainer or other areas of interest. How to get involved in the system.
TBC Wednesday 9 th February 2022	TBC TBC
TBC Wednesday 9 th March 2022	TBC TBC
TBC Wednesday 13 th April 2022	TBC TBC
TBC Wednesday 11 th May 2022	TBC TBC
TBC Wednesday 8 th June 2022	TBC TBC
TBC Wednesday 13 th July 2022	TBC TBC
TBC Wednesday 10 th August 2022	TBC TBC
TBC Wednesday 14 th September 2022	TBC TBC
TBC Wednesday 12 th October 2022	TBC TBC
TBC Wednesday 9 th November 2022	TBC TBC
TBC Wednesday 14 th December 2022	TBC TBC
TBC Wednesday 11 th January 2023	TBC TBC

Bradford & District Place Based Sessions

The GP & GPN Fellowship is a 2 year rolling programme. The Bradford & District place based sessions are always on the 4th Wednesday of the month and they will continue to roll so you will not miss any of the session no matter what month you join the session. Eg. If you join the programme in April 2021 then February 2021 & March 2021 session will be February 2023 and March 2023 for you.

Bradford & District Place Based sessions are for GP & GPN Fellows to attend.

Bradford & District Place Based sessions are run on Zoom 9am – 12pm.

The Zoom link will be emailed to the Fellows a few weeks before each session.

Date	Bradford & District Place Based Session
Wednesday 24 th February 2021	Structures & Finance in the NHS Understanding your local CCG and its key people. Plans and Projects in your PCNs.
Wednesday 24 th March 2021	The GP and GPN as a Leader Who are our local leaders, opportunities for getting involved at a PCN or CCG level, peer group support to become better leaders? Local workforce challenges – how do we secure the workforce pipeline? Developing the practice team.
Wednesday 28 th April 2021	Quality Improvement in General Practice What local challenges do we have? How we can apply quality improvement to deliver benefit across my PCN and locality?
Wednesday 26 th May 2021	The GP partnership structure Understanding the GP partner role and the key attributes of a practice partner (as distinct from being a Doctor).
Wednesday 23 rd June 2021	Developing remote consultation skills Case-based learning discussions and peer group support on remote consultation skills.
Wednesday 28 th July 2021	PCN & Practice strategy development Practical workshop on local challenges in your PCN/Practice and an opportunity to share ideas for local change.
Wednesday 25 th August 2021	Preparing for Appraisal Sharing our ideas on CPD, learning and reflection.
Wednesday 22 nd September 2021	GP/GPN wellbeing Developing a local support network – how to make General Practice sustainable and manageable.
Wednesday 20 th October 2021	Working with our Community colleagues Establishing better joint working with our community colleagues – who runs the local teams, what can our local pharmacists do to support us and us to support them?
Wednesday 24 th November 2021	HR & Legal responsibilities of managing a practice team. Case studies and workshop on managing challenging staff situations.
Wednesday 22 nd December 2021	Patient Engagement Adapting care provision to the cultural and demographic needs of our local population. How do we engage with them to improve satisfaction?

Wednesday 26 th January 2022	Development Opportunities What local opportunities are available – how can I help shape the NHS strategy in my place?
TBC Wednesday 23 rd February 2022	TBC TBC
TBC Wednesday 23 rd March 2022	TBC TBC
TBC Wednesday 27 th April 2022	TBC TBC
TBC Wednesday 25 th May 2022	TBC TBC
TBC Wednesday 22 nd June 2022	TBC TBC
TBC Wednesday 27 th July 2022	TBC TBC
TBC Wednesday 24 th August 2022	TBC TBC
TBC Wednesday 28 th September 2022	TBC TBC
TBC Wednesday 26 th October 2022	TBC TBC
TBC Wednesday 23 rd November 2022	TBC TBC
TBC Wednesday 28 th December 2022	TBC TBC
TBC Wednesday 25 th January 2023	TBC TBC

Leeds Place Based Sessions

The GP & GPN Fellowship is a 2 year rolling programme. The Leeds place based sessions are always on the 3rd Wednesday of the month and they will continue to roll so you will not miss any of the session no matter what month you join the session. Eg. If you join the programme in April 2021 then February 2021 & March 2021 session will be February 2023 and March 2023 for you.

