

North West Workforce, Training and Education Post-CCT Fellowship

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Please note: In April 2023 Health Education England (HEE) merged with NHS England (NHSE). The Primary Care School will continue to facilitate the Post-CCT fellowships under the directorate's new name "North West Workforce, Training and Education", therefore the HEE Post-CCT Fellowship will be called the NW WTE Post-CCT Fellowship going forward. This remains separate to the NHSE New to Practice Fellowship, which you can find out more about [here](#).

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Overview

What is the NW WTE Post-CCT Fellowship?

The Fellowship programme delivers benefits to the Fellows, patients, local health systems and the wider NHS through upskilling individuals across the spectrum of clinical practise, leadership, and education. In addition, it supports the development of new ways of working as well as offering a route into portfolio working, therefore potentially boosting retention.

The aim of the programme is to support newly qualified GPs to develop the leadership skills required for the future of General Practice. This will facilitate both individual career development and local health service needs. The programme offers service commissioners the opportunity to develop shared posts between employers, for example across practices, between primary and secondary care or between practices and primary care organisations.

NW WTE will prioritise applications from organisations based in areas of deprivation, areas working with vulnerable populations, or under-doctored areas.

Aims of the NHSE NW Post-CCT Fellowship Programme:

Meet regional and local population health needs by:

- Aligning with ICS (Integrated Care System) or other locally identified priorities
- Contributing to the delivery of high-quality health care
- Addressing unequal workforce distribution
- Reducing health inequalities
- Making the GP role more attractive and helping “deliver the promise” of a varied and stimulating career.
- Contributing to the development of future GP system leaders

Fellowship Job Plan

- GP fellowships should usually include a minimum of four clinical sessions in primary care and two sessions of personal development time per week.
- An integrated Fellowship offering opportunities to develop across clinical systems will usually include a minimum of three clinical sessions in primary care, and a minimum of two sessions in another clinical sphere of work and two sessions of personal development time per week.
- Fellowships offering the opportunity to develop a specific area of work such as frailty, mental health, dermatology or other clinical or leadership areas will be encouraged.
- Personal development time should be self-directed by the fellow in areas of relevance to their fellowship, e.g., quality improvement activities, attendance at courses/university, time spent shadowing or in other organisations, attendance at education events locally such as Post CCT fellow support,

Higher Professional Education (HPE) or Professional Education and Development (PED)

- Host practices and organisations should consider how the fellows will be mentored and supported to get the best from the scheme, for example a named GP or lead who should meet at least monthly to review progress and provide support.

Funding

Partner organisations are responsible for setting salary and terms & conditions for the fellows, who should be paid for every session worked, including their personal development time. In multiple partner bids, robust internal arrangements should exist to handle the recharging of salary costs.

For 2023/24, we can offer each fellow 2 supported sessions plus a bursary:

