

**Preceptorship Guidance Document for
Physician Associates Primary Care to
supplement Electronic Application Form
For all applications from April 1st 2023- March
31st 2024
North East and Yorkshire Region**

Specification and guidance pack

1. Introduction

This guidance sets out funding offered by NHS England Workforce Training and Education North East, Yorkshire and Humber (NEY) (NHSE WT&E) to NHS funded services to support the upskilling of qualified Physician Associates (PAs) working as preceptees in a primary care setting.

This document is to support the PA preceptorships in primary care electronic application form. Please note this is for all PA preceptorship applications during the period April 1st 2023 – March 31st 2024, only.

Please use the following links to complete your application for funding. Please note that the two regions have a separate application link.

North east and north Cumbria – [application here](#)

Please also be aware that the application form requires further supplemental information to be sent via return email to england.advancedpractice.ne@nhs.net. These four fields are clearly indicated on the form itself.

Yorkshire and Humber - [application here](#)

Please also be aware that the application form requires further supplemental information to be sent via return email to england.maps.ney@nhs.net. These four fields are clearly indicated on the form itself.

In order to encourage successful partnership working across each locality the application process has been discussed and shared with all relevant stakeholders including Local Faculties, Training Hubs, PA Leads and Physician Associate Ambassadors. It is anticipated that by creating a central point of access for allocated preceptee funding that quality assurance and subsequent release of monies can be expedited.

2. Background and useful resources

Physician associates are medically trained, generalist healthcare professionals, who work alongside doctors and provide medical care as an integral part of the multidisciplinary team. PAs are practitioners working with a dedicated medical

supervisor but are able to work autonomously with appropriate support. As of January 2023, there are approximately 3000 graduate PAs in the UK.

[PAs in primary care](#) can help to broaden the capacity of the GP role and skill mix within the practice team to help address the needs of patients in response to the growing and ageing population. They work in conjunction with and are complementary to the existing team.

The [Medical Associate Professions \(MAPs\) Core Capabilities Framework](#). This national document sets out clear expectations regarding the safe and effective practice of any MAP role including PAs.

The Faculty of Physicians Associates Royal College of Physicians website contains a dedicated area for [PAs working in Primary Care](#), containing some very useful resources for both Employers and PAs.

Links to the current national regulation timetable for MAPs can be found [here](#).

The forthcoming revalidation process from October 2023 concerning key future developments for [recertification of Physician Associates](#).

For physician associates in north east and north Cumbria, there is also a [primary care quick reference guide](#), to help support your preceptorship.

3. Funding Offer and Criteria.

As part of the nationally agreed funding model introduced in 2018, NHSE WT & E NEY have invested a £5000 education support payment for practices/PCNs if:

- new PAs contract to work in primary care within the first 12 months of practice after becoming registered, and;
- upon delivery of a preceptorship programme which meets NHSE Preceptorship criteria outlined below.

NHSE Preceptorship Criteria

1. The preceptorship programme will be undertaken for a minimum of 1 year [whole time equivalent] and must entail a minimum of 50% [or 6 months' full time equivalent in any rotation of placements] being spent in Primary Care.
2. The Preceptorship is only being offered to either a) a PA who is commencing a programme in the first twelve months of practice after first gaining registration on the national register **or**

b) a PA taking up their first post in primary care since gaining registration. This would also include the transition of PAs from secondary care with a **maximum of 3 years' experience**.

3. The Employer must have read, understood and be prepared to implement the Guidance within the Faculty of Physician Associates (FPA) document '[Employers' Guide to Physicians Associate](#)'

4. The weekly timetable must include at least **1 dedicated session for education**. The PA preceptee must work under GP clinical supervision during their day-to-day clinical practice. They must also have access to a GP Clinical /Educational Supervisor to support their professional development and undertaking of any portfolio-based assessments (GP CS training available if not accredited at time of appointment of PA).

5. The Preceptee must have access to a trained mentor for the duration of the Preceptorship. The mentor should be external to the employing practice or Primary Care Network (PCN).

6. If being employed by a PCN, the PA Preceptee must work in no more than 2 practices for the first 6 months of their Preceptorship year.

