



New GP Starter Pack

Tips & Resources

for Newly Qualified GPs

Lancashire & Cumbria Consortium of
Local Medical Committees

With thanks to the Phoenix Programme

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Introduction

Congratulations on completing your training and welcome to the start of what will hopefully be a long and happy career in General Practice!

For some, completion of training can feel like getting to the end of a conveyor belt, everything you have done so far has been leading to this point...but now what?! You are faced with so many options in terms of how you work, when you work and where you work, it is natural to feel a bit overwhelmed. In addition to this, you are now fully independent practitioners, without the safety-net of formal de-briefs and educational supervisors, which can seem daunting.

Rest assured that there is plenty of information and support available in Lancashire & Cumbria which will hopefully help you to make a smooth transition into independent practice.

This document is primarily designed for newly qualified GPs who are looking to work within Lancashire & Cumbria. It has been written in 'good faith' with all information correct to our knowledge at the time of writing.

If you have any comments or queries, please do not hesitate to contact us at enquiries@nwlmc.org

Essentials for Practicing as a GP in the UK

To work as a fully-fledged GP in the UK you need to have the following in place.

1. CCT (certificate of completion of training) from RCGP
2. To be on the GMC's specialist GP register
3. To be on the National Performer's List
4. To have indemnity to cover your work.

Getting your CCT

You will usually have your final educational supervisor meeting in May (if you are on an August/August training programme) – this comes around very quickly after the mid-year review which is usually February time. It is worth noting you need to have all your OOH shifts done, or at least booked by this meeting. Also make sure things like audits are finished. At the same time as the final educational supervisor meeting the final clinical supervisor meeting also needs to be completed and all areas must be marked as 'competent'. Your portfolio will then be checked by a local Programme Director and finally by the HEE ARCP panel.

Once your ARCP is approved (outcome 6) in an email from HEE, you need to log in to your RCGP eportfolio and 'accept' the ARCP outcome. You can then press the button which allows you to 'apply for CCT'. The RCGP then send you a confirmatory email and they contact the GMC with a 'recommendation'. You will get an email from the GMC a couple of weeks later.

Getting on the GMC GP register

You also need to apply for your CCT through your GMC login (the email from the RCGP should remind you to do this).

Go to your [GMC login](#) -> my registration → my applications

You then need to pay for your CCT (about £420) and they will send you your certificate a few weeks later.

Changing status on National Performers List

As a GP practising in the UK you must be on the [national performers list \(NPL\)](#). The performers list essentially provides an extra layer of reassurance for the public that GPs, dentists and opticians who practice in the NHS are suitably qualified and have passed other relevant checks such as with the DBS and NHS Litigation Authority.

You need to update [Primary Care Support England \(PCSE\)](#) when your circumstances change e.g. when you change from a registrar to a fully qualified GP (and whenever your details change e.g. if you become a partner, change name or place of work). When letting PCSE know of your change from registrar to fully qualified GP you will need to upload your GMC GP CCT and medical indemnity certificate.

This process used to be long and laborious and included downloading and filling in forms by hand. Thankfully it has now moved online which will hopefully mean it is much simpler and quicker! [PCSE online](#) is the new platform for submission and approval of performer list changes and applications. In the future the aim is to include information about pensions on the same platform. If you have any problems with PCSE online, you can use the online form or contact their customer support centre on 0333 014 2884.

The revalidation team are updated by PCSE and then contacted via email. You can still work if you have updated PCSE but your NPL status hasn't been updated yet so don't panic!!

Indemnity

The government's state backed [clinical negligence scheme for general practice](#) came into operation on 1 April 2019. It provides cover for clinical negligence issues associated with NHS patient care that occurs on or after this date.

