NHS
North Yorkshire and York

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Compliance:	All NHS NYY GP's who wish to practice in capacity as a GP Retainee
Equality & Diversity Statement:	This policy has been subject to a full Equality Impact Assessment

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Preface

This policy is made in co-operation with both the NHS North Yorkshire and York (NHS NYY, "the PCT"), the Yorkshire and Humber Deanery and all North Yorkshire and York General Practitioners (GP's), using the mechanism of the Local Representative Committee (YorLMC). It will remain in force until superseded by a replacement Policy, or until terminated by NHS North Yorkshire and York, giving no less than six months notice to the Yorkshire and Humber Deanery and Local Representative Committee. The purpose of the notice to terminate the Policy is to provide the opportunity for all parties to renegotiate a replacement Policy.

1. Introduction

1.1 The Doctors' Retainer Scheme was introduced in 1969 to enable doctors who are only able to work part-time to retain their skills working in an approved practice setting with educational supervision and time for protected learning. Originally the scheme allowed for only 2 sessions of work per week, but in June 1999 it was updated to allow doctors on the scheme to work up to 4 sessions in general practice. Details of the new scheme are clarified in NHS circular HSCC1999/004 8.1.1999.

1.2 The Retainer Scheme is time limited to 5 years, however this can be extended with Deanery approval to 8 years and in certain circumstances to an absolute maximum of 10 years. A GP can move from the Retainer Scheme at any point. They are eligible to rejoin the scheme at a later date as long as they have not completed the maximum time on the scheme.

1.3 The Retainer Scheme is managed in each region of the UK by the appropriate Postgraduate Medical Deanery. In the NHS North Yorkshire and York locality, the scheme is managed by The Yorkshire and Humber Deanery, The Department for NHS Postgraduate Medical and Dental Education, Willow Terrace Road, University of Leeds, Leeds, LS2 9JT, Telephone No 0113 3431557.

2. Scope

2.1 This policy applies to all General Medical Practitioners who are included in the NHS North Yorkshire and York Medical Performers List and who wish to practice in the capacity of GP Retainee.

3. Responsibilities

3.1 The PCTs' obligation to reimburse practices for their retainees is laid down in the "Statement of Financial Entitlements, as follows:

3.2 "Payments in respect of sessions undertaken by members of the Scheme
14.2 Subject to paragraph 14.2A, where –

(a) a contractor who is considered as a suitable employer of members of the

Doctors' Retainer Scheme by the Regional Dean employs or engages a member of the Doctors' Retainer Scheme; and

(b) the service sessions for which the member of the Doctors' Retainer Scheme is employed or engaged by that contractor have been arranged by the local Director of Postgraduate GP Education,

3.3 The PCT must pay to that contractor under its GMS contract £59.18 in respect of each full session that the member of the Doctors' Retainer Scheme undertakes for the contractor in any week, up to a maximum of four session per week. "

3.4 Since 1998 all employed Sessional GPs have been eligible to join the NHS superannuation (pension) scheme. It is the responsibility of the PCT to pay Retainees' superannuation.

3.5 Funding for the Retainer Scheme is included in the PCO Administered funds section of the nGMS contract. However, GP Practices do not have an automatic right to have a GP Retainee funded by the PCT, as it is discretional funding. The Yorkshire and Humber Deanery recognise that individual budgetary constraints may impact on a PCTs ability to fund new places on the Retainer Scheme.

4. PCT Funding

4.1 NHS North Yorkshire and York recognise that since the inception of the GP Retainer Scheme, there are more opportunities for GP's to work part time in a Salaried GP capacity. The PCT needs to carefully consider any future additional discretionary funding, to ensure that best value for tax payer's money is achieved.

4.2 The PCT's GP Commissioning Group will have the delegated responsibility to make a decision with regard to an application for funding. The GP Commissioning Group meets on a Bi monthly basis.

4.3 The PCT will prioritise funding based on an assessment of need and benefit. Decisions will be based on

- Local primary care capacity / need
- Practice demographics / need
- Individual circumstances of the GP Retainer.

4.4 The PCT will prioritise Retainer placements in under doctored areas, or where the local GP workforce is projected to change (e.g. through retirement) resulting in a reduction and potential shortfall in primary care capacity.

4.5 The PCT will prioritise applications to practices where a retainer has specific skills that can benefit the community (e.g additional languages / specialist expertise).

4.6 Applications from GPs will be considered on an individual basis, taking into account their individual personal circumstances i.e. where a doctor is a single parent, where suitable alternative childcare provision is more difficult to secure due to for example having a child

with a disability, or where it has been identified through their appraisal or educational portfolio that they are likely to have fewer alternative options for employment compared to the average salaried doctor.

4.7 The PCT will prioritise requests from practices to host a GP retainer based on a strategic needs assessment of the primary care footprint of the practice, local patient demand and primary care capacity.

4.8 The PCT will initially approve funding for a minimum period of one year. Applicants will be required to apply to the PCT for re-approval on an annual basis, submitting evidence of continuing support from the deanery and evidence of personal development through the Retainer Scheme system.

4.9 NHS North Yorkshire and York will not approve funding after the maximum 5 year approval period, other than in exceptional circumstances.