Leeds Place Based sessions are for GP & GPN Fellows to attend.

Leeds Place Based sessions are run on MS Teams 2pm – 5pm.

The MS Teams link will be emailed to the Fellows a month before each session.

Date	Leeds Place Based Session
Wednesday 24 th February 2021	Structures & Finance in the NHS Understanding your local CCG and its key people. Plans and Projects in your PCNs.
Wednesday 24 th March 2021	The GP and GPN as a Leader Who are our local leaders, opportunities for getting involved at a PCN or CCG level, peer group support to become better leaders? Local workforce challenges – how do we secure the workforce pipeline? Developing the practice team.
Wednesday 28 th April 2021	Quality Improvement in General Practice What local challenges do we have? How we can apply quality improvement to deliver benefit across my PCN and locality?
Wednesday 26 th May 2021	The GP partnership structure Understanding the GP partner role and the key attributes of a practice partner (as distinct from being a Doctor).
Wednesday 23 rd June 2021	Developing remote consultation skills Case-based learning discussions and peer group support on remote consultation skills.
Wednesday 28 th July 2021	PCN & Practice strategy development Practical workshop on local challenges in your PCN/Practice and an opportunity to share ideas for local change.
Wednesday 25 th August 2021	Preparing for Appraisal Sharing our ideas on CPD, learning and reflection.
Wednesday 22 nd September 2021	GP/GPN wellbeing Developing a local support network – how to make General Practice sustainable and manageable.
Wednesday 27 th October 2021	Working with our Community colleagues Establishing better joint working with our community colleagues – who runs the local teams, what can our local pharmacists do to support us and us to support them?
Wednesday 24 th November 2021	HR & Legal responsibilities of managing a practice team. Case studies and workshop on managing challenging staff situations.
Wednesday 22 nd December 2021	Patient Engagement Adapting care provision to the cultural and demographic needs of our local population. How do we engage with them to improve satisfaction?

Wednesday 26 th January 2022	Development Opportunities What local opportunities are available – how can I help shape the NHS strategy in my place?
TBC Wednesday 17th February 2022	TBC TBC
TBC Wednesday 16th March 2022	TBC TBC
TBC Wednesday 20th April 2022	TBC TBC
TBC Wednesday 18th May 2022	TBC TBC
TBC Wednesday 15th June 2022	TBC TBC
TBC Wednesday 20th July 2022	TBC TBC
TBC Wednesday 17th August 2022	TBC TBC
TBC Wednesday 21st September 2022	TBC TBC
TBC Wednesday 19th October 2022	TBC TBC
TBC Wednesday 16th November 2022	TBC TBC
TBC Wednesday 21st December 2022	TBC TBC
TBC Wednesday 18th January 2023	TBC TBC

Calderdale & Kirklees Place Based Sessions

The GP & GPN Fellowship is a 2 year rolling programme. The Calderdale & Kirklees place based sessions are always on the 4th Friday of the month and they will continue to roll so you will not miss any of the session no matter what month you join the session. Eg. If you join the programme in April 2021 then February 2021 & March 2021 session will be February 2023 and March 2023 for you.

Calderdale, Kirklees Place Based sessions are for GP & GPN Fellows to attend.

Calderdale, Kirklees Place Based sessions are run on Teams 9.30am – 12.30pm.

The MS Teams link will be emailed to the Fellows a two weeks before each session.