What it covers – NHS work only (in England), everyone from receptionists to pharmacists to GPs, cover is automatic (no need to apply) and no payments are required. Scheme is operated by NHS resolution

What it doesn't cover – private work, inquests, regulatory and disciplinary proceedings, employment and contract disputes, non-clinical liabilities. Any claims relating to incidents before the 1st April will need to be reported to you MDO. You still need to be covered by an MDO to cover you for non-NHS work e.g. death certificates/crem forms

Run-off cover

Medical negligence claims can arise many years after the original incident. You need to check if you have occurrence-based cover (most GPs have this) or claims made over. Occurrence based cover means that you are protected for any claims that take place during your period of indemnity with that provider (even after you cease your membership). Claims made cover means you are only covered for incidents which occur within a specific agreed timeframe. If you only have claims made cover, you may need to purchase additional 'run-off cover' in order to provide you with back-dated protection.



Arranging a proper induction is good practice to ensure safety and will ultimately reduce the number of queries saving time all round.

Building/out and about

- Keycodes for doors/FOB/car park pass
- Satnav - ensure this is working to save time and stress
- Emergency bag/equipment - where to locate it and what is in it
- Emergency telephone number for the practice - e.g. if running late/off sick to avoid having to go through reception

Room

- Panic button
- List of internal and external phone numbers including acute care numbers and language line code
- Equipment - check the clinical equipment you have, and need is working, and PAT testing is up to date!
- See IT/computer tips for more specific advice

Policies and procedures

Every practice does things differently, and things change quickly. As well as reading the usual policies and procedures ask for an induction/locum pack. If this is not available, try to familiarise yourself with the following:

- Repeat prescriptions
- Referrals - 2 week waits, routine and changes in forms etc.
- Letters and coding
- Results - procedure for actioning and buddying
- Tasks - secretaries, reception/admin, who deals with what
- QOF - reminder of how to access templates and update on changes
- How the practice communicates with each other - ensure you are on the mailing lists for appropriate email/notifications

Documents to consider having ready

For locums:

- ID - passport/driving licence, proof of address.
- Original GMC certificate
- Proof of recent DBS check (number if available)
- Letter of being on a Performers List
- Original Primary Degree Certificate and qualification
- Proof of immunisations, including Hep B

For all:

- Indemnity Insurance
- Level 3 Safeguarding/Adult Safeguarding
- Advanced Life Support Training
- Car insurance (for Business use) for home visit

Taking a little time to have things set up in advance can save time in consultations and avoid unnecessary hold ups and glitches.

General

- Smart card - email your number to the practice to activate in advance
- Computer - have a run through computer (and printer) prior to seeing your first patient
- Printer paper (including scripts) - who is responsible for loading this (and where it is kept)

Logins

- Windows login, EMIS login, ICE/test requesting, Intranet, Dictation, NHS email
- Instant messaging system - familiarise yourself with this.
- Ask to be included onto email circulars/update lists

Referral procedures:

Ask the secretaries the correct method for:

- Acute care numbers & protocols
- Safeguarding
- Referrals inc. 2WW referrals & community referrals
- Advice & guidance forms
- Guidelines for individual speciality
- Service restrictions



Preparing your doctor's bag

Different practices will have different equipment available for salaried and locum GPs. Most locum GPs re-stock their own doctor's bags whereas salaried GPs may be able to use practice supplies. It is worth considering what you need for a typical surgery or home visit. Some useful items are listed below.

- Stethoscope
- Otoscope
- Ophthalmoscope
- BP machine
- Tendon hammer
- Gloves
- Tongue depressors
- Thermometer
- Pulse oximeter
- Phlebotomy kit and sharps bin
- Urine dipsticks
- Urine pots
- Glucometer
- Peak flow meter
- Lubricant jelly
- Alcohol hand gel
- Pregnancy tests
- Swabs



Emergency drugs

Some GPs carry a selection of emergency drugs. The exact drugs may depend on your area (e.g. proximity to A+E services and 24-hour pharmacists) and the medical conditions you are likely to come across. Some practices supply their regular GPs with a supply of medications, but if you are a locum you will need to re-stock your own by doing a private prescription. If you plan to carry controlled drugs you must take measures to safeguard these appropriately.

Further information can be found at <https://locumorganiser.com/getting-started/doctors-bag>

Without weekly VTS teaching to keep you up to date, you will need to start actively seeking out CPD. The good news is there is a huge variety of options available, so you just need to choose which suits you best!

