

Longitudinal Integration into Foundation (LIFT) and GP FY2 payments

FAQs - LIFT

1. Who is eligible for LIFT?

Any eligible Foundation applicant can preference LIFT posts in the same way as other foundation posts

2. How many programmes are available?

There are 6 programmes in the East, West and South Yorkshire – 18 in total.

3. Which programmes are these?

South Yorkshire GP LIFT posts - Sheffield

Oriel Number	Placement 1	Placement 2	Placement 3	Placement 4	Placement 5	Placement 6
STH SY094	Gastroenterology	Vascular Surgery	Endocrinology & Diabetes Mellitus	Intensive Care Medicine	Emergency Medicine	Obstetrics & Gynaecology
STH SY095	Endocrinology & Diabetes Mellitus	Gastroenterology	Vascular Surgery	Obstetrics & Gynaecology	Intensive Care Medicine	Emergency Medicine
STH SY096	Vascular Surgery	Endocrinology & Diabetes Mellitus	Gastroenterology	Emergency Medicine	Obstetrics & Gynaecology	Intensive Care Medicine
STH SY133	Geriatric Medicine	Neurology	Urology	Intensive Care Medicine	Endocrinology & Diabetes Mellitus	Acute Internal Medicine
STH SY134	Urology	Geriatric Medicine	Neurology	Acute Internal Medicine	Intensive Care Medicine	Endocrinology & Diabetes Mellitus
STH SY135	Neurology	Urology	Geriatric Medicine	Endocrinology & Diabetes Mellitus	Acute Internal Medicine	Intensive Care Medicine

East Yorkshire GP LIFT posts – DPOW & Scunthorpe

Oriel Number	Placement 1	Placement 2	Placement 3	Placement 4	Placement 5	Placement 6
DPOW NYEC019	Trauma & Orthopaedics	General Psychiatry	Respiratory Medicine	Otolaryngology	Obstetrics & Gynaecology	Geriatric Medicine
DPOW NYEC020	Endocrinology & Diabetes	General Surgery	Emergency Medicine	Gastroenterology	Geriatrics	General Psychiatry
DPOW NYEC023	Gastroenterology	Geriatric Medicine	General Psychiatry	Emergency Medicine	Paediatrics	Respiratory
Scunthorpe NYEC125	Urology	General Psychiatry	Endocrinology & Diabetes	Intensive Care Medicine	Obstetrics & Gynaecology	Emergency Medicine
Scunthorpe NYEC126	Gastroenterology	Emergency Medicine	General Surgery	Endocrinology & Diabetes	Intensive Care Medicine	Urology
Scunthorpe NYEC127	General Surgery	Gastroenterology	Emergency Medicine	Obstetrics & Gynaecology	Otolaryngology	Intensive Care Medicine

West Yorkshire GP LIFT posts - Leeds & Mid Yorks

Oriel Number	Placement 1	Placement 2	Placement 3	Placement 4	Placement 5	Placement 6
Leeds F1 Mid Yorks F2 WY053	Geriatric Medicine	Infectious Diseases / Genito-Urinary Medicine	Intensive Care Medicine	Emergency Medicine	Paediatrics	Obstetrics & Gynaecology
Leeds F1 Mid Yorks F2 WY054	Intensive Care Medicine	Geriatric Medicine	Infectious Diseases / Genito-Urinary Medicine	Obstetrics & Gynaecology	Emergency Medicine	Paediatrics
Leeds F1 Mid Yorks F2 WY055	Infectious Diseases / Genito-Urinary Medicine	Intensive Care Medicine	Geriatric Medicine	Paediatrics	Obstetrics & Gynaecology	Emergency Medicine
Mid Yorks F1 Leeds F2 WY095	Geriatric Medicine	Cardiology	General Surgery	Obstetrics & Gynaecology	Acute Internal Medicine	Paediatrics
Mid Yorks F1 Leeds F2 WY096	General Surgery	Paediatrics	Gastroenterology	Obstetrics & Gynaecology	Emergency Medicine	Geriatric Medicine
Mid Yorks F1 Leeds F2 WY097	Gastroenterology	General Surgery	Paediatrics	Geriatrics Medicine	Obstetrics & Gynaecology	Emergency Medicine

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4. 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 at F1/F2 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.

5. What payment will the practice receive?

Practices with a full time F2 trainee will be paid **£2636** per 4-month rotation. This payment will not be reduced for part time/LTFT F2 trainees.