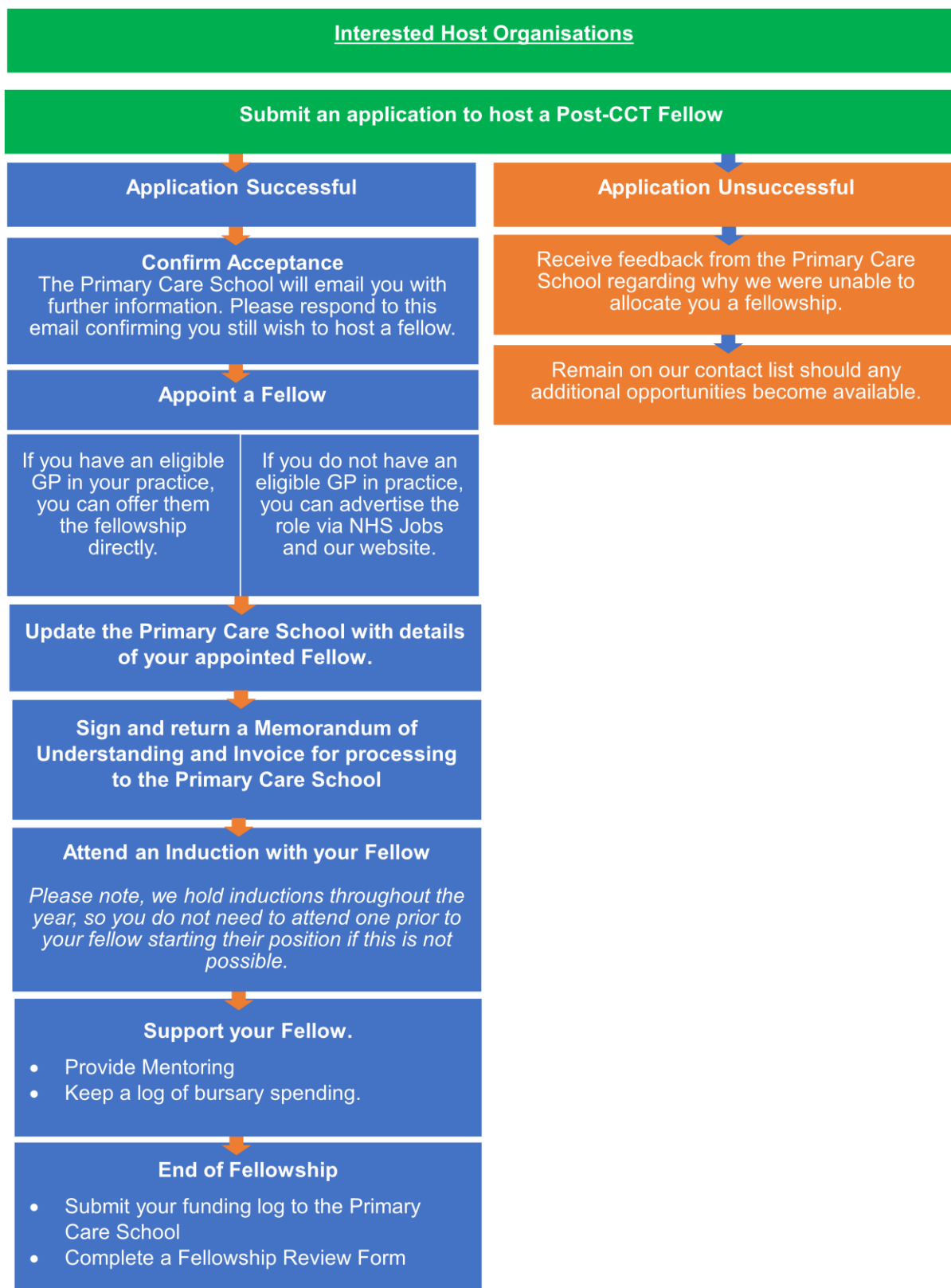
- NW WTE will reimburse £9,968.50 per session aligned to personal development (which equates to £19,937 for 2 sessions. This is inclusive of oncosts for the host)
- For each fellowship, NW WTE will also provide up to a maximum of £5,297 for education support for which a schedule of expenditure will be required.
- This money will be paid on receipt of an invoice once a fellow is in post Partner organisations will also be responsible for ensuring that appointed NW WTE fellows are not receiving double payments i.e., using NW WTE Post-CCT Fellowship funds and other fellowship funding such as the NHSE New to Practice Fellowship funding to support the same session(s) or the same educational development initiatives.

