

WEST MIDLANDS WORKFORCE DEANERY  
 POSTGRADUATE SCHOOL OF GP EDUCATION  
**FORM R7**  
 Notification of placement in a GP training practice

April 2009

*All parts to be completed; 1 copy to be retained by both GP trainee and Trainer, original sent to Area Associate Deans office no more than 12 months before commencement of contract. All enquiries to [gpeducation@westmidlands.nhs.uk](mailto:gpeducation@westmidlands.nhs.uk).*

Part A - GP Trainee			
Surname		First name	
Home address		Home phone	
		Sex	
		DOB	
GMC No		NTN	
Email			
Part B - Trainer and Training Practice			
Surname		First name	
Practice		Phone	
Address		GMC No:	
		PCT	
Email address			
Part C - Placement Details			
Start Date		End Date	
Hours/week	FULL TIME <input type="checkbox"/>	60% <input type="checkbox"/>	Other: % <input type="text"/>

Part D - Previous NHS experience to date -						
◇ <i>GP Trainee to provide details of all UK based NHS posts (continue of separate sheet if required)</i>						
HOSPITAL POSTS						
Speciality	Hospital/trust name	Start date	End date	Full or part time		
e.g Medicine	e.g Birmingham Heartlands NHS Trust					Full/Part %
Post No.	/ / / /	Post grade: e.g. ST1				
						Full/Part %
Post No.	/ / / /	Post grade:				
						Full/Part %
Post No.	/ / / /	Post grade:				
						Full/Part %
Post No.	/ / / /	Post grade:				
						Full/Part %
Post No.	/ / / /	Post grade:				
GENERAL PRACTICE POSTS						
Trainer						Full/Part %
Practice		Post grade: e.g ST3				
PCT						
Trainer						Full/Part %
Practice		Post grade:				
PCT						
Performers List Application	Not applied* / Applied / Member			Performer List PCT:		

◇ *\*Trainees cannot work in General Practice unless applied for or a member of a PCT Performers' List*

**Part D – Trainers Service Level Agreement**

This Service Level Agreement is between the West Midlands Workforce Deanery ("The Deanery"), and the approved Trainer ("The Trainer") as stated in Part B and the GP trainee as stated in Part A. Whereas the Trainer has, with the approval of the Deanery and following agreed procedures, appointed the GP trainee to be a GP trainee all parties agree to the establishment of this Service Level Agreement (SLA) on the terms and conditions set out below and understand that this agreement in itself does not constitute a contract of employment. Any dispute between any of the parties with regard to the provisions of this agreement shall be referred to the Deanery GP Education Committee. The decision of the Committee shall be binding on all parties

<b>Signed:</b>	<b>GP Trainee</b>	<b>Date:</b>
<b>Signed:</b>	<b>GP Trainer</b>	<b>Date:</b>
<b>Signed:</b>	<b>Area Associate Dean</b>	<b>Date:</b>

**Part E - GP Training - Funding Authority**

I confirm the authority for the Primary Care Trust (as stated in Part A) to calculate salaries in accordance with "Directions to Strategic Health Authorities concerning GP Registrars (with amendments) Directions 2007

<b>Signed:</b>	<b>Date:</b>
<b>Dir. of Postgraduate GP Education</b>	

**TERMS AND CONDITIONS OF SERVICE LEVEL AGREEMENT**

**1. Workforce Deanery Responsibilities**

- 1.1. The Deanery shall instruct, and contract with the Primary Care Trust to pay to the Trainer in arrears at the end of each completed calendar month;
- 1.2. The Deanery shall instruct, and contract with the Primary Care Trust to pay to the GP Practice such sums in respect of:
  - 1.2.1. the GP Registrar's salary;
  - 1.2.2. the GP Registrar's Expenses;
  - 1.2.3. the Trainer's Grant;
 as authorised by the Deanery and as contained in the current *Directions to Strategic Health Authorities*<sup>1</sup> concerning GP Registrars.
2. In the case of part time training, such salaries and allowances may be paid at the appropriate proportion. Trainers' grants will be paid in full.
3. Resources allocated for GP trainee study leave which will be used for attendance at appropriate courses within the Workforce Deanery. The allocation of these resources will be by negotiation between GP Associate Director, Programme Director and the GP registrar and in accordance with the current West Midlands Workforce Deanery Study Leave Guidelines

**1. GP Trainer Responsibilities**

- 1.1. The Trainer will enter into a contract of employment, that complies with the COGPED<sup>2</sup>/BMA model contract<sup>3</sup>, with the GP trainee and within 6 weeks of the start date of the employment.
- 1.2. The Trainer shall pay to the GP Registrar a salary and allowances at the rates notified by the Primary Care Trust, which will be in accordance with the current *Directions to Strategic Health Authorities* concerning GP Registrars.
- 1.3. The GP Trainer shall keep appropriate records thereof. Such salaries shall be paid in arrears at the end of each completed calendar month
- 1.4. The Trainer to account to the proper authorities for all deductions from the GP trainee's salary relating to NHS Superannuation, National Insurance and Income Tax, and shall keep appropriate records thereof.
- 1.5. The Trainer shall keep records of all sickness absences of the GP trainee and shall notify the Deanery in writing should the aggregate absences exceed 10 working days in any six months of training.
- 1.6. The trainer must ensure that the GP Trainee is approved for the appropriate Primary Care Trust Performers List.
- 1.7. The Trainer will ensure that appropriate personal, public and vicarious liability indemnity insurance is in place for the practice in order to carry out GP training.
- 1.8. The Trainer will notify the Deanery immediately and in writing should the Contract between the Trainer and the GP Registrar be terminated.
- 1.9. The Trainer will enter into an educational agreement with the GP Trainee and Deanery via and as defined by the RCGP e-portfolio or as agreed with the Deanery.

**2. GP Trainee Responsibilities**

- 2.1. Maintain registration with the General Medical Council.
- 2.2. Apply and maintain membership of a PCT Performers List
- 2.3. Have appropriate medical indemnity cover in order to undertake training as a GP Trainee
- 2.4. Enter into an educational agreement with the GP Trainer and Deanery via and as defined by the RCGP e-portfolio or as agreed with the Deanery.

<sup>1</sup> Department of Health, England. (available from www.nhsemployer.nhs.uk)  
<sup>2</sup> Conference of GP Education Directors (COGPED)  
<sup>3</sup> BMA Framework for a written contract of employment guidance for GP speciality registrars