7. The preceptee must have a suitable induction period, an induction meeting with their supervisor, a mid-point and an end of programme review with their supervisor [regardless of whether they have been a PA student on placement with the practice].

A template preceptorship induction plan can be found under [GP Supervisor and Physician Associate Guide](#)

8. The programme must use suitable supportive records of the preceptor's progress. For example, the FPAs '[First Year Post Qualification Documentation](#)'

9. The preceptee must take part in the employer's annual appraisal system.

10. Offer an approved structured development plan with clear objectives, goals and a shared understanding around how the practice will support the preceptee to gain the clinical experience and skills required. For example, this could be from a local Higher Education Institute HEI or equivalent, which will include alumni activity or could also be in-house (or could be in-network).

11. The preceptorship programme will set out expected outcomes for the preceptee in the form of competence acquisition or a brief curriculum which may be locally derived but based on established national guidance. This can be found within the FPA document; First Year Post Qualification Documentation.

12. The preceptorship programme must enable the post-holder to engage in multi-professional learning activities with protected time to ensure this.

13. Where the post-holder's objectives include a further course of study, this should usually be funded from the support payment. This could be up to the cost of a

postgraduate certificate qualification if appropriate for the preceptor and the service context; this funding should be used flexibly to meet the needs of the preceptor.

14. Individual post-holders will be expected to complete and maintain all the requirements of the UK PA Managed Voluntary Register [PAMVR] or subsequent register.

15. At the start of employment, newly qualified PAs in Primary Care should have 30-minute patient consultation time allocation with a debrief after each patient. This should be reviewed between 3-6 months and the consultation time adjusted as appropriate.

16. Employers must consider a rota with a maximum of eight patient-facing clinical sessions a week for the first 6 months of the Preceptorship programme.
Application process.

Funding monies

- NHSE shall pay the preceptorship sum to the Employer via agreed local processes as detailed in section 6 – Conditions of Funding

- The preceptorship payment is allocated to employers to support the preceptorship programme, recognising the infrastructure, education and learning requirements and input/supervision/teaching required in the practice setting during the preceptorship.

- The Employer will produce invoices for NHSE to receive these payments at agreed

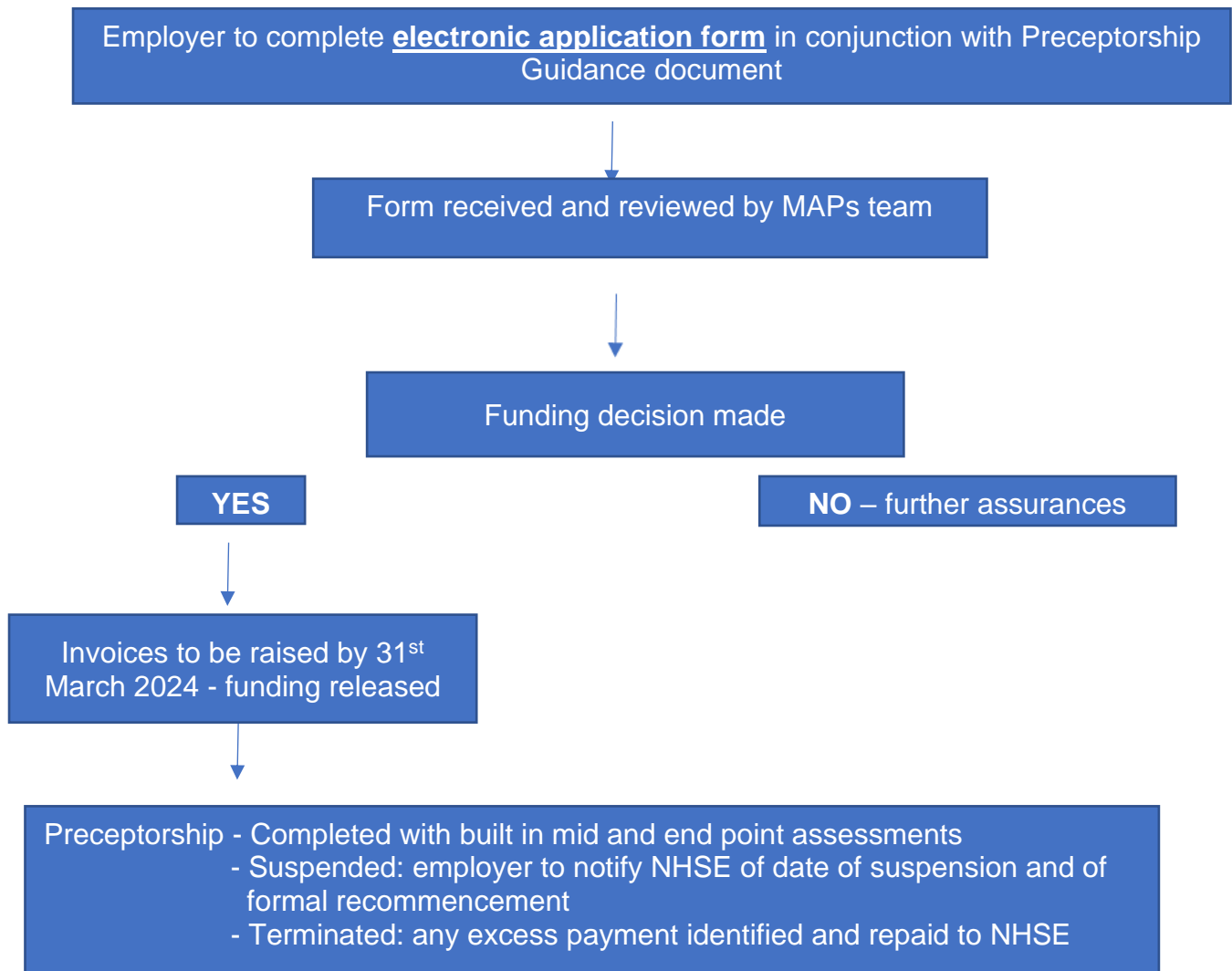
Local arrangements – North East and North Cumbria