NW WTE Support

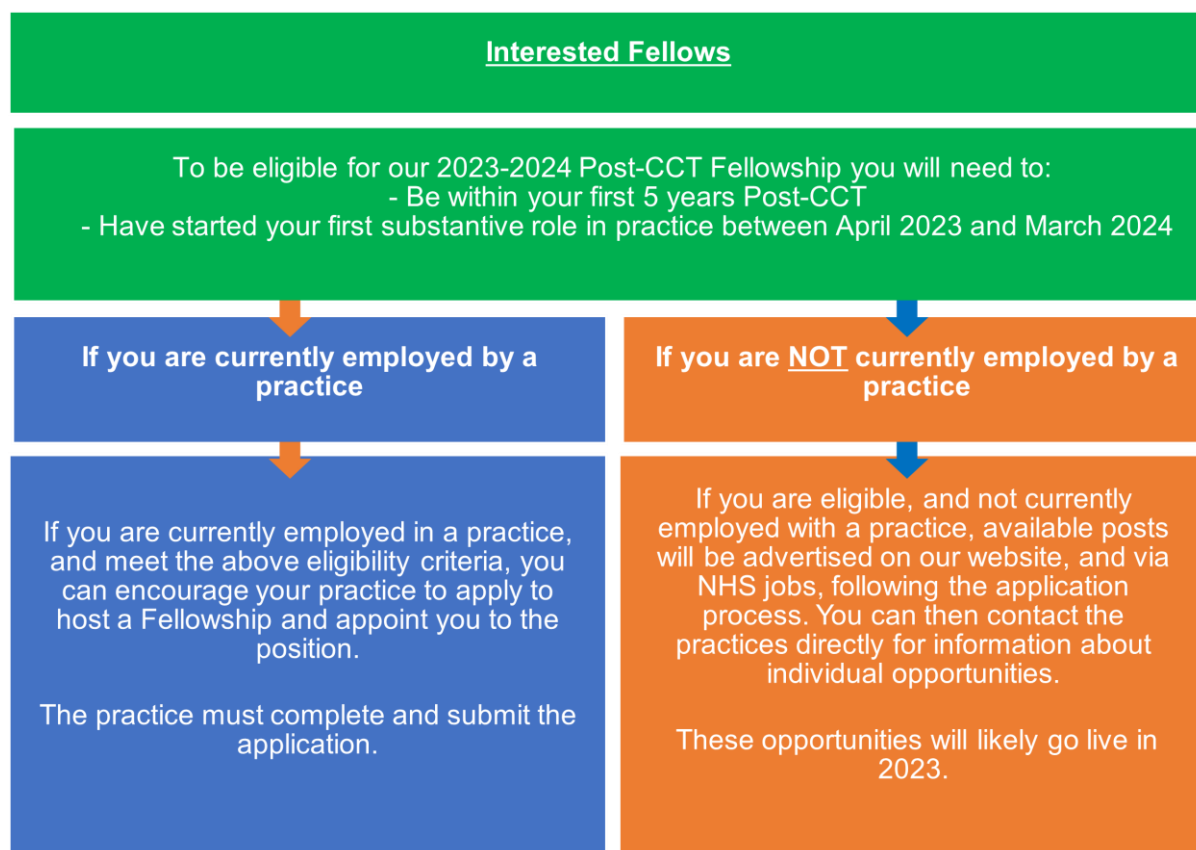
All post CCT fellows will be invited to an induction session to enable them to meet other fellows and plan their development. In addition, they will be invited to attend the Higher Professional Education (HPE) programme which consists of five days each year. They will also be able to apply for the Professional Education and Development (PED) course. Information will be shared with them about academic opportunities available locally from Edge Hill University, Manchester University, and the University of Central Lancashire and from the NHS Leadership Academy.

Applying

Flow chart for interested host organisations.



Flow chart for interested GPs.



Who can Apply?

Bidding partner organisations should be North West-based health organisations within the health, social or voluntary sectors.

Submissions are invited from:

- GP practices
- ICS leadership
- Federations/Local care networks
- Secondary and community care trusts
- Community and voluntary sector
- Higher Educational Institutions

Fellowship Strands and Local Priorities

Invitations can be sought for five broad categories of fellowship:

- **Educational**

- stimulating early career GP educators through involvement with undergraduate and postgraduate education and the attainment of postgraduate health professionals' education qualifications. We are significantly increasing GP training capacity in the NW and recently qualified GPs can apply for training to become clinical supervisors for Foundation Doctors, GP Trainees, and the wider primary care workforce.
- **System Leadership**
 - supporting emerging GP leadership within the local healthcare system –ICS, Training Hubs, NHSE. This may include formal qualification in leadership e.g., PG Cert.
- **Health Equity**
 - using the fellowship programme to reduce health inequalities – prioritising fellowships to offer clinical placements in practices in under-doctored or socioeconomically deprived areas.
- **Clinical**
 - helping GPs to develop a clinical special interest e.g., dermatology, frailty, palliative care. These fellowships may often be driven by individuals.
- **Academic**
 - supporting early academic careers, bridging the gap from pre-CCT Academic Career Fellows (ACF) to higher academic study

Prioritisation of Applications

Applications from organisations based in areas of deprivation, areas working with vulnerable populations, or under-doctored areas, will be prioritised.