Date	Calderdale & Kirklees Place Based Session
Friday 26 th February 2021	Structures & Finance in the NHS Understanding your local CCG and its key people. Plans and Projects in your PCNs.
Friday 26 th March 2021	The GP and GPN as a Leader Who are our local leaders, opportunities for getting involved at a PCN or CCG level, peer group support to become better leaders? Local workforce challenges – how do we secure the workforce pipeline? Developing the practice team.
Friday 30 th April 2021	Quality Improvement in General Practice What local challenges do we have? How we can apply quality improvement to deliver benefit across my PCN and locality?
Friday 28 th May 2021	The GP partnership structure Understanding the GP partner role and the key attributes of a practice partner (as distinct from being a Doctor).
Friday 25 th June 2021	Developing remote consultation skills Case-based learning discussions and peer group support on remote consultation skills.
Friday 23 rd July 2021	PCN & Practice strategy development Practical workshop on local challenges in your PCN/Practice and an opportunity to share ideas for local change.
Friday 20 th August 2021	Preparing for Appraisal Sharing our ideas on CPD, learning and reflection.
Friday 17 th September 2021	GP/GPN wellbeing Developing a local support network – how to make General Practice sustainable and manageable.
Friday 29 th October 2021	Working with our Community colleagues Establishing better joint working with our community colleagues – who runs the local teams, what can our local pharmacists do to support us and us to support them?
Friday 26 th November 2021	HR & Legal responsibilities of managing a practice team. Case studies and workshop on managing challenging staff situations.
Friday 7 th January 2022	Patient Engagement Adapting care provision to the cultural and demographic needs of our local population. How do we engage with them to improve satisfaction?

Friday 21 st January 2022	Development Opportunities What local opportunities are available – how can I help shape the NHS strategy in my place?
TBC Friday 26 th February 2022	TBC TBC
TBC Friday 26 th March 2022	TBC TBC
TBC Friday 22 nd April 2022	TBC TBC
TBC Friday 27 th May 2022	TBC TBC
TBC Friday 24 th June 2022	TBC TBC
TBC Friday 22 nd July 2022	TBC TBC
TBC Friday 26 th August 2022	TBC TBC
TBC Friday 23 rd September 2022	TBC TBC
TBC Friday 28 th October 2022	TBC TBC
TBC Friday 25 th November 2022	TBC TBC
TBC Friday 23 rd December 2022	TBC TBC
TBC Friday 27 th January 2023	TBC TBC

Wakefield Place Based Sessions

The GP & GPN Fellowship is a 2 year rolling programme. The Wakefield place based sessions are always on the 4th Thursday of the month and they will continue to roll so you will not miss any of the session no matter what month you join the session. Eg. If you join the programme in April 2021 then February 2021 & March 2021 session will be February 2023 and March 2023 for you.

Wakefield Place Based sessions are for GP & GPN Fellows to attend.

Wakefield Place Based sessions are run on Teams 9.30am – 12.30pm.

The Teams link will be emailed to the Fellows a week before each session.

Date	Wakefield Place Based Session
Thursday 25th February 2021	Structures & Finance in the NHS Understanding your local CCG and its key people. Plans and Projects in your PCNs.
Thursday 25th March 2021	The GP and GPN as a Leader Who are our local leaders, opportunities for getting involved at a PCN or CCG level, peer group support to become better leaders? Local workforce challenges – how do we secure the workforce pipeline? Developing the practice team.
Thursday 22nd April 2021	Quality Improvement in General Practice What local challenges do we have? How we can apply quality improvement to deliver benefit across my PCN and locality?
Thursday 27th May 2021	The GP partnership structure Understanding the GP partner role and the key attributes of a practice partner (as distinct from being a Doctor).
Thursday 24th June 2021	Developing remote consultation skills Case-based learning discussions and peer group support on remote consultation skills.
Thursday 22nd July 2021	PCN & Practice strategy development Practical workshop on local challenges in your PCN/Practice and an opportunity to share ideas for local change.
Thursday 26th August 2021	Preparing for Appraisal Sharing our ideas on CPD, learning and reflection.
Thursday 23rd September 2021	GP/GPN wellbeing Developing a local support network – how to make General Practice sustainable and manageable.
Thursday 28th October 2021	Working with our Community colleagues Establishing better joint working with our community colleagues – who runs the local teams, what can our local pharmacists do to support us and us to support them?
Thursday 25th November 2021	HR & Legal responsibilities of managing a practice team. Case studies and workshop on managing challenging staff situations.
Thursday 23rd December 2021	Patient Engagement Adapting care provision to the cultural and demographic needs of our local population. How do we engage with them to improve satisfaction?