- NHSE shall pay the preceptorship sum to the Employer via agreed local processes as detailed in section 6 – Conditions of Funding

- NHSE NENC will only pay the preceptorship funding once the employer agreement is signed and returned. Signing the [employer agreement](#) means the practices agrees to the funding obligations stated in this document.

Yorkshire and Humber

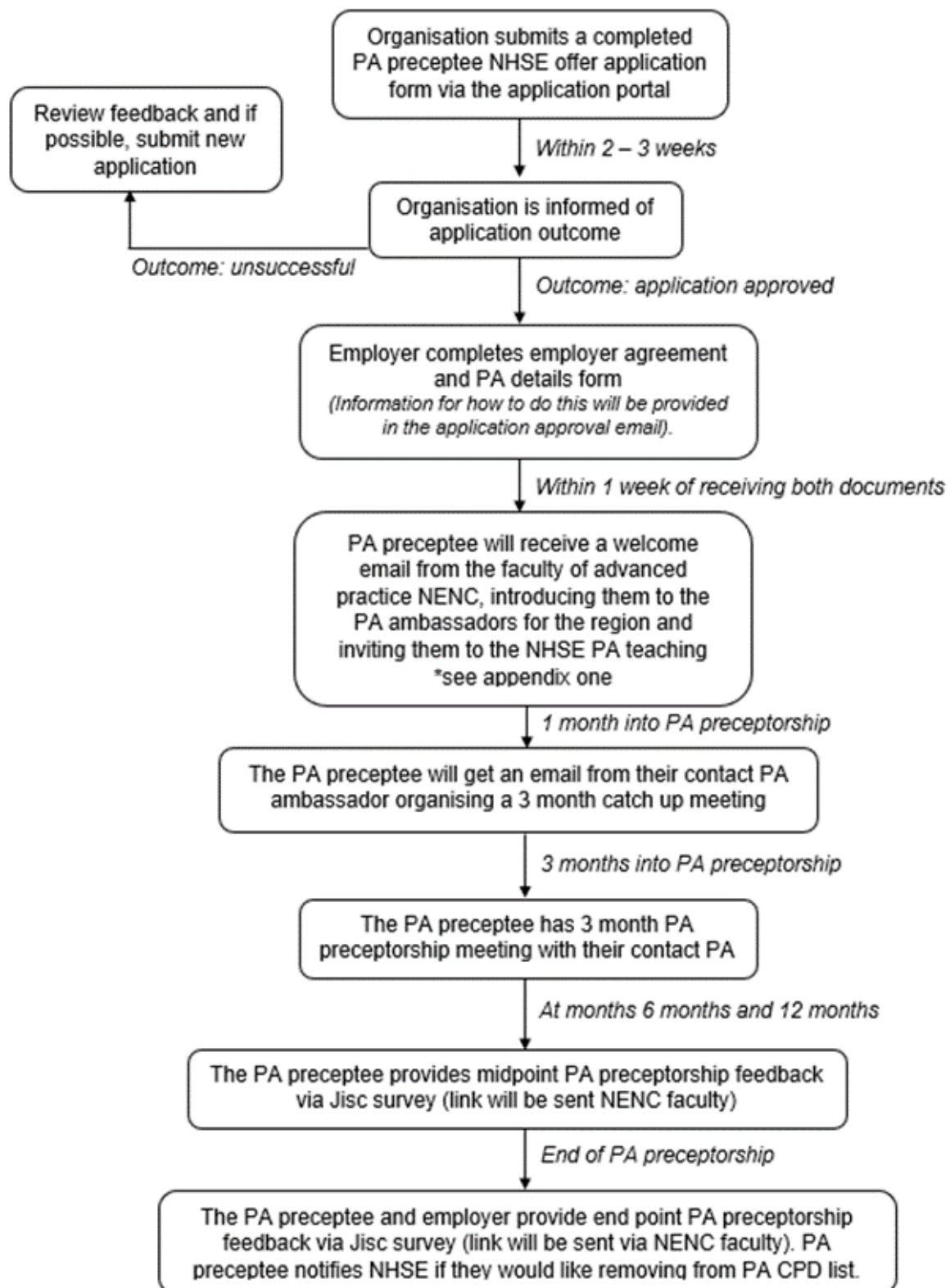
Figure 1 – Local arrangements in Yorkshire and Humber



