

## YHFS Foundation GP Placement Allocation Process

### YHFS Programme Support, Trust and GP Practices

#### Allocation Process

The Quality team are working on the GP Practice accreditation process in order to make sure all practices in YHFS have been approved and accredited for Foundation doctors. We have a list of practices we can send to trusts for them to allocate the FY2 trainees.

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

The GP FY2 programmes are not advertised as site specific on Oriel when trainees are applying for programmes. They are generally advertised as “Site TBC on allocation”

Trainees allocated to a two-year programme containing a GP post will need to 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 individual trust allocating the trainees.

The allocation process is the same for East / West / South Yorkshire – **Local Trusts to allocate FY2 trainees to practices.**

Once trainees are allocated to a practice the Trust Administrator / contact will let the YHFS PS team know and we will update the rotation grid with the practice information.

Once the original allocations have been agreed, the trainee informed and the trainee information sent to the practices, **any further changes** should be communicated between the individual trust contact, the GP practice, and YHFS, copying the foundation inbox into the email. e.g. if someone is going to be starting late due to maternity leave, has issues with getting to the practice etc. This is so we can amend the rotation grids.

If the practice has any queries regarding the trainee, the practice should initially contact the Trust Administrator / contact at the employing Trust to see if they can help initially. If they cant advise, they should contact the foundation inbox, [foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk)

## YHFS Foundation GP Placement Payment Process

### YHFS Programme Support, Trust and GP Practices

#### Payment Process

##### 1. 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 and/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.

GP practices are paid per rotation / trainee for hosting a LIFT or FY2 trainee. GP practices should invoice HEE for each trainee after they have started in post.

##### 2. 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 and/or F2 – 1 day per week** will receive **£2636** per year per trainee. Invoices will need to be submitted for these trainees following the completion of their first month in post, each year, for F1 and F2.

**Practices with LIFT trainees at F2 – 2 days per week** will receive 2/5s of a placement rate, which would be **£3163** per year per trainee. Invoices will need to be submitted for these trainees following the completion of their first month in post.

**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.**

##### 3. 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](mailto: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.

#### 4. What do I need to include on the invoice?

If not using the HEE claim form, 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 by SBS. They will not pay handwritten invoices**

#### 5. 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 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 (FY2 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. If the practices send their invoices directly to us, YHFS ensures the details on invoices sent to us are checked, coded, logged and passed on to SBS, our finance company, to process.

**PS Team** - If the invoice has an HEE YH office address on it, it will need to be changed to the SBS address. The same person cannot code and approve an invoice.

For all of YHFS, once SBS has processed the invoice YHFS will approve it and the payment will be logged on a tracking sheet. For finance purposes YHFS record GP F2 payments / trainees in each practice on a spreadsheet on SharePoint.

## 6. How are payments made?

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

## 7. 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 1<sup>st</sup> of January 2019, invoices sent more than 3 months from the completion of the placement, will NOT be accepted. \*\***

## LIFT Posts

### 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?

From August 2019 there are 6 x 2-year programmes in the East, West and South Yorkshire – 18 in total. These trainees have 1 day per week in a GP practice and 4 days in clinical posts in the trust

From August 2020, only for the 2020/2021 cohort, there will be an additional 24 standalone FY2 (1 year) posts. These trainees will have 2 days a week in the GP practice and 3 days in clinical posts in the trust.

### 3. Which programmes are these?

#### 2-year linked posts (FY1 & FY2) – 1 day per week GP (Oriol programme numbers)

Sheffield	DPOW	Scunthorpe	Leeds F1 Mid Yorks F2	Mid Yorks F1 Leeds F2
SY094	EY019	NYEC125	WY053	WY095
SY095	EY020	NYEC126	WY054	WY096
SY096	EY023	NYEC127	WY055	WY097
SY133				
SY134				
SY135				

#### 1-year standalone post (FY2) – 2 days per week GP (Oriol programme numbers)

Hull	York	Doncaster	Sheffield	Barnsley	Airedale	Bradford
EY155	EY161	SY151	SY154	SY157	WY267	WY270
EY156	EY162	SY152	SY155	SY158	WY268	WY271
EY157	EY163	SY153	SY156	SY159	WY269	WY272
EY158						
EY159						
EY160						