Courses

Keep on mailing lists locally for updates on local learning events e.g. RCGP Northwest & Cumbria faculties, LMC, Learning Hub, Private hospitals e.g. Spire, BMI offer regular evening CPD sessions. [The LMC website also includes training events](#) from the LMC and from external organisations.

Useful email lists

- Lancashire & Cumbria LMCs - Enquiries@nwlmc.org for LMC weekly updates, local events and job opportunities for Sessional GPs
- ICB - lscicb.newsletter@nhs.net
- Lancashire & South Cumbria Training Hub - mbpcc.lscthub@nhs.net
- North East and North Cumbria Primary Care Training Hub - traininghub.nenc@hee.nhs.uk
- Appraisal and revalidation team - england.nwappraisal@nhs.net
- Local RCGP:
 - Northwest - <https://www.rcgp.org.uk/membership/faculties/north-west-england>
 - Cumbria - <https://www.rcgp.org.uk/membership/faculties/cumbria>
- NHSE Primary Care Bulletin - <https://www.england.nhs.uk/email-bulletins/primary-care-bulletin/>

E-learning

- Clinical - RCGP, doctors.org.uk, BMJ, appraisal providers - Clarity, e-learning for health (including online safeguarding), Red Whale, Teamnet
- Non-clinical - Blue Stream, indemnity providers, GMC and defence organisations all offer e-learning modules and bulletins.
- GP Technology - e-GPlearning supports clinicians with technology-enhanced primary care and learning: <https://egplearning.co.uk>

Podcasts

A fantastic, time efficient way to learn on the go, take a little time to prepare in advance and you can learn while on the move:

- Clinical - 2 Paeds in a Pod, RCGP Essential Knowledge, BMJ Podcast
- Non-Clinical - The GP Podcast by Ockham Healthcare for all the latest on changes in GP, BBC radio 4 Inside Health and You are not a Frog



NASGP and Locum chambers

- The National Association for Sessional GPs provides useful resources for sessional (locum and salaried) GPs
- Local advice/support available on LMC website: <https://nwlmcs.org/support/sessional-gps>

Social media

Great for keeping up to date with current issues in GP often with a stream of cases posted by GPs with feedback and advice, a chance to reflect on how you would do things:

- Facebook groups - Resilient GP, Tiko's GP group, Physicians mums
- X (formerly Twitter)/Instagram - follow who you find inspirational

Webinars

A great way to learn interactively from the comfort of your own home, there are increasing numbers of these including:

- Red Whale, NB medical, Teamnet, Clarity, defence organisations

RCGP curriculum resources

Use the RCGP website or think back to what told you used for exams; do you still have access to these? e.g. Revision books, MCQ websites, Revision Podcasts and courses.

Find your tribe on social media/WhatsApp

- Rise and Shine- supporting flexible working and leadership opportunities
- International Medical graduates – Facebook group and website <https://theukimg.co.uk>.

Resources for International Medical Graduates (IMGs)

- <https://www.e-lfh.org.uk/programmes/nhs-induction-programme-for-international-medical-graduates/>
- <https://www.bma.org.uk/advice-and-support/international-doctors/life-and-work-in-the-uk/being-an-international-junior-doctor-in-the-nhs>
- <https://www.gov.uk/skilled-worker-visa>



Personal and Career Development

Training Hubs

See the **Lancashire and South Cumbria Training Hub** website for training and career opportunities: <https://www.lscthub.co.uk/>

Contact the **North East and North Cumbria Primary Care Training Hub** for training and career opportunities - traininghub.nenc@hee.nhs.uk

Partnerships

If you are considering taking on a partnership role you may find the following links useful:

- Myth busting questions on Partnerships for GP Trainees: <https://assets.publishing.service.gov.uk/media/5bb4a7b7e5274a4f51903e28/myth-busting-questions-on-partnerships.pdf>
- As an incoming partner, you can expect to be given the opportunity to review core business and financial documentation and for due diligence to be undertaken before joining a practice. More details on partnership agreements and what to expect can be found here: [Practical guide to taking on new GP partners \(bma.org.uk\)](https://www.bma.org.uk/practical-guide-to-taking-on-new-gp-partners)
- The training hub, your appraiser and/ or the LMC may also be able to advise you.