You can find your practice's deprivation percentile using the PHE Fingertips Tool: <https://fingertips.phe.org.uk/profile/general-practice>

How to Apply

Bids should be submitted to NHSE NW using the link below:

[2023/2024 Post CCT Fellowship Application Form](#)

NW WTE will need to understand how you will attract GP trainees and recently qualified GPs into the programme. Applications also need to consider how you will support the career development of young GPs, including opportunities to develop skills in leadership, education, management etc. In addition, NW WTE will need to see how the work supports the principles of GPFV and the NHS Long Term Plan including new ways of working, primary care at scale, integrated care, multidisciplinary working etc.

The bid will need to consider the clinical roles, opportunities for development, mentoring and educational components of the post, and possible roles for the fellows after the initial 12 months.

Please submit your application as soon as possible, applications close on Friday 28th July 2023 at 5pm.

The first review of applications will take place following this deadline, and all organisations will be notified of the outcome. Additional bids submitted after Friday 28th July may still be considered if any fellowships allocations remain, however this cannot be guaranteed.

Contact Details

Fellowship Support: Primary Care School - primarycareschool.nw@hee.nhs.uk

Fellowship Clinical Lead: Dr Gill Tonge – gill.tonge@hee.nhs.uk

Successful Bids - Next steps

Appointing a Fellow

Successful partner organisations are responsible for the advertisement, recruitment, and appointment of fellows. NW WTE may provide support with communication to interested applicants where appropriate.

All aspects of employment, including salary, terms and conditions, pre-employment checks and eligibility to work in the UK are the responsibility of the employer. BMA agreed standard contracts are recommended.

Any organisations appointing fellows who hold visas (such as a Skilled Worker Visa) must hold the relevant sponsorship license and adhere to UK Visas & Immigration (Home Office) regulations.

NW WTE supported personal development time is limited to 12 months per fellow, though partner organisations may choose to offer longer contracts. Fellows opting to undertake the fellowship LTFT will be entitled to the same total number of funded personal development sessions.

Eligibility

Fellows appointed by successful organisations should be within the first five years of achieving their CCT, hold a license to practice with the GMC and have full inclusion on the National Medical Performer List. The role should be their first substantive role in practice.

We will allow practices and organisations who have appointed new salaried GPs or GP Partners since April 2023 to bid, assuming the new GP is eligible for fellowship.

If you have an eligible fellow in your organisation, you can offer them a fellowship. Alternatively, if you are successful in your bid to host a fellow and do not have a suitable candidate, you can advertise the post via NHS Jobs and our website.

When a Fellow has been appointed

When you have appointed an eligible fellow, please use the Appointed Fellow Details Form, linked below, to confirm their details with the Primary Care School, and whether the fellow and a representative from the practice, ideally their mentor, can attend the induction session.

NW WTE 2023-2024 Appointed Post-CCT Fellows

Once you have successfully appointed a fellow the host practice will receive an email containing:

- Confirmation of Bank Details Template - To be completed and returned.
- Invoice Template - To be completed and returned.
- Memorandum of Understanding - To be signed by the practice and fellow and returned.

Your fellow will be contacted separately with a link to the Fellowship SharePoint Page and WhatsApp Group, and you will both receive a Teams Invite to the induction if you have confirmed your attendance.

FAQs for Host Organisations

On the application form you ask us if the prospective fellow is already employed in our practice. We are looking to approach our GPST3 to work in the practice when they CCT – should I answer yes or no to this question?

