

GPN Ready Scheme 2017-18

Information pack for practices

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1 Introduction

A 2016 QNI report¹ highlighted that 33.4% of General Practice Nurses are due to retire by 2020. Additionally preferred recruitment strategies within primary care regarding of replacement of experienced staff include ‘recycling and poaching’ other experienced staff from neighbouring practices rather than taking either non-primary care experience staff or newly qualified nursing staff.

During 2016/17 Health Education England in Yorkshire and the Humber decided to design a scheme which encouraged those general practices that were willing to appoint a new NMC registered nurse and develop them over a period of two years to become proficient general practice nurses (GPNs).

Although newly qualified nurses are deemed fit to practice at the point of registration (within any environment where nursing activity occurs), this is always within the scope of their particular skills and experience. Given that less than 33% of nurses in training across Yorkshire and the Humber experience a primary care placement during their training, those with the experience/knowledge of primary care role will be limited. Therefore it is likely that a newly qualified nurse may need in-house or external education/training to bring them up to speed in their new role.

The GPN Ready Scheme 2017-18 offers general practice’s financial support for education and training during the preceptorship period for newly registered (within the last 9 months) NMC nurses or Return-to-Practice nurses who are new to the primary care environment.

2 Scheme description

To assist general practices in taking this step of considering the appointment of a new NMC registered nurse or a return-to-practice nurse, HEE is offering a financial incentive of up to £8k over a two year period for a FTE nurse.

The purpose of the incentive was to support the education and training of their new general practice nurse (GPN) over their first two years of employment.

Expectations of the scheme included that a practice would develop an educational plan for the new GPN which included attendance an NMC approved mentorship programme (often called Supporting Learning in Practice or SLiP) in year two of their employment. Additionally they have a named appropriate supervisor.

DEFINITIONS:

- Newly qualified means that the nurse has graduated within the last nine months and this will be their first destination post since qualifying
- Return-to-Practice (RTP) nurse means they have attended a recognised RTP course and this will be their first destination post since attending the course

3 Eligibility for the scheme

An interested practice must be able to show evidence of;

- A defined role for the new member of staff to carry out
- Being able to provide a good quality learning environment which involves the whole practice team providing a positive supportive culture of learning
- The ability to allocate a named formal supervisor who is a willing and experienced who has the skills to support and will be allowed the dedicated time to support a guide a new member of staff (*ideally who has a mentorship qualification but this is not required*).
- The ability to allocate a named professional to support the new member of staff and their supervisor
- The ability to provide the new member of staff access to a range of appropriate experiences for a career in primary care

These elements will be used to assess potential funding recipient practices suitability for this scheme and acceptance onto the scheme cannot be guaranteed.

4 HEE expectations of practices

Successful recipient practices are expected to;

Expectations of successful recipient practices
<p>Pre-employment:</p> <ul style="list-style-type: none"> • Discussion within practice to employ newly qualified or RTP nurse • Consideration of how the new nurse will be supported through their preceptorship period and what education they may need to access • Meet/discuss with ATPS hub practices to discuss the scheme and be party to an initial suitability assessment • Advertise for a new qualified (or RTP) NMC registrant to work at their practice
<p>Employment commenced:</p> <ul style="list-style-type: none"> • Assign a preceptor for the new member of staff who will support them during their initial period within the practice (further guidance is contained within the considerations document mentions above) • Develop a GPN educational plan which has been agreed between the new nurse employee and the supervisor at the employing practice. <ul style="list-style-type: none"> ○ The plan should also include an NMC approved mentorship programme (often called Supporting Learning in Practice or SLiP) ○ The plan should also include a statement regarding how the employing practice will support the new GPN in manners such as agreed release time for education/training *. ○ Additionally this plan should be shared with the ATPS hub practice • Review the GPN educational plan between nine and 12 months into employment to refresh for the second year of employment (when mentorship will be undertaken)
<p>Overall responsibility:</p> <ul style="list-style-type: none"> • Keep accurate financial records relating to claims relating to the GPN Ready scheme • Allow ATPS hub practices/HEE access to all information and requirements related to the scheme including; <ul style="list-style-type: none"> ○ Answering questions relating to the scheme's suitability assessment ○ Providing PIN numbers of staff appointed in relation to the scheme ○ Supplying the name of an assigned preceptor ○ Providing copies of GPN agreed educational plans in the timescales required • Actively participate in audits and evaluation of the scheme as and when required • Attend any ATPS hub practice led activities related to GPN staff such as networking, education or information sharing events • Actively contribute (as required) to any work which is being undertaken across Yorkshire and the Humber regarding the development of a 'standardised' offer of GPN educational journey for the GPN workforce

