

PART B: SCHEME APPLICATION

ELIGIBILITY FOR SCHEME:

- a. Please give a detailed explanation for your application, reasons why you are considering leaving or have left general practice, why a regular part time role wouldn't suffice and what additional educational support that you need.
- b. Where appropriate, supporting evidence should be included, e.g. letter of resignation, appraisal documents, medical evidence, statement of intent to leave, evidence of accessing pension etc. These will be treated as confidential documents and held securely.

I have recently completed the NHS induction and during scheme having been overseas for 3 years. I was / am keen to return to the general practice however I am now struggling to find a realistic way to continue / restart my GP career in the UK due to difficulties managing children and school pick-up. Our two children who are in school require collecting by 5.45pm each day and their young child from nursery at 6pm. A usual GP role does not allow for this. My husband who is also a medic, is not flexible with pick up times due to his own work commitment and as the main breadwinner. It is important he continues his full time role. Financially it would not be an option for him to reduce his hours/day, or for us to employ a nanny. I would be unable to collect. I have looked at getting work locally to reduce my commute however even without this, I would be unable to collect. In addition to childcare needs, having had his out of the UK, I would value the extra educational support and CPD time that the GP scheme returns would offer. Support with CPD and appraisal will be hugely beneficial, having not appraised then left the UK following my training in 2016.

Please list any attachments below to support your application. These will be treated as confidential documents and held securely.

PART C: WORK AND EDUCATIONAL ARRANGEMENTS

1. What will your normal work pattern be? Please use the job plan below. Example job plans are provided within annex 2 of the GP Retention Scheme guidance.

How many weekly sessions will the post comprise of (1-4):		4-						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Practice site (should normally only be one)	The Village Surgery							
Start time	8:30			8:30				
Finish time	16:30			16:30				
AM surgery: Number of appointments, time of first and last appointment	14 8:30 - 10:40			14 8:30 - 10:40				
PM surgery: Number of appointments, time of first and last appointment	12 14:00 15:50			12 14:00 15:50				
Visit(s)	YES			YES				
Time for admin	13:00 - 14:00			13:00 - 14:00				
Meetings - title, start and finish times	12:30 - 13:00, practice meeting with bank.							
Mentoring time slot	12 - 12:30			2 - 12:30				
Hours worked this day	3			8				
Comments: Ad hoc adjustments to allow for non weekly meetings or time in lieu for late finishes/extended hours								

ON CALL DUTIES - using contracted time as RGP in the practice (if applicable)		NONE REQUIRED
Start and finish time, day of week		
Frequency (number per year)		
If extends normal day length, arrangements for time in lieu		

2. Other clinical and non-clinical work

Please give details if applicable, to include number of hours per week. Please see GP Retention Scheme guidance for examples or work that can be undertaken.

*No other paid employment undertaken.*

3. CPD plan for the year

Please give details of arrangements for your CPD within the practice. Example CPD plans are provided within annex 2 of the GP Retention Scheme guidance.

You will be required to produce a CPD plan for the first year, within 6 weeks of your start date; the plan should be discussed with your Educational Supervisor and submitted to your local designated HEE RGP Scheme Lead.

ACTIVITY	In house education meetings: describe frequency, duration and purpose	Formal courses or protected learning events occurring on contracted retainer days	Practice development work where aligned to PDP goals and NHS appraisal	Time out of practice for self directed learning or time in lieu for CPD carried out outside of contract time where aligned to NHS appraisal PDP goals	Total
Details	second hours on the month every 2 months	alternates with in house PLT every 2 months			
Hours / year	24 hrs/year	24 hrs/year			
Sessions / year approx.	6	6			
To be completed by the Educational Supervisor - How will you support the RGP in carrying out practice development work? (e.g. IT training, admin support, etc)					
Induction, attending clinical/referal meetings on Mon, attend inhouse training on Thurs.					
To be completed by the Educational Supervisor - What are the arrangements for booking CPD time at the practice for all the above categories?					
Flexible, depends on RGP dependent					

4. Career plans

Please describe your career intentions for the future

*I would like to be able to work as a salaried GP within the general practice.*

The duration of the scheme is for a maximum of 5 years unless an extension is given (see GP Retention Scheme guidance handbook)

PART D: PRACTICE DETAILS FOR COMPLETION BY THE EDUCATIONAL SUPERVISOR

Proposed start date	JANUARY 2020	Number of sessions per week	4	4 sessions max
Total period of participation on the scheme is 5 years unless an extension is given (see GP Retention Scheme guidance handbook)				
Name of educational supervisor	Dr AVANTH GUNASEKERA	Please describe the relevant experience that the educational supervisor has for this role.	Training Programme Director of Rotherham VTS (8yrs) GP Trainer for Rotherham VTS (7yrs)	
Practice address	THE VILLAGE SURGERY 24-28 WILKINSON ROAD, THURCROFT ROTHERHAM S66 9LD			
Practice code	C87022	Practice type GMS/PMS/APMS	PMS	
Practice telephone	01709 542725	Practice list size	8097	
Name of practice manager	JILL MERRIBURN			
Email for practice manager	* jill.merriburn@nhs.net			
Telephone for educational supervisor	07958546227			
Email for educational supervisor	a.gunasekera@nhs.net			