- If the preceptee takes up employment elsewhere the preceptorship funding will no longer be payable to the Employer and will be paid pro rata.

- **Should NHSE consider that the Employer is not fulfilling its obligations as laid out in the above criteria, NHSE will firstly notify the Employer of its concerns and agree a set time for the Employer to comply. Should NHSE subsequently consider that the Employer is still not fulfilling its obligations the funding will be withdrawn.**

North east and north Cumbria PA preceptorship application flowchart



4. Scope

The following professions, services and activities are in or out of scope for this funding:

In Scope	Out of Scope
Qualified physician associates who are commencing a programme in the first twelve months of practice after first gaining registration on the national register	Medical, dental, pharmacy, nurses, nursing associates, midwives, AHPs, psychological professions or healthcare scientists.
Physician associates taking up their first post in primary care since gaining registration. This would also include the transition of PAs from secondary care with a maximum of 3 years' experience .	Physician associates with more than twelve months experience after gaining registration on the national register Physician associates taking up their first post in primary care since gaining registration with more than 3 years' experience.
CPD and upskilling of physician associates in primary care preceptorship	Pre-registration and pre-qualification students or PA apprentices
Post-qualification training, education, and qualifications, including CPD and masters level modules for PAs in primary care	Activity funded through other NHS England WT&E funding streams Mandatory training Leadership development programmes*

5. Outcomes

It is anticipated that this investment will achieve the following outcomes:

- Directly support the care and outcomes of patients accessing primary care services
- Support and directly contribute to an increased capacity and capability to deliver timely appropriate patient care
- Upskill the physician associate workforce to improve their knowledge of agreed / identified primary care health presentations and care pathway management.
- Ensure physician associates working within a primary care health setting can work at the top of their scope of practice.
- Contribute to the deployment and integration of the PA within the primary care health workforce. This will include regular and end of year reporting arrangements.

