General Practice Nurse

Career & Education Pipeline FAQ

August 2022

Version 1.0

1. Where can I find the GPN Strategy 2021-26 and Career & Education Pipeline documents?

Both the GPN Strategy 2021-26 and Career & Education Pipeline documents can be found on GP Team Net [here](https://teamnet.clarity.co.uk/Topics/Public/a749c139-4b8a-478d-a16a-aedd00975fc3)

1. **How do I submit an expression of interest?**

To submit an expression of interest, complete the MS Teams form [here](https://forms.office.com/Pages/ResponsePage.aspx?id=slTDN7CF9UeyIge0jXdO47cHznu_DOhChsnl1NS_gmFUMFlCODFCTDhNUEYwRDFQTTJRR1NWRE04NyQlQCN0PWcu)

1. **Who should complete and submit the expression of interest form?**

The expression of interest form should be completed by a representative of the practice on behalf of the GPN. This could be a Lead GP, Lead Nurse or Practice Manager. The EoI should not be completed by the new GPN.

1. **Who do I contact if I wish to discuss the career & education pipeline in more detail to find the best route for the GPN?**

To discuss the pipeline in more detail contact Devon Training Hub at devon.traininghub@nhs.net FAO: Paul Horne

1. **I have submitted an expression of interest form, what happens next?**

DTH will review the submitted information and contact you with next steps

1. **The GPN will be enrolling on the University of Plymouth Fundamentals of general Practice Nursing course. How do I apply and find out more information about the course?**

Email devon.traininghub@nhs.net requesting the information sheet relating to the Fundamentals programme. This will contain all relevant links and dates (if confirmed) of each module.

1. **Who enrols the GPN on the University of Plymouth Fundamentals of General Practice Nursing course?**

It is the responsibility of the practice as the GPNs sponsor to complete and submit the enrolment forms to the University of Plymouth. DTH or NHS Devon cannot do this on your behalf. For more information refer to the information sheet relating to the University course which can be obtained from DTH.

1. **Within the expression of interest form I disclosed that the GPN has a learning difficulty. What happens with this information?**

DTH will review the information and inform the University of Plymouth. NHS Devon will notify the GPNs legacy nurse mentor.

1. **How** **does the practice claim the 50% reimbursement for the University of Plymouth Fundamentals of General Practice Nursing course?**

Once the practice has submitted the enrolment forms to the University of behalf of the GPN. The university will confirm the GPNs space on the chosen cohort and issue the practice with an invoice. Send a copy of this invoice to DTH at devon.traininghub@nhs.net for processing. Once confirmed, NHS Devon will complete a push payment to the practice for 50% of the course fee (£1,500.00)

1. **The career & education pipeline states the newly qualified nurse will automatically be enrolled onto the New to Practice Fellowship (NTPF). Is there anything else the practice needs to do to support this?**

DTH & NHS Devon will flag the GPNs registration date submitted via the expression of interest form. If the GPN is within 12months of registration, NHS Devon will inform NHS England & Improvement that the nurse will join the next fellowship cohort. (Sep or Jan intake). As detailed in the career & education pipeline document, the first year of the fellowship for GPN is the University of Plymouth Fundamentals of General Practice Nursing course. To discuss the fellowship is more detail contact DTH at devon.traininghub@nhs.net

1. **The career & education pipeline states that a GPN on the New to General Practice Fellowship (NTPF) is entitled to funding to allow protected time for professional development. How does the practice claim this funding and how much is it?**

The funding for the NTPF for a newly qualified GPN is the equivalent of one session a week (4hours) of an AfC 2022/23 entry level Band 5. This equates to an annual funding amount of £3,742.34

(£13.84 per hour x 4hours a week = £55.36 x 52 weeks + £2,878.72 plus 30% on-costs = £3,742.34

As long as the GPN remains on the NTPF, quarterly funding payments will be processed by NHS Devon via push payment to the practice.

1. **What is a legacy nurse mentor?**

For information on the legacy nurse mentor programme view the document ‘NHS Devon Legacy Nurse Mentor Programme’ on [Team Net](https://teamnet.clarity.co.uk/Topics/Public/a749c139-4b8a-478d-a16a-aedd00975fc3) for more information and top tips

1. **How will a legacy mentor be assigned to the GPN?**

A legacy nurse mentor will be assigned to the GPN by NHS Devon as soon as possible (if nurse already in post) or roughly two weeks before the GPN is set to start in post.

NHS Devon will introduce the legacy nurse mentor to the GPN, lead nurse and practice manager via email. View the document ‘NHS Devon Legacy Nurse Mentor Programme’ on [Team Net](https://teamnet.clarity.co.uk/Topics/Public/a749c139-4b8a-478d-a16a-aedd00975fc3) for more information and top tips.

1. **Does the nurse have to use all 40hours of mentoring, or could they have more if needed?**

Each newly registered and new to general practice nurse is entitled to 40hours of legacy nurse mentorship over 12months. It is up to the GPN and legacy nurse mentor in conversation with the practice manager and practice nurse lead how best to utilise this offer in order to the support the GPN. This may or may not utilise all 40hours.

If the GPN reaches their 40hours within the 12month period and would like additional hours, a written request needs to be made to Sarah Hall at devon.primarycare@nhs.net

1. **Is the Transition to Primary Care 10-week course still available?**

Yes, the course is still available to all Allied Healthcare Professionals (AHPs) and Additional Roles Reimbursement Scheme (ARRS) practice staff. Contact DTH at devon.traininghub@nhs.net for more information on the next available course.

1. **I have submitted the expression of interest on behalf of an experienced GPN wanting continued professional development. How do I find out what training courses are available?**

On receiving your submitted form, DTH will review your comments relating to CPD topics, skills and mandatory training and contact you to discuss.

Scheduled, upcoming courses can also be found on the [Devon Training Hub website](https://www.devontraininghub.co.uk/courses-events/)

1. **Is the career & education pipeline available to Advanced Nurse Practitioners, Nursing Associates and Trainee Nursing Associates?**

At this time the career & education pipeline is only available to degree level registered nurses. For information on courses available to ANPs, NA or TNA’s contact DTH at devon.traininghub@nhs.net

1. **The GPN is enrolled onto the University of Plymouth Fundamentals of General Practice Nursing and/or New to Practice Fellowship and has informed the practice that they wish to withdraw. Who do I notify and what happens next?**

The practice must inform the University of Plymouth and also email DTH at devon.traininghub@nhs.net and devon.primarycare@nhs.net (FAO: Sarah Hall/Sarah Harris) with all relevant information. Support can be provided depending on the reason, for example, maternity leave, work/life balance, learning difficulty etc.

If the GPN is leaving the profession, DTH and NHS Devon would like to understand the situation in more detail to support learning and programme development.

1. **The GPN is enrolled onto the University of Plymouth Fundamentals of General Practice Nursing and/or New to Practice Fellowship and has informed the practice that they wish to change general practice employer. Who do I notify and what happens next?**

Email DTH at devon.traininghub@nhs.net and devon.primarycare@nhs.net (FAO: Sarah Hall/Sarah Harris) with all relevant information. Depending on dates ad timelines, the current employer may need to transfer any remaining NTPF funding with the GPN to the new employer. All remaining funding will be set up to be processed accordingly by NHS Devon.