Humber and North Yorkshire GP Fellowships 2024/25

**CATALYST Programme**

**REGISTRATION FORM – SEPTEMBER 2024**

*Planned start dates:*

* *Year 1s - Wednesday 18th September 2024*
* *Year 2s - Wednesday 25th September 2024*

**To register please complete the below and return to** **hnyicb.traininghub@nhs.net** **by 9th August 2024**

1. **Registration Year:**

|  |
| --- |
| [ ]  ***Catalyst Year 1 -*** *September 2024 New Cohort* |
| [ ]  ***Catalyst Year 2 -*** *September 2023 Continuing Cohort* |

1. **Participant Information:**

|  |  |  |
| --- | --- | --- |
| ***Title:***  | ***Dr:*** [ ]  | ***Other:***  |
| ***Surname:***  |  |
| ***First Name:***  |  |
| ***Preferred Name (if different):*** |  |
| ***Contact Phone Number:***  |  |
| ***Email Address:***  |  |

1. **Registration Details:**

|  |  |
| --- | --- |
| ***GMC Number:***  |  |
| ***Date Qualified as GP:*** |  |

1. **Details of your Practice:**

|  |  |
| --- | --- |
| ***Practice Name:***  |  |
| ***Practice Address:***  |  |
| ***Name of GP/ Practice Manager who has approved:*** |  |
| ***Practice contact email (manager or practice lead):*** |  |

1. **Bursary**

The fellowship programme is free to join for GPs working in a salaried or partnership role in a H&NY practice who have qualified within the last 12 months (at the point of joining year 1). You will need time out of practice for the scheme, depending on personal circumstances. GPs qualifying, accepted on the fellowship programme, and working at H&NY practices are eligible for a bursary from NHSE to cover release for 1 session per week.

[ ]  ***Tick here if you wish to apply for this bursary.***

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| ***GPs that are released from practice to attend the programme (recommended):***Where a GP is released from practice to attend the programme, an amount of £10,000 will be made available to the practice to support backfill costs incurred to cover the fellow’s clinical session. This is a locally topped-up amount in recognition of the higher costs of backfill to the practice. ***GPs attending the programme outside of their contracted hours with the practice:***In line with original NHSE National GP Fellowship Programme guidance, an amount of £7,200 will be payable to the GP fellow’s practices for GPs who participate in the programme outside of their contracted working hours. Arrangements around passing the bursary on to the GP are the responsibility of the practice and GP to mutually agree, including ensuring correct arrangements for any deductions. ***Payment will be made on the understanding that:***• the GP attends the equivalent of 1 fellowship session each week for the duration of the programme• the practice/GP are able to evidence participation in the programme• the practice/GP will inform the HNY PCWTH of any changes to their arrangements as soon as possible |
| ***Will you be taking day release from practice to join the fellowship programme?:*** [ ]  *Yes, I will be released from practice.*[ ]  *No, I will be doing it in my own time.* |

*Please Note:*

* *Funding covers release for 1 session per week average for 12 months, the Catalyst programme takes place on 1 full day (2 sessions) every other week. During teaching gaps (e.g. Christmas and summer holidays) there will be homework incorporated and time should still be allocated.*
* *Bursary payments will be made to practices in quarterly instalments following each 3 months on the programme (at the end of November, February, May and August).*
* *Bursary payments will pause during any breaks from the programme and resume upon return e.g. during maternity leave or extended compassionate leave.*
* *Eligibility is within 12 months post-CCT, or within 12 months of completing and International Induction Programme, at the point of joining year 1. For 2024 starts, due to changes in funding, the eligibility cut-off was a CCT date before 1st April 2024.*
* *Fellowship funding is only available to GPs in a salaried or partnered role, as the purpose of the funding is to aid recruitment and retention in HNY practices, it is not available for locum posts.*
* *The recommended arrangement is for practice release as part of your contract. However, if you are arranging to do the fellowship in your own time the bursary will still need to be paid via your employing practice. Arrangements around passing the bursary on are the responsibility of the practice and fellow to mutually agree, including ensuring correct arrangements for any deductions. Please see additional notes below regarding this.*

***Additional notes regarding funding purpose and release arrangements:***

* *As part of the fellowship a bursary is available. While this is called a bursary, it is not income for the fellow. It is intended to fund backfill in your practice to free you up from work so you can complete your fellowship.*
* *The scheme will pay the bursary to your practice. The practice should then keep this and use it to fund whatever backfill is needed to free you up for your fellowship sessions.*
* *Sometimes, GPs will ask if they can complete the fellowship work in their own time and have the money paid on to them. This is not the recommended arrangement because it makes it harder to find protected time to concentrate on the fellowship work. It also opens up a range of complications around passing on the bursary that you will need to get external advice on. If despite this, you or your practice wish to explore a different option, you will need to consider:*

*- The fellowship scheme does not advise this approach and cannot advise on individual arrangements.*

*- Any agreement between the practice and fellow about passing on money is individual and will vary depending on personal circumstances.*

*- For an employed GP, additional payments should usually be made through normal payroll processes, with deductions made as for usual income.*