Thursday 27th January 2022	Development Opportunities What local opportunities are available – how can I help shape the NHS strategy in my place?
TBC Thursday 24 th February 2022	TBC TBC
TBC Thursday 24 th March 2022	TBC TBC
TBC Thursday 28 th April 2022	TBC TBC
TBC Thursday 26 th May 2022	TBC TBC
TBC Thursday 23 rd June 2022	TBC TBC
TBC Thursday 28 th July 2022	TBC TBC
TBC Thursday 25 th August 2022	TBC TBC
TBC Thursday 22 nd September 2022	TBC TBC
TBC Thursday 27 th October 2022	TBC TBC
TBC Thursday 24 th November 2022	TBC TBC
TBC Thursday 22 nd December 2022	TBC TBC
TBC Thursday 26 th January 2023	TBC TBC

PCN Portfolio Working

Fellows on the scheme should have the opportunity to work on a rotational basis outside of their usual practice environment, working across the PCN, experiencing other ways of working and stretching their skills.

Introduction

PCN portfolio working should be accessible to participant after their first six months on the Fellowship programme. Participants to the scheme should have the opportunity to work on a rotational basis outside of their usual practice environment, working across the PCN, experiencing other ways of working and stretching their skills for no less than three months (ideally longer). The intention of this aspect is to create interesting roles through building variety, whilst exposing newly-qualified clinicians to different settings and other ways of working. This flexibility is aligned with the expanded role PCNs are taking in delivering out of hospital activities, such as providing enhanced support to care homes. As the delivery responsibilities for PCNs grow, fellows can contribute to the PCN by taking each of these things forward as their PCN portfolio working opportunity. Thus, it is expected the breadth and volume of local PCN portfolio working opportunities will grow in time.

The Role of the Clinical Director

The Fellows are encouraged to make contact with their CD if they do not work with them on a regular basis already. Together, the Fellow and CD will be able to identify a meaningful project that will help the Fellows development, and that of the PCN. CD's may choose to work closely with the Fellow on this, or the CD may nominate a suitable member of their PCN team, dependent on the project which has been agreed on. CD's may already have a list of brilliant ideas that they just never have the time to work on – is one of them something the Fellow could develop? If not, these are some suggestions to help stimulate some discussion:

Look at the original DES and consider if you are working on all these effectively already:

1. Medications Review and Optimisation – MDT working with Pharmacists and community colleagues to work on streamlined ways to do this, recalls etc. Can you set targets to eg reduce polypharmacy, reduce medication errors etc?
2. An Enhanced Health in Care Homes Service – Whilst probably well-established in your PCN, is there room for improvement?
3. Anticipatory Care – Is there something specific eg for Palliative patients that could help this patient group across the PCN, reducing duplication in terms of case-finding, shared learning, working with the wider team etc?
4. Personalised Care – Can improvements be made in working with your Social Prescribers? Is there a patient education project they could work on to encourage more self-care?
5. Supporting Early Cancer Diagnosis – Have you set up tools and pathways for safety-netting protocols on SystmOne yet?

6. Cardiovascular Disease Prevention and Diagnosis – Any ideas that can be developed around improving secondary prevention?
7. Tackling Neighbourhood Inequalities – A chance to use your own PCN's population health tools and data to work out some practical steps to improve things for your specific patient group. Could be a project for your Fellow to work on alone in terms of data analysis to make recommendations, or with the wider MDT to deliver an agreed improvement plan.