5. Applying for Initial Funding

5.1 An applicant should apply for initial funding using the PCT's application form, as outlined at Appendix 1. The application form is available for downloading on www.nyypct.nhs.uk , or alternatively by contacting Dawn Kerbyson, Performers List Administrator, Sovereign House, Kettlestring Lane, Clifton Moor, York, YO30 4GQ, Tel No: 01904 694713.

5.2 Applicants may be invited to attend an interview with the PCT's Medical Director or clinical appraisal lead ,prior to the application being considered by the NHS North Yorkshire and York GP Commissioning Group.

5.3 Applicants will be informed in writing of the decision regarding suitability for the scheme and initial funding period, within 7 days from the date of that decision.

5.4 The FHS Financial Services Manager will be notified of an individual starting the scheme, using the form outlined at Appendix 3.

5.5 An applicant's initial funding period will be determined from the assessment undertaken at the interview. This assessment will take account of each applicant's individual training requirement to reasonably enable their full return to practice as a GP.

5.6 Applicants who at the end of this initial period believe that their personally tailored plan with the host practice will not enable them to complete the plan successfully should reapply, as per paragraph 6, between 3 – 6 months prior to the agreed funding ceasing.

6. Applying for Reapproval of Funding

6.1 Applicants should apply for reapproval of funding using the PCT's application form, as outlined at Appendix 2. The application form is available for downloading on www.nyypct.nhs.uk, or alternatively by contacting Dawn Kerbyson, Performers List Administrator, Sovereign House, Kettlestring Lane, Clifton Moor, York, YO30 4GQ, Tel No: 01904 694713.

6.2 Applicants may be invited to attend an interview with the PCT's Medical Director or clinical appraisal lead, prior to the application being considered by the NHS North Yorkshire and York GP Commissioning Group.

6.3 Applicants will be informed in writing of the decision, within 7 days from the date of that decision.

6.4 The FHS Financial Services Manager will be notified of an amendment to the individuals participation on the scheme, using the form outlined at Appendix 4.

7. Consultation, Approval and Ratification Process

7.1 This policy was drafted in consultation with the Yorkshire and Humber Deanery and YorLMC, who have agreed its final content.

7.2 Consultation has included Equality and Human Rights Group (consideration of Equality Impact Assessment), Integrated Governance Sub Committee and Primary Care Primary Care Clinical Governance Group.

8. Dissemination and Implementation

8.1 The policy can be accessed via the PCT Intranet.

8.2 The policy has been distributed to all NHS North Yorkshire and York GP Practices, the PCT's FHS Financial Services Manager, the Yorkshire and Humber Deanery's GP Tutor Career Support and YorLMC.

9. Document Control including Archiving Arrangements

9.1 This policy will be stored on the PCT's Intranet, on the policies and procedures section.

9.2 On review of this policy, archived copies of previous versions will be held by the Primary Care Manager on behalf of the Policy owner. The Primary Care Manager will keep an up to date list of the archived policies and their location. The Policy will be available as an archived document as soon as the latest version has been made available on the PCT Intranet/Internet.

9.3 To retrieve a former version of this policy, contact the Primary Care Performance Manager.

10. Equality & Diversity Statement

10.1 The PCT recognises the diversity of the local community and those in its employ. Our aim is therefore to provide a safe environment free, from discrimination and a place where all individuals are treated fairly and with dignity, respecting their rights under the Human Rights Act. The services we provide will be appropriate to their need, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual

orientation, gender reassignment or employment status. The PCT recognises that equality impacts on all aspects of its day to day operations and has produced an Equality and Human Rights Strategy and Equal Opportunities Policy to reflect this. All policies and procedures are assessed in accordance with the Equality Impact Assessment Toolkit, the results for which are monitored centrally.

11. Training and Awareness

11.1 The policy will be made available on the PCT intranet. Awareness of this policy and updated versions of the policy will be made via a cascade system from the Primary Care Manager to all NHS North Yorkshire and York GP Practice Managers, the Yorkshire and Humber Deanery, YorLMC and the PCTs Senior Finance Manager, for dissemination.

11.2 Any training requirements arising from this policy will be addressed by the Primary Care Directorate.

12. Data Protection Act 1998

12.1 The Data Protection Act 1998 protects personal data, which includes information about staff, patients and carers. The NHS relies on maintaining the confidentiality and integrity of its data to maintain the trust of the community. Unlawful or unfair processing of personal data may result in the PCT being in breach of its Data Protection obligations.

13. Freedom of Information Act 2000

13.1 Any information that belongs to the PCT may be subject to disclosure under the Freedom of Information Act 2000.

14. Review

14.1 This policy will be reviewed in 12 months time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.

15. Monitoring

15.1 Monitoring of compliance with this policy will be the responsibility of the GP Performers List Administrator. At the end of each financial year before 10 April the FHS Financial Services Manager will supply to the GP Performers List Administrator a statement that identifies the names of GP's who received payment in the year just ended and specifies the following:

- Host practice attached to
- Start and end period of payments made in the year
- Amount paid

15.2 The GP Performers List Administrator will review the statement provided by the FHS Financial Services Manager and confirm in writing that either the statement is correct or advise of any omissions or over payments by 17 April.