If you have a qualified GP currently employed in your practice then it would be 'yes' for employed in your practice, and the start date would be the date they became employed.

If you have an ST3 that you are looking to recruit, please select 'no' to this question as the doctor is not employed by the practice directly whilst in training.

Can a GP Partner be a fellow (if first 5 years post-CCT and starting post within fellowship year)?

A partner can apply to be a fellow, but they would need to have started with the practice (either as salaried or a partner) since April 2023. They also need to be within the first 5 years of qualification, and this must be their first substantive post.

Who can mentor the Fellow?

Host practices and organisations should consider how the fellows will be mentored and supported to get the best from the scheme. We expect the fellows to have a support person in the practice to help them co-ordinate what they are doing and bring it into the practice work – we would anticipate a named GP (or manager) to do that, and to meet with the fellow at least monthly to review progress, provide support, and discuss how their development can integrate into the practice.

There are opportunities for external mentoring/coaching, but there should be support from the practice too.

What Funding is Available?

Partner organisations are responsible for setting salary and terms & conditions for the fellows, who should be paid for every session worked, including their personal development time. In multiple partner bids, robust internal arrangements should exist to handle the recharging of salary costs.

For 2023/24, we are able to offer each fellow 2 supported sessions plus a bursary:

- NW WTE will reimburse £9,968.50 per session aligned to personal development (which equates to £ 19,937 for 2 sessions, inclusive of oncosts for the host)
- For each fellowship, NW WTE will also provide up to a maximum of £5,297 for education support for which a schedule of expenditure will be required.
- This money will be paid on receipt of an invoice once a fellow is in post.

Partner organisations are also responsible for ensuring that appointed NW WTE fellows are not receiving double payments i.e., using NW WTE funds and other fellowship funding such as NHSE New to Practice Fellowship funds to support the same session(s) or the same educational development initiatives.

We have an interested GP who started in post before April 2023 can we apply/offer them the fellowship?

To be eligible a fellow must have started their first substantive post between April 2023 and March 2024 and be within their first 5 years post-CCT.

If they do not meet these criteria, but they are within a few months of the start date of April 2023 the application may be considered if there is any additional capacity.

Is there a GP Contract Template for the fellowships?

We recommend BMA agreed standard contracts, which you can find further information on below:

[BMA Contracts Website](#)

[Sessional and locum GP contract guidance](#)

[Salaried GP model contract toolkit](#)

Should we be paying Pension contributions on the fellowship sessions?

The Fellowship payment from NW WTE covers salary and on-costs for the GP Fellows, so is pensionable. The payment we make for the 2 sessions is effectively a standard contribution so it may not cover all the costs incurred by the practice (depending on the salary you pay the fellows/staff).

Should we be giving annual leave allowance including the fellowship sessions?

The practice/organisation is the employer and will employ the fellow, so the fellowship sessions should effectively form part of your agreement/contract with the fellow rather than these being 'additional'. Therefore, their annual leave entitlement should be amended to reflect the additional sessions because they are employed and paid by the practice for these. (With the NW WTE payment reimbursing the bulk of the costs).

What does a Full-Time Fellowship role entail?

The full-time programme is likely to be delivered over a 9-10 session week and run for 12 months. The programme will allow for local variation in terms of content and clinical focus, the structure of Fellowship programmes will include:

- At least 40% (likely 3- 4 sessions p/w) of traditional general practice, to develop clinical maturity as a GP. It is likely a primary care provider will be the main employer.
- Up to 40% of time to develop skills and involvement in GP development beyond the MRCGP curriculum and relevant to the fellowship and five year forward aims. This might cover areas of workforce development within a practice including new ways of working, and could also be focused on priority areas for development such as urgent and emergency care or leadership, or in specific/

specialty areas for example care of the elderly such as frailty, mental health, oncology, paediatrics, veteran's health, dermatology, diabetes etc. It may be a mix of clinical and organisational work.