Look at the DES specifications where you may not have had the time to develop pathways and ways of working:

1. Weight Management – Can they help develop the protocol to identify the obese patients? Or if this is in place, what can they do to maintain the register and enhance the information at every contact point by improving conversations on obesity with the patient? Is your directory of local weight management resources and services up to date, with clear referral pathways in place?
2. Long Covid - This offers a great opportunity for a Fellow to work on something new to the health and social care system. How is your PCN working together on diagnosis, support, configuring the team around the patient to offer the necessary support for physical and psychological needs?

What other projects could benefit your PCN and patients?

1. FeNO testing – Is this something that could be done best at PCN level to support asthma diagnosis with respiratory illness at the fore currently?
2. Education Sessions - For any of these ideas, could the Fellow look to set up practice or patient education sessions? Rather than each practice doing this, could they set something up across the PCN and deliver PLT sessions?
3. What are you doing around the Impact & Investment Fund? What could a Fellow add to that?
4. Are you up to date with Learning Disability Reviews? Could these be better coordinated across the PCN with the wider team?
5. Leadership Opportunities – Is there an opportunity for them to support and coordinate the ARRS team across your PCN? What shared learning can be done between the roles, opportunities to help all the DES requirements etc?
6. Implementation of new ways of working across the PCN e.g. looking at developing Group Consultations or the GP Community Pharmacist Consultation Service.

We hope these ideas help and that you and your Fellow(s) find opportunities and ways of working that will benefit all patients, practices and staff within your PCN.

PCN Portfolio Working Log

Session log sheets have been created for the Fellow to record their PCN Portfolio Working (See Appendix).

PCN Networking Portfolio

[illegible]

Supporting Documents

This section includes supporting documents for the General Practice Fellowship Programme.

Operational Guidance 2020/21



General Practice Fellowship for newly-qualified GPs and Nurses New to Practice Programme Operational Guidance 2021/22

Making primary care a great place to work

This guidance supports Integrated Care Systems, Primary Care Networks, training hubs and other local partners to understand and continue delivery of the General Practice Fellowship programme, supporting newly-qualified GPs and nurses working in general practice

28 July 2021
Publishing Approval Reference Number: PAR767

Please note: Changes to the previous version of this document are highlighted in yellow.

The General Practice Fellowship programme guidance outlines the programme which all ICSs/STPs are expected to continue delivery of in 2021/22.

Local Contacts

Your local training hub and facilitators contact details.

Bradford & District		
Primary Care Workforce & Training Hub	Chris Knapping Project Co-ordinator wy.traininghub@nhs.net	Laura Scott Placement Manager wy.traininghub@nhs.net
Peer Group Support Facilitator	Dr Gareth James Gareth.James@bradford.nhs.uk	Dr Andrew Jackson Andrew.Jackson@bradford.nhs.uk

Leeds	
Primary Care Workforce & Training Hub	Gemma Cook Project Co-ordinator leedsprimarycare.wth@nhs.net
Peer Group Support Facilitator	Dr Adrian Lamb adrian.lamb1@nhs.net

Calderdale, North Kirklees & Greater Huddersfield	
Primary Care Workforce & Training Hub	Michele Bryden Management Lead traininghub@penninegpa.co.uk
Peer Group Support Facilitator	Dr Fawad Azam fawad.azam@nhs.net

Wakefield	
Primary Care Workforce & Training Hub	Sara Thackray Admin Lead Email: sara.thackray@nhs.net
Peer Group Support Facilitator	Dr Lisa Yellop lisa.yellop1@nhs.net

Frequently Asked Questions

We have put together the frequently asked questions the West Yorkshire Primary Care Workforce and Training Hub have received about the GP & GPN Fellowship, hopefully they will help answer any questions you may have, however if you have any further questions please contact us on wy.traininghub@nhs.net

FAQ

How long is the Programme?