Next Generation GP

Next Gen GP is a leadership programme for trainees and new GPs, aiming to:

- ENERGISE: through access to the stories, perspectives and expertise of inspiring leaders.
- ENGAGE: through a supportive network of like-minded local trainees and early career GPs.
- EMPOWER: through a series of workshops designed to increase your ability to shape care within and beyond your organisation.

For more information, visit their website: <https://nextgenerationgp.co.uk>

Sign up to their monthly national bulletin for details of events, webinars, podcasts and blogs about leadership and portfolio working.

NHSE/I GP Career Support Hub

A central information point with resources to support GPs at different stages of their career. Includes career development, learning, mentoring, appraisals, career options/flexibility, wellbeing, pay and pensions. The discussion forum provides a safe space for peer support and sharing information.

You can access the GP Career Support Hub by signing up to the Future NHS platform: <https://future.nhs.uk/connect.ti/GPCS/grouphome>

NHS Leadership Academy

The NHS North West Leadership Academy (NHS NWLA) empowers people in the North West to secure better health, care, and wellbeing outcomes through leadership. Within the system and across diverse communities – they work to develop compassionate leaders and the conditions for inclusive, future focused leadership: <https://nw.leadershipacademy.nhs.uk/>

GP wellbeing and stress management is increasingly being recognised as vital for improving morale, resilience and ultimately optimising quality of care. [Visit the LMC website for further resources.](#)

GP Support & Development Service

Made up of experienced GP advisors to provide personal and confidential support for any local GP undergoing personal difficulty or crisis. It provides pastoral support to all GPs who are experiencing problems such as stress, career or partnership issues, addiction, or general unhappiness/burn-out. It is also open to GPs and first 5 GPs who want general career advice.

GPs needing support, or their colleagues, can fill out our 'phone a friend' form - <https://nwlmcs.org/support/support-and-development-service/gp-support-scheme>. You may have a quick question to ask, or you may want to have a chat with someone who knows how you are feeling. Please do not hesitate to contact us as we are here to help.

Practitioner Health

This free confidential service offers timely and comprehensive healthcare for doctors and dentists on a self-referral basis. The service is available to all doctors and dentists who are on the GMC/GDC register (or have been within the last 12 months) in England. NHS Practitioner Health can help with any mental health or addiction issue which may be affecting your working life.

Opening hours: Mon-Fri 8am-8pm and Sat 8am-2pm Telephone: 0300 030 3300 Email: prac.health@nhs.net Website: www.practitionerhealth.nhs.uk

BMA Wellbeing Services

A counselling service staffed by professional telephone counsellors 24 hours a day, seven days a week: 0330 123 1245 / wellbeingsupport@bma.org.uk

For more information visit the [BMA website counselling and peer support page](#).



Guide to Appraisal and Revalidation

See the [LMC website](#) for contact details and further information.

What is revalidation and why is it important?

Revalidation was introduced in 2012 and applies to all doctors who wish to retain their license to practice in the UK. Revalidation consists of an annual appraisal with an appraiser, and a 5 yearly revalidation where all your appraisals will be taken into account by the responsible officer.

The main focus of the appraisal process is to support your professional and personal development. It also has an assurance function to support your revalidation. Since the pandemic, there is greater emphasis on wellbeing. The current appraisal format is based on the Medical Appraisal Guide 2022 (MAG 2022).

Guide to appraisal

The key to a stress-free appraisal is to prepare well in advance!

Choosing an electronic appraisal toolkit

You can use any 'GMC approved' toolkit. Most GPs use Clarity which gives discounted rates to RCGP members. However, it is worth looking at all the options and seeing which suits you best.

- Clarity
- FourteenFish
- GP tools

As a minimum, the [Medical Appraisal Guide 2022 template should be completed](#).

Booking an appraisal

The revalidation team will contact you with an appraisal month and an appraiser (usually 3- 4 months after you qualify). It is then up to you to contact your appraiser to arrange an appraisal meeting. Best to do this sooner rather than later as things like annual leave can otherwise make this tricky. The venue is usually your GP practice or your appraisers GP practice and the appraisal meeting itself generally takes 2-3 hours.