*- If practices pay any amount across outside payroll, the GP will need to declare this as self-employed tax income to HMRC and will be liable for tax and national insurance contributions related to this income.*

*- There is the potential for tensions to arise between the practice and fellow around this income, which can be avoided by its remaining with the practice as intended. The scheme is keen to ensure the bursary isn’t a cause of stress or friction for fellows or practices, and this advice is intended to support this.*

1. **Statement:**

***To help us tailor the programme to our participants, please provide us with a brief statement on why you are interested in a fellowship programme:***

[ ]  **Please tick this box if you would like us to keep you up-to-date with information about potential other GP Fellowship offers in Humber and North Yorkshire.**

1. **Participant Signature:**

|  |  |
| --- | --- |
| **Sign:**  | **Date:** |
|  |  |

1. **Practice Agreement**

I affirm as an authorised representative of the practice:

* All staff at the practice are committed to supporting a GP fellow.
* The practice agrees to release the fellow for the equivalent of 1 session per week for study and support as outlined by the selected programme. If requested above the practice will receive a bursary to support this release of time, which will be paid in quarterly instalments\*.
*\* If there is an agreement made between the practice and fellow for the fellow to do the fellowship in their own time the bursary will still need to be paid via the practice. Arrangements around passing the bursary on are the responsibility of the practice and fellow to mutually agree, including ensuring correct arrangements for any deductions. The bursary amount will reflect this as detailed above.*
* The practice agrees to undertake an initial audit to be entered on to PARE (Placement Evaluation Record and Assessment – the digital platform used to quality assure placement providers for students and funded trainees) if not already on. Note – initial audit can be done via virtual meeting and takes around 1 hour.
* The practice consents to the collection of data and evaluation regarding the scheme and will participate in activities as appropriate. The practice consents to the information provided being shared with NHSE/ICB/PCWTH staff as necessary for funding or administrative purposes.
* The practice consents to the PCWTH/NHSE/ICB staff making contact during the scheme in order to; Check that the GP fellow is successfully in post and has received an appropriate induction and orientation, offer the practice support and share information relating to events, guidance, updates and funding.
* The practice intends to support the GP Fellow to complete the scheme.

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| **Name:**  | **Role:** |
|  |  |
| **Signature:**  | **Date:** |
|  |  |

**THANK YOU**

**Please return your completed registration form to:**

The Humber and North Yorkshire Primary Care Workforce and Training Hub (PCWTH) Team: hnyicb.traininghub@nhs.net

*Your personal data will be used only in accordance with Data Protection legislation. By signing this application form you grant consent for Haxby Group Training to share data provided exclusively to NHSE/HEE/HNY ICB and authorised representatives (e.g. external evaluation colleagues) for the purpose of monitoring use of funding, evaluation and administration of the scheme. Haxby Group Training will not disclose any personal information to any other third parties without your express consent. Funding provided by Health Education England.*

**Equality, Diversity and Inclusion Monitoring (Optional)**

We strive to ensure equal opportunities across all Humber and North Yorkshire programmes. To help us monitor equality, diversity and inclusion in the uptake of programmes we would appreciate it if you could provide the below information. This will help identify any changes that may need to be made to reach any underrepresented groups. Data will be collated anonymously.

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| --- |
| Gender: |
| Male [ ]  | Female [ ]  | Prefer to self-describe [ ] Click or tap here to enter text. | Prefer not to say [ ]  |
| Is your gender identity the same as the sex you were registered at birth? |
| Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
| Age: |
| 16-20 [ ]  | 21-30 [ ]  | 31-40 [ ]  | 41-50 [ ]  | 51-65 [ ]  | 65+ [ ]  |
| Ethnicity: |
| White [ ]  | Mixed/ Multiple Ethnic Groups [ ]  | Asian/ Asian British [ ]  |
| Black/ African/ Caribbean/ [ ] Black British  | Arab [ ]  | Other [ ] Click or tap here to enter text. |
| Sexual orientation: |
| Heterosexual [ ] or Straight  | Gay or Lesbian [ ]  | Bisexual [ ]  | Other/ Prefer to self-describe [ ] Click or tap here to enter text. | Prefer not to say [ ]  |
| Religion: |
| No Religion [ ]  | Christian [ ]  | Buddhist [ ]  | Other/ Prefer to self-describe [ ] Click or tap here to enter text. |
| Hindu [ ]  | Jewish [ ]  | Muslim [ ]  | Prefer not to say [ ]  |
| Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? |
| Yes [ ]  | No [ ]  |
| Do you have any children aged 0 to 17 living at home with you, or who you have regular caring responsibility for? |
| Yes [ ]  | No [ ]  |
| Do you look after, or give any help or support to family members, friends, neighbours or others because of either: long term physical or mental ill health / disability, or problems related to old age? |
| Yes [ ]  | No [ ]  |
| What is your length of service? |
| Less than 1 Year [ ]  | 1-2 Years [ ]  | 3-5 Years [ ]  | 6-10 Years [ ]  | 11-15 Years [ ]  | More than 15 [ ] Years |
| When you joined the organisation, where you recruited from outside the UK? |
| Yes [ ]  | No [ ]  | Prefer not to say [ ]  |