1. Clinical staff at practice	
Number of GPs	Partner(s) 4 Salaried 2
Number of clinical sessions offered by practice GPs over a week in total	Partner(s) 22 Salaried 12 currently with plans to reduce sessions if / can be approved.
Specialist roles and outside interests of GPs working at the practice	Dr Ounaseken - CCG Dr Cobb - Approaiser Royal College examiner
Number of practice nurses	5
Number and type of allied health professionals	Clinical Pharmacist 1
Number and type of learners the practice is approved to have in place at any one time (if applicable)	3 : GP trainees Another GP is becoming approved as a trainee currently
2. If the RGP is to work at more than one site please list them below (i.e. a branch surgery, night shelter nursing home, other sites etc.), please also state the supervision available. N/A.	
Designation (type)	Address and contact telephone
	Supervision / support available
3. What induction is planned (or has already taken place) for the RGP within the practice? Full induction would be provided at start. Already had practice induction as part of her returner scheme. will be updated on safeguarding.	

PART E: ANNUAL REVIEW FOR COMPLETION BY THE RGP AND EDUCATIONAL SUPERVISOR

Please tick the appropriate box:	<input checked="" type="checkbox"/> This section is not applicable as it is an initial application form	<input type="checkbox"/> Year 1 annual review	<input type="checkbox"/> Year 2 annual review	<input type="checkbox"/> Year 3 annual review	<input type="checkbox"/> Year 4 annual review
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<p>1. Please describe your educational supervision arrangements and how well they have worked over the year.</p>
<p>2. You will be having annual appraisals but it would be useful to know how much of your CPD allowance you have taken this year and how it has been used?</p>
<p>3. Have you worked regularly in excess of your contracted hours at the practice? If yes please explain the factors contributing to this and outline any proposed changes in the job plan for the following year to address this.</p>
<p>4. Please state any additional support needed?</p>



5. What will your normal work pattern be for the following year? Please use the job plan below.

How many weekly sessions will the post comprise of (1-4):	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Practice site (should normally only be one)							
Start time							
Finish time							
AM surgery: Number of appointments, time of first and last appointment							
PM surgery: Number of appointments, time of first and last appointment							
Visit(s)							
Time for admin							
Meetings – title, start and finish times							
Mentoring time slot							
Hours worked this day							
Comments: Ad hoc adjustments to allow for non weekly meetings or time in lieu for late finishes/extended hours							

<b>ON CALL DUTIES - using contracted time as RGP in the practice</b>	
Start and finish time, day of week	
Frequency (number per year)	
If extends normal day length, arrangements for time in lieu	

<p><b>6. Other clinical and non-clinical work</b></p> <p>Please give details if applicable, to include number of hours per week. Please see GP Retention Scheme guidance for examples or work that can be undertaken.</p>

7. CPD plan for the following year

Please give details of arrangements for your CPD within the practice.

ACTIVITY	In house education meetings: describe frequency, duration and purpose	Formal courses or protected learning events occurring on contracted retainer days	Practice development work where aligned to PDP goals and NHS appraisal	Time out of practice for self-directed learning or time in lieu for CPD carried out outside of contract time where aligned to NHS appraisal PDP goals	Total
Details					
Hours / year					
Sessions / year approx.					
To be completed by the Educational Supervisor - How will you support the RGP in carrying out practice development work? (e.g. IT training, admin support, etc)					
To be completed by the Educational Supervisor - What are the arrangements for booking CPD time at the practice for all the above categories?					

TO BE COMPLETED BY THE EDUCATIONAL SUPERVISOR

<p>1. Please comment on how CPD arrangements have worked for this year, if there have been any changes in practice circumstances and how these will impact on arrangements for next year.</p>
<p>2. Please describe any personal development done this year in connection with your educational supervisor role.</p>
<p>3. Is there any additional support needed from the designated HEE RGP Scheme Lead?</p>

PLEASE COMPLETE SECTIONS F, G AND H.

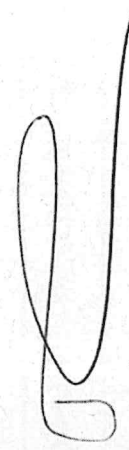
PART F: FOR COMPLETION BY THE RGP AND EDUCATIONAL SUPERVISOR

I confirm that the information given in this form is accurate and is in line with the criteria of the GP Retention Scheme and that information contained in this form will be shared with NHS England for the purposes of approving the application and monitoring the scheme.