- 20% (2 session p/w) of protected education and training time. It is intended that an academic foundation will underpin the programme and provide robust governance and quality assurance. This may involve completion of a Postgraduate Certificate. A bursary of £5,297 is available to support Postgraduate Certificates and Diplomas available in a range of areas, to be chosen by each fellow.
- Fellows will attend an induction facilitated by HEE NW and will also be invited to attend Higher Professional Education and other appropriate events.

If a fellow works LTFT, would they still be eligible for the full bursary amount?

The bursary isn't pro-rata so if a Fellow works LTFT they would still be eligible to receive the full bursary of £5,297.

If a fellow works LTFT would the practice be able to claim the full £19,937 for 2 sessions or is this on a pro-rata basis?

The LTFT payment to practice would depend on the fellowship sessions worked. If the Fellow is working LTFT but still undertaking 2 fellowship sessions per week, then the practice would receive the payment for both sessions (£19,937). If the fellow is working LTFT and only undertaking 1 fellowship session per week, the practice would receive the payment for one session (£9,968.50).

What should a fellow's job plan include?

GP fellowships should usually include a minimum of four clinical sessions in primary care and two sessions of personal development time per week.

An integrated Fellowship offering opportunities to develop across clinical systems will usually include a minimum of three clinical sessions in primary care, and a minimum of two sessions in another clinical sphere of work and two sessions of personal development time per week.

Fellowships offering the opportunity to develop a specific area of work such as frailty, mental health, dermatology or other clinical or leadership areas will be encouraged.

Personal development time should be self-directed by the fellow in areas of relevance to their fellowship, e.g., quality improvement activities, attendance at courses/university, time spent shadowing or in other organisations, attendance at education events locally such as Post CCT fellow support, Higher Professional Education (HPE) or Professional Education and Development (PED)

The fellow should have two sessions per week to develop additional areas of work, and we would usually expect that include some educational time, for example a diploma, though that may depend on what is available for the area they are developing. They may also do some shadowing and personal learning, and plan how to integrate developments into the practice.

The practice should arrange at least monthly sessions with a supervisor to see what they are doing and discuss how their development can integrate into the practice.

How do I log the fellowship progress?

At the Induction Fellows will complete a Fellowship development plan, considering:

- What do I want to achieve over the next year?
- How will I do that? Consider courses, shadowing, personal learning.
- What project work will I achieve?
- Personal Development Plan
- What support will I need?
- What will I have done by the end of this month?

They will be given access to a template to log their development work on and should meet with their mentor to discuss these regularly.

Mentors and fellows should keep a log of what the £5,297 bursary was spent on during their monthly meetings and share this with NW WTE if requested.

What happens if the fellow leaves practice during the fellowship period?

If your fellow chooses to leave practice, please inform

primarycareschool.nw@hee.nhs.uk

The fellowship funding is primarily awarded to the practice, who can choose to keep the remaining funding and appoint an eligible fellow to utilise this, however we have also worked with practices previously to transfer the remaining funding to the fellow's new practice to continue their fellowship if appropriate.

Any unused funds at the end of the fellowship should be returned to NW WTE.

Additional Queries

If you have any queries not covered in this FAQ, please email us via

primarycareschool.nw@hee.nhs.uk for further information.

FAQs for Fellows

How does the NW WTE Post-CCT Fellowship differ from the NHS New to Practice Fellowship?

There are similarities between the schemes, as they both offer support for new GPs. The NW WTE fellowships give a day a week of funded educational time and area available for any GP within the first 5 years of practice. They are awarded to practices and organisations who are looking to develop GPs and new areas of work and particularly to support new ways of working and develop leadership and clinical skills to support the host practice. The NHS England fellowships are only for GPs in their first two years post CCT. They offer support towards a half a day a week over 2 years, educational support, and mentoring. You can take up one of the opportunities, and the choice may depend on which practice you join. They are both great opportunities!

I started in post before April 2023, can I still undertake a fellowship?

To be eligible you must have started in your first substantive post between April 2023 and March 2024 and be within your first 5 years post-CCT.

If you do not meet these criteria, but you are within a few months of the start date of April 2023, the application may be considered if there is any additional capacity.

