

## F2 Trainers Grant Education Contract Application

***No payment will be made without submission of this form.***

**GP Trainer:** I the undersigned agree with the terms and conditions of the Educational Contract described below and claim an F2 trainers grant on behalf of the practice. I have read and checked the information on this form, and certify that it is correct and complete to the best of our knowledge. I understand that knowingly to make a false declaration may result in disciplinary action and/or civil action and/or prosecution. The matter may also be reported to the General Medical Council

Name	Signature	Date
------	-----------	------

e-mail:

**Foundation Programme Doctor:** I the undersigned agree with the terms and conditions of the Educational Contract described below

Start Date	End Date	Name	Signature	Date

### Foundation Training Practice

Address:

Telephone:

***Original to be kept by the Foundation Training Practice and trainee. A copy to be sent to:***

***Area Programme Director: Dr Amjad Khan***

***Address:*** Dr Amjad Khan, Associate Dean GP Education Staffordshire & Shropshire, Room 1.54, The Medical School, Keele University, Keele Staffordshire, ST5 5BG or email: [ahkhan@doctors.org.uk](mailto:ahkhan@doctors.org.uk)

**DO NOT SEND DIRECT TO THE DEANERY**

### Authorisation for F2 Trainers Grant

I confirm that these are authorised F2 placements and the information has been validated with the Deanery central Intrepid database. Any changes will be notified to the Deanery.

Signed :

Date:

Area Training Programme Director  
on behalf of Dir. Postgraduate GP Education

#### TERMS AND CONDITIONS OF HONORARY CONTRACT

- a) all medical practitioners covered by this contract will be fully registered with the General Medical Council
- b) GP Trainer will be so recognised by the West Midlands Deanery General Practice directorate
- c) This contract will cover that part of Postgraduate Medical Training, known as the Foundation Programme, and will regulate the General Practice component of that programme. It will form part of the supplementary regulations enabling that training period
- d) This document will act as a supplementary / honorary contract between the above parties. A host Acute Trust within the Deanery will hold their principal contract for the duration of the Foundation Programme.
- e) Clinical Tutors are aware of placement
- f)
- g) General
- h) The Primary Care Educational Supervisor will supervise and organise the period of training within General Practice for the purpose of teaching and advising on all matters appertaining to general medical practice for a period of four months from the commencement date unless this agreement is previously terminated under the provision of clause 2.
- i) This agreement may be terminated by either party, at any time, by giving one months notice in writing. Salary will be paid by the host trust at the agreed rates.
- j) The host employing hospital trusts will provide NHS Indemnity for clinical negligence claims against the Foundation Trainee during the placement in General Practice. If either party takes out additional indemnity cover then this is at their own expense.
- k) a) The Foundation Doctor will not be required to perform duties, which will result in the receipt, by the practice of private income.
- l) b) Any specific or pecuniary legacy or gift of a specific chattel shall be the personal property of the Foundation Doctor. The Doctor will seek the advice of their Defence Bodies and their GP Trainer before accepting any gift.
- m) a) The hours worked by the Foundation Doctor in the practice, the practice programme and regular periods of tuition and assessment will be agreed between the Primary Care Educational Supervisor and the Foundation Doctor and make provision for any educational programme organised by the West Midlands Deanery and as advised by them.
- n) b) The hours of work shall comply with the European Working Time Directive legislation, or any subsequent Working Time legislation.
- o) c) The Foundation Doctor is supernumerary to the usual work of the practice.
- p) d) The Foundation Doctor may be required to accompany their Primary Care Educational Supervisor or another member of the practice team on out of hours work.
- q) e) The Foundation Doctor should not be used as a substitute for a locum in any practice.
- r) Time spent in practice by the Foundation Doctor should be no more than the average time spent on practice work by a full time member of the practice.
- s) a) The Foundation Doctor shall be entitled to five weeks holiday during a 12 month period and pro rata for shorter periods and also statutory and general national holidays or days in lieu. During their time in General Practice the maximum holiday period will be two weeks.
- t) b) The Foundation Doctor is entitled to approved study leave to attend Deanery classroom taught sessions and any other educational activity considered appropriate by the Primary Care Educational Supervisor.
- u) c) If the Foundation Doctor is absent due to sickness, they must inform the practice as early as possible on the first day of the sickness. Statutory documentation shall be provided as required for any illness lasting more than 7 days. Any accident or injury arising out of the Foundation Doctor's employment in the practice must be reported to the Practice Manager, duty doctor in the practice or their Primary Care Educational Supervisor.
- v) d) A Foundation Doctor in General Practice who is absent on maternity leave will comply with the terms of their Principal Contract.
- w) e) If a Foundation Doctor is chosen or elected to represent the profession at any recognised body or to attend an Annual Conference the Foundation Doctor in General Practice will be given facilities including special paid leave to undertake such functions and to attend appropriate meetings. The Foundation Doctor must obtain the consent of their Primary Care Educational Supervisor for such absence from duty, but consent shall not be withheld unless there are exceptional circumstances.
- x) a) The Primary Care Educational Supervisor will provide or organise any message taking facilities that will be required for the Foundation Doctor in General Practice to fulfil their duty requirements.
- y) b) The Primary Care Educational Supervisor will provide cover or arrange for suitably qualified cover to advise the Foundation Doctor at all times.
- z) c) The Foundation Doctor shall undertake to care for, be responsibly for and if necessary replace and return any equipment that may have been supplied by the Practice or Primary Care Educational Supervisor at the end of the training period.
- aa) d) The Foundation Doctor will apply himself/herself diligently to the educational programme and service commitments and other matter as directed by the Primary Care Educational Supervisor in accordance with the advice of the West Midlands Deanery Foundation Programme and its Directors.
- bb) e) The Foundation Doctor will keep an educational log and records such that they may be able to develop a Professional Learning Plan. These records will enable them to fulfil any requirements of the General Practice Medical Council for appraisal, or professional revalidation in their career.
- cc) f) The Foundation Doctor shall keep proper records of attendances or visits by and to any patients in handwritten or electronic format as advised by their Primary Care Educational Supervisor.
- dd) g) The Foundation Doctor will make suitable provision for transporting themselves in order to carry out the above duties satisfactorily. Appropriate expenses may be reclaimed from the host trust, by prior agreement. This is a matter between the Foundation Doctor and the host trust.
- ee) Any dispute between the Foundation Doctor and the Primary Care Educational Supervisor should be brought to the attention of the Director for Postgraduate General Practice Education. If the matter cannot be resolved at this level it will then proceed through the appropriate deanery channels.
- ff) The terms of this contract will be subject to the terms of service for doctors as set out from time to time in the National Health Service (General Medical and Pharmaceutical Services) Regulations..