Practices with LIFT trainees at F1/F2 will receive **£2636** per year per trainee. An invoice will need to be submitted for these trainees at the end of August each year. (e.g. a practice with 1 LIFT trainee for the 2 years should invoice at the end of August for FY1 and then the following August for the FY2)

Please note that payments are not affected by F1/F2 trainees that go on maternity leave, unless we are aware of this prior to their placement and that the placement will be vacant.

If there is no trainee in post, the practice does not receive payment.

6. How do I make a claim for the payment?

For East and West practices an invoice needs to be completed electronically and sent to: foundation.yh@hee.nhs.uk

South invoices are sent directly to SBS

The named HEE contact on the invoice, for East / West and South, should be Sue Reid.

7. What do I need to include on the invoice?

Invoices need to be on headed paper and clearly state the:

- Invoice Date
- Invoice Number
- Name of the trainee(s) the invoice relates to
- Practice Name
- Practice Address
- Contact Details: Practice Manager telephone number, email and fax if applicable
- Payment amount
- Practice BACS information

Please address all invoices to:

**Health Education England – T73
Yorkshire and the Humber LETB
T73 Payables F485
Phoenix House
Topcliffe Lane
Wakefield
WF3 1WE**

Please note: Handwritten invoices will not be accepted.

8. When will I receive payment?

For full time trainees, in a practice for a 4 month placement, an invoice needs to be sent for each F2 trainee's rotation period (August, December and April).

Payments will be processed at least one month into the trainee's rotation so that we can confirm that the correct trainee has started the rotation.

For the LIFT trainees, as mentioned, an invoice should be sent for the full year at the end of August each year.

Please make sure you name the trainee on the invoice and state which placement you are invoicing for (August, December, April or LIFT FY1 / FY2). This is so we can check the information against the rotation grid

For West and East, as soon as we receive an invoice, we will check the information and send it to SBS, our finance company, to process.

For all of YH, once SBS has processed the invoice the PSC will approve it and the payment will be logged on a tracking sheet.

9. How are payments made?

Payments are made by SBS via BACs into the nominated GP Practice account.

10. How long do I have to submit an invoice?

Ideally, invoices should be sent to us during the trainees current 4 month placement.

**** PLEASE NOTE: From the 1st of January 2019, invoices sent more than 3 months from the completion of the placement, will NOT be accepted. ****

HEE YHFS Programme Support Process

The Quality team are working on the GP Practice accreditation process in order to make sure all practices in HEE YH have been approved and accredited for Foundation doctors.

New practices are also visited by the Quality team / GP Tutor or lead for East, West or South to be approved and accredited. There is also a new online system for accreditation due to be released. (Further information will be sent about this system when it goes live).

The GP F2 programmes are not advertised as site specific on Oriel when trainees are applying for programmes. Trainees allocated to a two-year programme containing a GP post will be assigned to a practice **preferably by April of their FY1 year** in order to comply with the principles of Code of Practice.

Programme Support used to check with all practices in advance that they are able to support a trainee for the coming year, but this will now become the responsibility of the person allocating the trainees.

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In previous years South Yorkshire was allocated to practices by PS team, West Yorkshire trainees were allocated to practices by Paula Flynn – Foundation administrator in Mid Yorks and the North Yorkshire and East Coast trainees were allocated by the local trust administrators.

Now that we are one Foundation School:

East Yorkshire – Local Trusts allocate trainees

West Yorkshire – Paula Flynn allocates trainees (Paula.Flynn@midyorks.nhs.uk)

South Yorkshire – Local Trusts allocate trainees

Once trainees are allocated to a practice the trust administrators will let the PS team know and we will update the rotation grids.

If there are any queries regarding the trainee, the practice should initially contact the Foundation Administrator at the Postgraduate Medical Education Centre of the employing Trust.

HEE YH record GP F2 payments / trainees in each practice on a spreadsheet on the Q drive.

PS Team: See link below:

Q:\Programme Management\Programme Support\Schools\Y & H Foundation Schools\GP FY2 Payments\PAYMENTS SPREADSHEETS

Payment Process – HEE PS team additional information

- Programme Support ensures the details on invoices sent to us are checked, coded, logged and passed on to SBS, our finance company, to process.
- If the invoice has an HEE YH office address on it, it will need to be covered by a sticker with the SBS address on it:

**Health Education England – T73
Yorkshire and the Humber LETB
T73 Payables F485
Phoenix House
Topcliffe Lane
Wakefield
WF31WE**

- SBS process the invoice.
- The invoice should appear in PSO workflow on Oracle.
- PS team updates the payments spreadsheet before coding and forwarding the invoice to the PSM/PSC.
- PSM/PSC checks and approves the invoices.
- Payment is made via BACS to the GP practice.

PS Team please note: The same person cannot code and approve an invoice.

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