5 Practice support for GPN Ready Scheme

- HEE has created a document entitled 'Considerations of employing a newly qualified nurse' which assist a practices in planning the arrival of a new nurse to their practice
- Sample job description and person specifications are available which can be adapted for practice use
- The ATPS hub practice will be able to advice of the likely support a new nurse will require as part of their preceptorship period.
- ATPS hub practice will also be able to offer suggestions as to potential education you may wish to consider for your new GPN. This will include advising you as what courses are available and what previously employed GPN Ready scheme nurses have sort education in. Further work will be undertaken in 2017-18 by the ATPS hubs with regard to the 'suggested' education required for a nurse new to general practice.

6 Financial support available during 2017-18

A total of 50 GPN Ready scheme bursaries are available for 2017-18 for **up to £8k** over a two year period. This amount has been apportioned as below.

Timescale	Amount	Description
After initial 12 week period	£1,500	<p>Employment incentive</p> <p>Payable once ATPS hub practice has received the following information;</p> <ul style="list-style-type: none"> • Name of preceptor supporting the new nurse • Copy of the educational plan • PIN number of new member of staff
After mentorship qualification gained	£1,500	<p>Mentorship incentive</p> <p>Payable once an approved NMC mentorship qualification has been gained (<i>not before 12 months in post</i>)</p>
When required in initial two year period	Up to £5,000	<p>Education</p> <p>Education and training funding as detailed in the submitted Educational plan (as above).</p>

6.1 Utilisation

The financial support is to be utilised to support the education/learning aspects of a nurse preceptorship period. This may include but is not limited to; manage long term conditions, perform immunisation and vaccination procedures, manage sexual and women's health interventions, and navigate complex multiple packages of care across the entire life span of a patient.

It is **not** designed be utilised to;

- Support any other activities relating to the employment of new staff such as statutory and mandatory training
- Supplement or replace local practice induction
- Support non education or training related preceptorship activities
- Pay for new legal or legislative training requirements relating to the provision of primary care services

Information regarding payment utilisation may be required by the ATPS hub practice/HEE at any time as part of an auditing of the scheme.

7 Frequency Asked Questions (FAQs)

Question	Response
Who should I contact about more information about the scheme?	Please contact your ATPS hub practice. If you do not know who these are, please see link below. https://www.hee.nhs.uk/hee-your-area/yorkshire-humber/our-work/attracting-developing-our-workforce/primary-care
Why are you only offering this scheme to new qualified nurses or RTP ones?	As stated in the introduction, this scheme is intended to encourage practices to move away from 'recycle and poach' approach to recruiting experienced staff from neighbouring practices
Does the proposed GPN need to be full time?	Both full-time and part-time employees will be considered for the scheme. Regardless to the hours worked, all new staff will require the same level of training in potentially the same number of topics.
What happens if two or more practices employ the same individual?	Both practices will receive the employment incentive however the mentorship and education support monies are individual specific i.e. a new GPN would only have up to £5k for training and the mentorship payment could be shared amongst employing practices.

Question

Is there a standard educational offer for new GPNs?

o if there's no standard offer, what will we get?

Response

Currently there is no standard agreement or education and training offer available countrywide on what educational support a new GPN would need. However there are recommendations from various bodies including HEE itself. There is ongoing work within the region, which the ATPS hub practices are now involved in, to look at what would ideally be part of the educational journey for a new GPN. This work will include looking at which skills might be required when before then looking at what is currently available and potentially commissioning additional courses (subject to available funds).

Your ATPS hub practice holds a directory of currently commissioned HEE training and education. Other training which is currently not commissioned by HEE may also be available.

Development work is on-going with the ATP Hubs to build a more comprehensive database of all primary care specific training.

The GPN Ready scheme has not specified where and in which order skills and study have to be undertaken, other than there is a clear expectation that an NMC approved teaching and assessing qualification is planned in year two. This means that an individual practice has flexibility and options as to how to create a bespoke programme of support for their own nurse. Some study options will be courses that are already commissioned by HEE; some may be outside of commissioning, and practices will need to choose where and when makes the best option for them when using the bursary that they have received.

The Universities of Sheffield, Bradford and York University all have established comprehensive programmes of study that are particularly aimed at the general practice workforce. Several key skills are catered for here. However, there are other providers, (both University and private) that offer a wide range of education including post-graduate options such as the Primary Care Training Centre and Rotherham Respiratory. All of these education providers offer elements which you may wish to access.

By taking part in this scheme and the choices you make as a practice will help define what potential future GPN educational offer maybe.