16. References

16.1 The Yorkshire and the Humber Postgraduate Deanery. [Online] [8.11.10]. www.yorksandhumberdeanery.nhs.uk

16.2 NHS circular HSCC1999/004 8.1.1999. [Online] [8.11.10] www.dh.gov.uk

16.3 Statement of Financial Entitlements. [Online] [8.11.10] www.dh.gov.uk

Appendix 1

NHS
North Yorkshire and York

Application for Funding a Yorkshire Doctors' Retainer Scheme Placement

Name:	Date of Birth:

Private Address:

Telephone Number:

Mobile Telephone Number:

Email Address:

Are you included on the Performers List of NHS North Yorkshire and York?
YES/NO

If no, please state on which PCT Performers
List you are included:

Proposed Practice Address:

Telephone Number:

Proposed Start Date:

Number of Sessions:

Name of Educational Supervisor:

Have you been employed as a retainer under another Deanery's Retainer Scheme? YES/NO

If Yes, how long were you on the scheme?

I have been approved for membership of the Yorkshire Doctors' Retainer Scheme

from …… to ……..

Please provide details of any additional work you have been approved for doing in addition to your Retainee sessions, for example Clinical Assistant Post of Family Planning Sessions:

Please provide details of your previous General Practice experience:

Please provide details of your post registration medical experience:

Please detail below why you have applied for a place on the Yorkshire Doctors' Retainer Scheme (include as much information as possible ie your personal circumstances, educational requirements, if the placement is to address a specific patient need, whether the practice is located in an area identified as being underdoctored etc):

Cont……

Signed:

Print Name:

Dated:

Please return the completed form to Dawn Kerbyson, Performers List Administrator, NHS North Yorkshire and York, Sovereign House, Kettlestring Lane, Clifton Moor, York, YO30 4GQ

To be completed on behalf of the NHS North Yorkshire and York GP Commissioning Group

NHS North Yorkshire and York approve/do not approve the funding for Dr …….’s

placement on the Yorkshire Doctor’s Retainer Scheme from ……. To ……..

If not approved, please state reasons for that decision:

Signed:

Print Name:

Dated:

Appendix 2

NHS
North Yorkshire and York

Application for Reapproval of Funding a Yorkshire Doctor's Retainer Scheme Placement

To be completed by applicant

Name:

Practice Address: Telephone Number: Start Date: Number of Sessions: Outline of duties: Name of Educational Supervisor:

Please state the number of years you have been on the Yorkshire Doctors' Retainer Scheme:

I have been approved for continued membership of the Yorkshire Doctors' Retainer Scheme

from …… to ……..

Are you a member of a small learning group for education and support
Eg PEAS, Leeds Retainer Group, Revalidation Without Tears Group?

YES/NO

If yes, please give details below:

Please outline why you would like to continue your position on the scheme, including information regarding your continued need to work part time with boundaries and educational support:

Please provide details of any future career plans:

Signed:

Print Name:

Dated:

To be completed by the Practice Educational Supervisor

I have the following comments to make in support of Dr ……..'s application for funding:

Signed:

Print Name:

Dated:

Please return the completed form to Dawn Kerbyson, Performers List Administrator, NHS North Yorkshire and York, Sovereign House, Kettlestring Lane, Clifton Moor, York, YO30 4GQ

To be completed on behalf of the NHS North Yorkshire and York GP Commissioning Group

NHS North Yorkshire and York approve/do not approve the funding for Dr …….'s

Continued placement on the Yorkshire Doctor's Retainer Scheme from ……. To ……..

If not approved, please state reasons for that decision:

Signed:

Print Name:

Dated:

Appendix 3

NHS
North Yorkshire and York

GP Retainer: Notification of Start Form

Appendix 3

NHS
North Yorkshire and York

Forename	
Surname	
GP Reference Number	
Date of Birth	
Address	
Postcode	
Start Date	
End Date	
Number of Sessions Per Week:	
Practice Assigned to Practice Code	
Practice Assigned to Practice Name	
Date Appointment Approved on:	
Authorisation for Payment Signature	
Printed Name of Authorised Signature	
Date Authorised	

Original Form to: FHS Financial Services
Copy Retained by: Performers List Administrator
Copy Sent to:Designated Primary Care Contracts Manager
Assistant Finance Manager Primary Care

Appendix 4

NHS
North Yorkshire and York

GP Retainer: Notification of Amendment Form

Forename	
Surname	
GP Reference Number	
Date of Birth	
Address	
Postcode	
Please complete for Relevant Areas Only:	
Amendment to Start Date	
Change to End Date	
Change to Number of Sessions Per Week:	
Practice Assigned to Practice Code	
Practice Assigned to Practice Name	
Other change or comment please specify:	
Date Amendment Approved on:	
Authorisation for Payment Signature	
Printed Name of Authorised Signature	
Date Authorised	

Original Form to: FHS Financial Services
Copy Retained by: Performers List Administrator
Copy Sent to:Designated Primary Care Contracts Manager
Assistant Finance Manager Primary Care