

**Training Agreement Between  
The GP Trainee and the Wessex Deanery School of General Practice**

*To be completed and signed by the GP Trainee and returned to the School of General Practice, Southern House, Otterbourne, Winchester SO21 2RU*

This document sets out the general principles to be adhered to by both the Deanery and the GP Trainee should they accept the offer from the GP School of a Training Programme in the Wessex Deanery.

This Agreement is made between the GP School of the Wessex Deanery and

[*insert name of Trainee*] .....

who has been offered and accepted a place in a three year General Practice Training Programme in the Wessex Deanery.

The Deanery following successful application through the national recruitment process for General Practice Training agrees to offer a suitable three year training programme (or equivalent for LTFTT) which is compliant with the requirements of training for UK Certification as a General Practitioner.

The Deanery will:

- Provide appropriate training in hospital speciality posts and general practice placements for the three year programme that are compliant with RCGP and GMC standards.
- Provide appropriate educational and clinical supervision throughout the training programme.
- Provide learning opportunities appropriate for a GP training programme.
- Provide additional learning opportunities and planned education leave as outlined in the Deanery documentation.
- Facilitate and allow attendance at suitable training courses relevant to GP training.
- Support the individual undertaking all assessment requirements and examinations of the RCGP
- Keep the Trainee informed of current training requirements and regulations and update them on any changes as appropriate.
- Conduct Annual Reviews of Competence Progression (ARCP) and inform the Trainee of the outcome.
- Undertake a minimum of 6-monthly educational reviews with feedback throughout the three year programme performed by an Educational Supervisor and provide additional support where appropriate.

The Trainee is responsible at all times for their own organisation, preparation, participation and evidence of the learning opportunities provided during their GP Training Programme as defined by "An Adult Learner" \*See Appendix A below

The Trainee agrees to:

- Register as an Associate in Training (AiT) with the Royal College of General Practitioners to allow activation of their ePortfolio prior to the start of the training programme or at the very latest within the first four weeks of the start of their programme.
- Complete and return all appropriate documentation required for registration and continuation of training as requested by the Deanery in the required timeframe.
- Undertake to provide documentation and attend, if necessary, the appropriate organisations to allow the completion of the Enhanced Criminal Records Bureau (eCRB) registration for the Medical Performers List prior to commencement of general practice posts and undergo occupational health checks with the employing organisation.
- Inform the Deanery and Patch Offices of any changes in contact details or addresses within one month at the latest of this so happening.
- Inform the Deanery and the employing organisation immediately of any changes in immigration or visa status.
- Inform the employer (Hospital Trust or GP) of all sick leave as required by NHS Regulations and inform the Patch Office in writing should the sick leave exceed two weeks (total in any year of training). Medical certification must be provided to the employer as required under UK employment regulations. Copies should also be sent to the Patch Offices.
- Inform when appropriate, the employing organisation and the Deanery of any planned maternity or paternity leave and comply with current UK Regulations and the Wessex Deanery maternity guidance available on the Deanery web site.
- Use the ePortfolio and complete appropriate documentation as a record of their training and reflection throughout the whole of the three year training programme. This must be done in a contemporaneous and appropriate time frame relative to the learning event or activity. This is to allow the workplace based assessment of the MRCGP to be completed and assessed at the ARCP Panels.
- Failure to adequately document training and learning activity in the e-portfolio or within a suitable timeframe will be regarded as a breach of this agreement and may result in dismissal from the GP Training Programme.
- Complete all appropriate PAY1/2 documents for GP placements and submit these where possible six weeks prior to commencing or changing post. Delays in the Deanery receiving this may result in non-payment of salary or expenses by the payment authority or practice until the documentation can be processed.
- Agree to sign the required contracts with their employer prior to commencing in post or at the very latest within eight weeks from the start date. This includes the BMA/COGPED GP Trainee Contract for GP Training placements.
- Inform their Educational Supervisor of any concerns or problems as they arise during their training programme as soon as possible or, if inappropriate, the Patch Senior Educational

Team who are responsible for the support and provision of education on behalf of the Deanery.

- Comply at all times with the Terms and Regulations of the NHS, their employer and the GMC and inform the Deanery of any breach of these within 5 working days.
- Organise, undertake and document OOH training as outlined on the Deanery website from the commencement of, and spread across the whole period of the GP placements.
- Undertake all appropriate assessments as specified by the Royal College of General Practitioners and the GMC required for certification within the planned (usually 3 years) GP Training programme.
- Provide the required evidence of learning to allow ARCP Panels to make suitable recommendations on the outcome of any period of training, ultimately leading to the final Panel and certification of the training programme.
- Attend all mandatory training programmes and other educational activities but, if unable to do so, inform the organisers before, or at the earliest opportunity afterwards. These events should be documented in the e-portfolio as a record of attendance and of education and learning.
- Agree to undertake when requested the Patch Feedback Questionnaire (SEAP) at agreed intervals of all ST1/2 posts and at ten months in the ST3 year and the annual GMC survey.

Failure to comply with this document without adequate prior approval from the Deanery will be regarded as a breach of this agreement and may result in dismissal from the GP Training Programme.

It is essential that if any problems are identified that may place your training programme at risk that these are notified to the Patch Associate Deans Office at the first opportunity.

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Trainee signature

.....  
Director of GP Education

.....  
Name in print

.....  
Name in print

Date.....

.....

## **Appendix A: The Adult Learner**

- Adults are *autonomous* and *self-directed*. They need to be free to direct themselves. Their teachers must actively involve adult participants in the learning process and serve as facilitators for them. Specifically, they must get participants' perspectives about what topics to cover and let them work on projects that reflect their educational needs. They should allow the participants to assume responsibility for their educational activities. They have to be sure to act as facilitators, guiding participants to their own knowledge rather than supplying them with facts. Finally, they must show participants how they will help them reach their goals (e.g., via a Personal Learning Plan).

Please note that a copy of this agreement will be kept on your personal training file held at the Wessex Deanery and may be used in future assessments and training activities.