

YHFS Foundation GP Placement Allocation Process

YHFS Programme Support, Trust and GP Practices

Allocation Process

Following the merger with HEE, NHS England and NHS Digital, we have reviewed this process.

The Quality team, GP Directorate and Foundation Directorate use the GP Practice accreditation process to make sure all practices in YHFS have been approved and accredited for Foundation doctors.

We have a list of practices we send to trusts for them to allocate the FY2 trainees to their placements.

New practices are visited by either the Quality team / GP Tutor or nominated Foundation 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 Oriol, unless the trust specifies this to us. When trainees are applying for programmes, the GP placements 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 by the Trust, **preferably by April of their FY1 year** to comply with the principles of Code of Practice.

Trust Administrators should check with all practices in advance that they can support a trainee for the coming year. 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 and TIS with the practice information. If there are any issues, we can also raise this with the GP Directorate.

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

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 can't advise, they should contact the foundation inbox, foundation.yh@hee.nhs.uk

YHFS Foundation GP Placement Payment Process

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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 **£3080 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 **£3080 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.

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 **ALL** practices an invoice needs to be completed electronically and sent to:
foundation.yh@hee.nhs.uk

South invoices used to be sent directly to SBS, but with the merger and change to NHSE processes, in order to save confusion, we will send all invoices to SBS for all practices.

The named contact on the invoice should be Sue Reid.

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

Invoices need to be on headed paper, in PDF format 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:

**NHS England
X24 Payable K005
PO Box 312
Leeds
LS11 1HP**

Please note: Only electronic PDF invoices can be submitted.

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.

As soon as we receive an invoice, YHFS ensures the details on invoices sent to us are checked, coded, logged and send it to SBS to process.

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

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 1st 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.

LIFT posts are included in the Foundation Priority Programme vacancy which are allocated before the FP programmes. If any of the LIFT posts do not fill, they are put into the FP vacancy as non-LIFT posts.

2. How many programmes are available?

From August 2019 there are 6 x 2-year LIFT 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.

With expansion in August 2023, we will be looking to increase the number of GP LIFT practices if trusts have practices that are willing to take LIFT trainees.

3. Which programmes are these?

From 2019:

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 | EY125 | WY053 | WY095 |
| SY095 | EY020 | EY126 | WY054 | WY096 |
| SY096 | EY023 | EY127 | WY055 | WY097 |
| SY133 | | | | |
| SY134 | | | | |
| SY135 | | | | |