The collective knowledge gained by all the hubs across Yorkshire and the Humber from your educational requirements, will inform the future priority setting for education within any available resources.

Your ATPS hub will be able to let you know what is currently available and what you might need the ATPS hub's support in accessing.

Question	Response
<p>So I am now unclear about what the role of the ATPS hub is in terms of education...</p>	<p>Separate to this scheme, the ATPS hub are involved in a Task and Finish group which is looking at the potential educational elements required for a GPN in their initial career in primary care.</p> <p>As part of this scheme the ATPS hub practices will collate your educational plans for your new GPN. They won't just be holding copies of your plans but everyone who is successfully achieved a place on the scheme. This will enable them to understand as an area what the GPN needs are. Adding all the ATPS areas together will give us an even better understanding. There may be some education requirements that practices require that do not currently exist or do not exist in an accessible format. With up to £5k per new GPN Ready scheme individual an ATPS hub (or two or three) may decide with your agreement to commission a course on your behalf if it meets the majority of the needs of the practices. This may not happen in the majority of cases as existing education will be accessed but it gives the potential for topics to be explored in this way.</p>
<p>So what can I use the bursary on education wise?</p>	<p>Ideally you will prioritise what training you need most within your practice. In the first instance the initial training is likely to be based on the recommendations which the ATPS hubs will be able to advise you on.</p>
<p>Is this scheme the same one as was offered last year?</p>	<p>The scheme is slightly different from last year and the changes have been made as a result of lessons learned and the increasing scrutiny in a tough financial settlement scenario for HEE. Changes include;</p> <ul style="list-style-type: none"> • Simpler application form and rewritten information pack • Increased clarity as to what bursary funding is available and what it can and cannot be used for • Amendment of when bursary payments are triggered
<p>Is the ATP hub practice receiving any money as part of the scheme?</p>	<p>We have put aside a single payment for each GPN Ready scheme applicant, to be paid to ATP hub practices. This will cover the cost of both years of offering advice to the practices and quality assurance monitoring to us, plus the financial arrangement of disseminating the bursary funding to the practices themselves.</p>
<p>What is the matched funding model I have heard about?</p>	<p>HEE has written to CCGs advising of the scheme and inviting them to also contribute on a matched funding basis. This does not affect how the scheme will run but may increase capacity to unable more GPN Ready places to be funded for 2017-18</p>

Appendix 1: How the scheme will be assessed

Overall

- Experiential feedback from the GPNs and preceptorship supervisors
- ATPS hub practice understanding of the new GPN educational needs
- Numbers of new GPN nurses working in primary care pre and post scheme (projected increase)
- No. of new GPN mentors as a direct result of the scheme (pre and post comparison)

Other data collection

- No. of practices interested in the scheme versus those who are successful
- Appointee PIN numbers
- Copies of educational plan
- Random audit trails of financial support spend by practices in receipt of funding

Appendix 2: ATPS hub practice visit checklist

The following information gives a practice and ATP hub guidance as to what ideally should be discussed during a practice visit

TOPIC	POINTS FOR DISCUSSION	✓
HUB SUPPORT	Explanation of ATP hub practice general role and specific role in terms of GPN Ready including; <ul style="list-style-type: none"> • financial management and audit of spend • educational support and advice • recruitment and selection support e.g. job descriptions 	
ASSESSMENT OF SUITABILITY	How the practice intends to support a newly qualified /RTP nurse and continue to do so during the course of their employment This will include understanding the current numbers of nurses in your practice, their contracted hours and how they are supported and why your practice would be a good place for a new/RTP nurse <i>This is be developed further by the ATP hub practices early in 2017</i>	
STAGE OF RECRUITMENT	Discussion around what stage the practice is in recruitment and what support (if any) they require	

Appendix 3: Declaration of consideration for the scheme

I confirm that I have the authorisation to apply on behalf of the practice to Health Education England (HEE) GPN Ready Scheme 2017-18 for consideration of bursary funding.

I understand the ATPS hub practice is my link for this scheme and its role in this scheme. I understand that all information related to the scheme will be subject to audit/inspection by either the ATPS hub practice and/or HEE.

I confirm that I have read and understand the information contained within this document and that my practice can the responsibilities defined within it.

Name	
Position / Role	
Practice	
Signature	
Date	

ATP Hub DECLARATION

I confirm that this practice;

- Has been visited by a member of the ATP hub practice
- The elements outlined in appendix 2 have been discussed
- The relevant information collated

This practice is **SUITABLE / NOT SUITABLE** for this scheme

Name	
Position / Role in ATP Hub	
Signature	
Date	