The Fellowship is a 2 year rolling programme of support.

What is expected of me as a Fellow?

The Fellowship Programme offer for newly qualified GPs and GPNs working in primary care formed part of the NHS Long Term Plan commitments and is a way of supporting people in the start of their careers in primary care. This Fellowship Programme is designed around a focus on induction, peer support and learning. Those choosing to be part of the Fellowship Programme will have protected time to participate and will be expected to be part of the different aspects of the programme. There is a huge shift to accessing learning and development virtually and the programme will be flexible in its participation methods. The programme will arrange face to face sessions wherever possible but due to current Covid restrictions a proportion will be virtual.

What is a fellowship in the context of this programme?

In contrast to previous NHSE fellowships there is no expectation to complete additional project work. Fellows will need to engage with the peer support and educational events available through the scheme only. The different aspects of the programme are outlined as part of the national guidance which may provide some further information. <https://www.england.nhs.uk/gp/the-best-place-to-work/gp-fellowship-programme>

Can I join the programme at any point?

This Fellowship Programme is delivered on a rolling basis to make it as accessible as possible to all those that qualify to participate. Applications to be part of the programme will be welcome at any time. Please email wy.traininghub@nhs.net to apply.

What are the benefits of participating in a fellowship as a newly qualified GP or GPN?

The Fellowship Programme aims to ensure there is a place for you to access ongoing support and development as a newly qualified GP or GPN working in primary care. It is hoped the Fellowship Programme will support more focused peer support in your local areas but connect you wider with colleagues across West Yorkshire. The 'Learning and Development' aspect of the Fellowship is designed to balance ongoing CPD but also the broader skills and knowledge for working in primary care. This Fellowship Programme is backed with national NHSE&I Primary Care funding to help your practice or PCN in realising your time to participate.

What about career breaks?

We understand that there may be some circumstances which mean that you do not always take posts up in practices or PCNs within 12 months of qualifying. Please get in contact if you are unsure if you qualify to participate in the programme.

I am a practice that is actively recruiting to GP and GPN roles currently. How do I make sure that any newly qualified recruits are able to access this programme?

Newly qualified GPs and GPNs can access the programme on a rolling basis which means that anyone you do recruit that falls within the eligibility criteria can contact wy.traininghub@nhs.net once they are in post and join the programme.

How will my practice access funding for backfill and how much is available?

There is national guidance that all local systems are working to in developing this fellowship offer. There is £7,200 available to practices for GPs (based on a full-time post) and £3,800 for GPNs (based on a full-time post) over the course of a year. This funding is to enable fellows to undertake the 'Support and Networking' and 'Learning and Development' opportunities as part of the programme. In the national guidance Full Time is defined as 37.5 hours or nine sessions at 4 hours, 10 minutes duration per week.

How many sessions pro rata do I need to do on the Fellowship?

9 sessions are considered full time so, if you work 9, 8 or 7 sessions you would be expected to do 4 sessions per month on the Fellowship programme. If you work 5 or 6 sessions you would be expected to do 3 sessions per month. 3 or 4 sessions would be 2 sessions and 1 or 2 sessions would be 1 session per month.

What will I cover if I am doing 3 or 4 sessions per month on the Fellowship?

The West Yorkshire Workforce and Training Hub have organised and coordinated a rolling learning and development programme that delivers a range of skills and information for the Fellows. This includes one session a month run at West Yorkshire level via Zoom and a peer support session run at place level (Leeds, Bradford District & Craven, Wakefield & Calderdale & Kirklees). The Fellowship programme also includes mentoring and coaching for each fellow (worked around timing which works for the Fellow), the mentoring session is 1 hour a month and you will have access to six one-hour sessions of coaching your Mentor at one or two points over the course of the two-year period, to consider personal development and career development.

The remaining 1 or 2 sessions are there to provide opportunities for the fellow to observe, learn and implement any learning received from the mentoring session.