6. Conditions of funding

- Funds will be paid by NHSE to practices directly through an invoicing process.
- **North east and north Cumbria**
 - The national PA preceptorship payment will be paid to the practice/PCN via PO, using the details provided in the application or PA details survey.
 - The payments will be made in month 3 (£2,500), month 9 (£1,500) and month 12 (£1,000) of the preceptorship.
 - Month twelve's final payment of £1000 will only be raised upon successful completion of the end of preceptorship feedback survey which will be emailed to the PA in their 11th month of the preceptorship.
 - Each payment will be paid via PO, and it will be raised by NHS England. Once a PO number is available NHS England will request an invoice which will need submitting to advancedpractice.ne@hee.nhs.uk. If you have any questions about your invoice or would like an update on payment dates, you can also enquire this with the north east and north Cumbria faculty on advancedpractice.ne@hee.nhs.uk.
 - If you are a new supplier to NHS England, we will require a new supplier form being completed. This will be sent to you directly upon successful application to the preceptorship if you are not a supplier on our system. This will need completing and returning to successfully receive the PA preceptorship payment.
- **Yorkshire and Humber please raise invoices to:**
 - FAO Max Miah, NHS ENGLAND X24, PAYABLES K005, PO BOX 312, LEEDS, LS11 1HP
 - PDF version of the invoices should be emailed to: sbs.apinvoicing@nhs.net
- Please ensure invoices state:
 - The name of the preceptee
 - Date started
 - Employer name and address.
- Practices should commit to commencing activity before the transfer of agreed funding.
- Funding will be non-recurrent.
- Preceptorship funding invoices must be raised by end of March 31st, 2024. **Any invoices received after that time will not be honoured by NHSE.**

7. Equality and diversity considerations

Organisations should ensure they take action to promote equality of opportunity and eliminate discrimination amongst their workforce in relation to:

- access to this training and education funding
- access to time in work to complete associated training and education.
- contribution of training and education to career development. This should pay attention to NHS Workforce Race Equality Standard indicators 4 and 7 and Workforce Disability Equality Standard metric 5. It should also take account of factors such as reasonable adjustments to support training and education for staff with disabilities; part time staff; and Training on cultural competence and health inequalities. This will be included in end of year reporting arrangements.

8. Governance and reporting

The successful use of funding will be overseen by the NHSE – north east and Yorkshire regional team.

The responsibilities for local faculties are as follows.

- Local faculty leads will be accountable to the Physician Associate Workforce Lead, on behalf of the NHSE WT&E team for effective use of the funding in line with this guidance.
- There must be clear transparency of activity and use of funding.

9. Next steps and timeline

Employers to consult local faculty PA Leads for any support required in terms of submitting the Electronic Application Form for preceptorship funding.

Please ensure that any applications for this financial year's allocated funding is submitted in a timely manner and contemporaneous with the identified plan of action agreed and ratified for each Preceptee.

Employers completing the form must ensure that they have consulted this document in its entirety to facilitate full compliance with the specific requirement for further detail supplemental to the application form itself; furthermore, that they have accessed links to important documentation as signposted in the Background and Useful Resources section of this form.

Appendix one: North East and North Cumbria primary care education programme

The primary care education sessions will be delivered by a GP PA/ACP clinical educator. The content of the primary care education sessions may include, for example:

- *Consultation techniques*
- *Patient safety*
- *Understanding the roles of others in the primary health care team*
- *Promoting health and preventing disease*
- *Care of acutely ill people – presenting symptoms and signs and management*
- *Care of children and young people, to include child safeguarding, respiratory, ENT and GI presentations*
- *Care of older adults, including frailty*
- *Women's health –common presentations of breast and gynaecology conditions*
- *Men's health common presentations of urological disorders and ED*
- *Sexual health covering basic contraception and common GU infections.*
- *Care of people with mental health problems covering common MH conditions*
- *Care of people with intellectual disability*
- *Cardiovascular Health including common conditions such as IHD.*
- *Digestive health including 14 d referral criteria and common gut conditions*
- *Care of people who misuse drugs and alcohol, understanding a team approach.*
- *Care of people with ENT problems including acute infections and hearing loss*
- *Care of people with eye problems including the 'red eye'.*
- *Care of people with metabolic problems, in particular thyroid disorders and care of the diabetic patient*
- *Care of people with common neurological problems including Parkinson's disease and multiple sclerosis*
- *Respiratory health including chronic diseases such as COPD /asthma and bronchiectasis.*
- *Care of people with musculoskeletal problems including acute strains, back and neck pain, foot pain and common shoulder and knee conditions*
- *Care of people with common skin problems including eczema, psoriasis and acne*