If I am undertaking an NHSE Fellowship and am successfully appointed as a NW WTE Fellow, what are my options?

When someone undertaking an NHSE Fellow is successfully appointed as an NW WTE Fellow they can either:

1. Undertake both Fellowships simultaneously if only accepting the funding from the NW WTE Fellowship
2. Pause/postpone their NHSE Fellowship until they have completed their NW WTE Fellowship

NHSE have advised that most fellows chose to pause their NHSE Fellowship out of these options.

Who is my employment contract with during the fellowship?

Your contract of employment will be with the hosting practice/organisation during this time. You will not be supernumerary.

What is the salary for a Post CCT Fellowship?

Your host organisation will pay your full salary, and this will reflect current market rates. They will get remunerated by NW WTE for 2 sessions per week (up to a maximum of £19,937 including on-costs)

Where can I find the job descriptions of the posts?

Job descriptions will be available from the employing organisation.

How many fellowships post are available?

NW WTE can support up to 28 fellowships across the North West. These will be

spread geographically and be prioritised in terms of deprivation index, workforce need, and opportunities offered.

How would someone apply for Skilled Worker Visa sponsorship?

NW WTE are unable to sponsor successful fellows for their Skilled Worker Visa applications. Sponsorship would need to be obtained by the employing organisation or placement host. For more information, please visit the following link:

<https://www.gov.uk/uk-visa-sponsorship-employers/types-of-licence>

You can also contact your local NHSE Workforce Team, via the details below, who may be able to support you with your application, or visit the [NHSE Skilled Worker Visa webpage](#) for further information

Greater Manchester: Kerry Porter kerryporter1@nhs.net

Cheshire and Mersey: ENGLAND.cmmedical@nhs.net

Lancashire and South Cumbria: Nicholas Povey nicholas.povey@nhs.net

What is the limit for bursary support for postgraduate certificate and diplomas?

The maximum bursary for Post-CCT Fellows is £5,297. Some fellows chose to use this as a contribution towards a more expensive courses, such as dermatology distance learning, whilst others use it to fully fund other lower priced courses.

How do I claim my bursary funding?

Your practice will have received the funding directly – please reclaim from them and keep a log of the spend.

Is the funding pensionable?

The Fellowship payment from NW WTE covers salary and on-costs for the GP Fellows, so is pensionable. The payment we make for the 2 sessions is effectively a standard contribution so it may not cover all the costs incurred by the practice (depending on the salary they pay the fellows/staff).

Can the bursary be used for society membership to access courses?

If you are accessing educational resources this is fine, however it should not cover BMA or RCGP fees.

Will the fellowship affect my annual leave?

The practice/organisation is the employer and will employ the fellow, so the fellowship sessions should effectively form part of your agreement/contract with the fellow rather than these being 'additional'. Therefore, their annual leave entitlement should be amended to reflect the additional sessions because they are employed and paid by the practice for these. (With the NW WTE payment reimbursing the bulk of the costs).

I have completed by PgCert (or equivalent) which was funded by the Fellowship, am I still entitled to the additional 2 session payment I am receiving via my practice?

If you are still within the 1-year period of your fellowship (e.g., you started on 10th April 2023, and it is not yet 10th April 2024) then you should continue to receive the

sessional pay and sessions as the practice has been funded for them – you could use the time to put some of what you have learnt into developing education into the practice, or other study.

What happens if I leave my practice during the fellowship?

If you chose to leave the practice during your fellowship, the practice has the right to retain the remaining unused funds and allocate these to a new, eligible fellow.

In some circumstances we have been able to negotiate a funding transfer to a new practice so the fellow can continue, however this is on a discretionary basis.

How can I raise any concerns?

If you have any concerns during your fellowship, please contact primarycareschool.nw@hee.nhs.uk and we will arrange a chat with our fellowship lead to discuss.

Contact Us

If you have any queries not covered in this FAQ, please email us for further information.

Fellowship Support: Primary Care School - primarycareschool.nw@hee.nhs.uk

Fellowship Clinical Lead: Dr Gill Tonge – gill.tonge@hee.nhs.uk