Example of Monthly Plan

Week 1 – Observe Learn & Implement Learning

Week 2 – West Yorkshire Session & 1hr mentoring session

Week 3 – Observe Learn & Implement Learning

Week 4 – Place Based Peer Support Session

After being on the programme for six months fellows should work elsewhere in the PCN in the second six months of the first year, on a project that should benefit the PCN as a whole, this isn't supposed to be classed as a session.

What will I cover if I am doing 2 sessions per month on the Fellowship?

The West Yorkshire Workforce and Training Hub have organised and coordinated a rolling learning and development programme that delivers a range of skills and information for the Fellows. This includes one session a month run at West Yorkshire level via Zoom and a peer support session run at place level (Leeds, Bradford District & Craven, Wakefield & Calderdale & Kirklees). The Fellowship programme also includes mentoring and coaching for each fellow (worked around timing which works for the Fellow), the mentoring session is 1 hour a month and you will have access to six one-hour sessions of coaching your Mentor at one or two points over the course of the two-year period, to consider personal development and career development.

Example of Monthly Plan

Week 1 – N/A

Week 2 – West Yorkshire Session & 1hr mentoring session

Week 3 – N/A

Week 4 – Place Based Peer Support Session

After being on the programme for six months fellows should work elsewhere in the PCN in the second six months of the first year, on a project that should benefit the PCN as a whole, this isn't supposed to be classed as a session.

I am practice manager and I have a GP who would like to join the Fellowship however the funding for backfill wouldn't cover their sessions on the scheme, especially if we need to get a locum to cover?

NHS England set the funding based on the average starting salary of a newly-qualified GP nationally. However it is hoped the scheme will show benefits for your practice by increasing retention and encouraging GPs to remain as salaried/partners in general practice. By supporting them in this way, you are showing them you are willing to offer them training and support from the start. Most will have come straight from the VTS and be used to regular education and peer support sessions; it can be really daunting going from that weekly to employment and nothing! The PCN portfolio opportunity will help them show the variety of work in primary care, and the opportunities that being part of a wider PCN can bring. Helping them feel embedded and confident in primary care from the start shows your support and commitment to them in the long term and will hopefully avoid them looking to a more locum-based portfolio career. In the early months, it also helps you out with their induction.

The Fellowship Programme is delivered by the WY Training Hub, can you tell me a bit more about what a Training Hub is?

The West Yorkshire Primary Care Workforce and Training Hub is part of a national network of training hubs charged with facilitating the development and training of the future primary care workforce. The training hub runs a number of schemes across the WY area, including undergraduate nurse placements, HCA and GPN development, PA Preceptorship scheme, rotational Paramedic and First Contact Physio schemes and support with all ARRS as part of the GP DES. Schemes are funded by HEE, NHSE&I and ICS level monies. The training hub is working closely with the West Yorkshire ICS to develop the required primary care workforce of the future and to engage with GP practices to understand future needs and to support the training required.

I am a Practice Manager with a Fellow on the programme, how much time is my Fellow supposed to spend on the PCN portfolio?

There is no set amount of time per week your Fellow has to stick to, but we would suggest a session every week/every other week in a different practice to contribute to PCN-wide work would be the minimum required to do something meaningful. Anything your fellow does should support the PCN to achieve eg DES/QOF requirements, so should benefit your practice, helping to mitigate potential lost appointments. Your fellow has to do a minimum of 3 months, but it is hoped that some PCNs will see the benefit and perhaps continue with this cross-PCN working, bring the practices closer together. The PCN can make it work how it is best for them there is no right or wrong answer we provide suggestions for the portfolio work.

Who can I contact if I would like more information?

If you need any more information, then please contact wy.traininghub@nhs.net

Appendix

- Learning and Development Record
- PCN Networking Record

Learning and Development Record

You are free to record details of the West Yorkshire or Place based sessions in this section:

Date:

Session Title

Notes

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PCN Networking Record

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