Name of prospective RGP	EUM MEIRING	
Signature of prospective RGP		Date 15/11/19
Name of Educational Supervisor	DR AVANTHI GUNASEKERA	
Signature of Educational Supervisor		Date 15/11/19
Please comment on how you (the educational supervisor) plan to supervise the RGP.		
I confirm that I am aware that the doctor employed by the practice under the GP Retention Scheme 2017 retains full employment rights as an employee of the practice when the scheme ends at 5 years under UK Employment Law		
Name of authorising employer (e.g. Practice Manager)	JILL MEBURN	
Signature of authorising employer (e.g. Practice Manager)		Date 15/11/2019

**PART G: RECOMMENDATION TO BE COMPLETED BY THE DESIGNATED HEE RGP SCHEME LEAD**

Please send this form to your designated HEE RGP Scheme Lead attaching a brief CV and any supplementary information.

<b>Name of designated HEE RGP Scheme Lead reviewing application</b>	Dr Rhiannon Davies
<b>Date of recommendation</b>	19.11.2019
<b>Recommendation (initial application)</b>	<b>Recommend for GP Retention Scheme</b> YES
	<b>Do not recommend for GP Retention Scheme</b>
<b>Recommendation (annual review)</b>	<b>RGP to continue on the GP Retention Scheme for another year</b>
	<b>RGP to discontinue on the GP Retention Scheme</b>
<b>Reasons for recommendation (based on criteria set out within the GP Retention Scheme guidance handbook)</b>	<p>Dr Meiring has returned to UK General Practice after time out working abroad. She has been supported to return via the Refresher scheme on a short placement. She is a relatively inexperienced GP with limited UK GP experience prior to her time away from UKGP. She would benefit from the additional supervision and professional support and CPD time offered through the RGP scheme to consolidate her GP knowledge and skills.</p> <p>Dr Meiring has a young family with limited family support. She feels unable to negotiate a standard salaried GP contract which would meet her need for a flexible working pattern. She does not wish to work as a locum GP with the lack of continuity and risk of professional isolation at this stage of her career as explored above.</p>
<b>Signature of the designated HEE RGP Scheme Lead</b>	

When Sections A – F have been completed, please send this form to the NHS England local office Director of Commissioning Operations (DCO) (or nominated deputy either within NHS England or delegated CCG) to make the final decision on whether the doctor can join the GP Retention Scheme



**Health Education England**

PART H: FOR COMPLETION BY NHS ENGLAND LOCAL TEAM DCO (OR NOMINATED DEPUTY EITHER WITHIN NHS ENGLAND OR DELEGATED CCG)

<p>Name of NHS England DCO (or nominated deputy either within NHS England or delegated CCG)</p>	
<p>Date of decision</p>	
<p>Decision (where the CCG is delegated, a discussion between the NHS England DCO (or Medical Director) is recommended when considering the application)</p> <p>Reasons for decision (based on the eligibility criteria to join the scheme, is in line with the General Medical Services Statement of Financial Entitlements Amendment Directions 2017 (paragraph 20A.2) and that there are no concerns with the doctor or practice)</p>	<p>Agreed <input type="checkbox"/></p> <p>Declined <input type="checkbox"/></p>
<p>Where an application to join the scheme is unsuccessful, before the decision is communicated back to the doctor the local NHS England Medical Director is to review the application to facilitate an appropriate outcome.</p> <p>Where a successful outcome cannot be achieved and the application rejected, the NHS England central team must be notified by emailing this application form and a summary of the reasons for the application being rejected to <a href="mailto:england.primarycareworkforce@nhs.net">england.primarycareworkforce@nhs.net</a></p>	<p>Name of NHS England Medical Director reviewing application</p> <p>Outcome of review</p>
<p>Proposed date funding to commence</p>	
<p>Signature of NHS England DCO (or nominated deputy either within NHS England or delegated CCG)</p>	

Once approved NHS England DCO (or nominated deputy either within NHS England or delegated CCG) to notify the designated HEE RGP Scheme Lead of the decision. If successful the relevant NHS England finance lead / contract manager will need to be notified to Inform Primary Care Support (PCS) England of the practice that will be hosting the RGP.

The RGP may not commence in post until approval has been confirmed by the NHS England DCO (or nominated deputy either within NHS England or delegated CCG) and the Practice has been notified in writing.

**FOR MONITORING PURPOSES ONLY (TO BE COMPLETED BY THE RGP)**

Please tick whether you are a principal, salaried GP, locum or currently on a career break

Principal	<input type="checkbox"/>
Salaried GP	<input type="checkbox"/>
Locum	<input type="checkbox"/>
Currently on a career break	<input type="checkbox"/>
Other (please state)	

Please select your age range:

Under 30	<input type="checkbox"/>
30 - 34	<input type="checkbox"/>
35 - 39	<input type="checkbox"/>
40 - 44	<input type="checkbox"/>
45 - 49	<input type="checkbox"/>
50 - 54	<input type="checkbox"/>
55 - 59	<input type="checkbox"/>
60 - 64	<input type="checkbox"/>
65 and over	<input type="checkbox"/>