Appraisal Preparation

In general, as with most things, it is best to start preparing early. One of the most useful tips is to log your CPD activities at the time of doing them (or soon after). You can then see how much you have done so far that year and in which areas. It is also good to make a list of interesting cases which have caused you to learn or reflect – even if you don't write a formal entry, as it will act as a reminder for nearer the time. Generally, you don't need to upload certificates except for mandatory training (i.e. safeguarding and BLS).

You need to submit all your evidence 2 weeks before the date of your appraisal. If you have any questions about your appraisal, you can ask your appraiser before your appraisal meeting.

PCSE online is responsible for managing the following GP pension processes:

- Respond to GP pension queries
- Receive estimates of profit for principal and non-clinical partners, salaried GPs to determine contributions and tier rate
- Receive GP year end actual profit certificates on NHAIS
- Record solo and locum forms on NHAIS
- Make deductions from remuneration
- Process refunds or additional payment requests via NHAIS monthly
- Update members' records on NHAIS and via NHS Pensions Online or manually for joiners, updates, leavers and retirements
- Obtain pension estimates and confirm membership as required
- Process retirement applications
- Liaise with widows/widowers for death benefits applications
- Administer additional pension applications for practitioners
- Receive and process cheques, send to NHS SBS for banking and send remittances to stakeholders
- Receive and process form A and B from Locums
- Receive and process GP Solo form from GP's
- Recover employee pension contributions from the GP registrar payment (in specific areas)

Link to the universal online enquiries form for any pension query can be found at the link: <https://pcse.england.nhs.uk/contact-us/>

For Locums

GP locums pensioning for GMS, PMS, APMS or appraisal NHS work should:

- Submit A&B forms to the PCSE online enquiries form using appropriate reference number.
- Complete part 1 of the GP Locum A form and send with invoice to the GP practice to sign and pay.
- Locums should also complete Locum B form and make the appropriate payment using the specified reference number (see link below).

The deadline is 10 weeks from the last day worked during a period of engagement to claim. Further details can be found at the link below: <https://pcse.england.nhs.uk/help/gp-pensions/pension-contributions-locum-b>

Freelance GP locums in NHS Pension Scheme terms are those working under a contract for services and deputising for an absent GP or engaged on a temporary basis. Type 2 medical Practitioners must be employed or engaged under a more permanent basis by the practice.

As you would no longer complete forms A and B, the surgery would inform PCSE of your estimated income and collect scheme employee contributions directly from you. They would then forward these plus employer contributions directly to PCSE. At year end you would have to complete the assessment form.

For everyone

Every year, GPs are required to submit either a Type 2 Medical Practitioner Self- Assessment of Tiered Contributions Form or Annual Certificate of Pensionable Profit Certificate.

Practices are required to submit Estimate of GP (and non-GP) Providers.

NHS Pensionable Profits/Pay

The table below summarises what needs to be completed, by whom and the deadline for submission:

Form	To be completed and submitted to PCSE by	Deadline for submission to PCSE
Type 2 Medical Practitioner Self-Assessment of Tiered Contributions Form	Salaried/Assistant GPs (Type 2)	28 February
Annual Certificate of Pensionable Profit Certificate	GP Partners and non-GP (Type 1) Limited company/partnership/single hander	28 February
Estimate of GP (and non- GP) Providers NHS Pensionable Profits/Pay	GP Practices	1 March

These forms are required so that PCSE can make any necessary adjustments to ensure the correct pension deductions are made from your practice in the following financial year (from April).

NB - if off on maternity leave you may be asked to complete an additional maternity leave form. Once complete, please submit these forms via the online enquiries form or post to Primary Care Support England, PO Box 350, Darlington, DL1 9QN.

A full guide to the pensioning process can be found at: <https://www.nhsbsa.nhs.uk/member-hub/information-practitioners-and-non-gp-providers>

In addition, PCSE has created a series of YouTube videos to help you with this process: <https://www.youtube.com/watch?v=7q520LMK2X4>.

Total Rewards Statements

TRS are available to NHS Pension Scheme members working in NHS organisations who use the electronic staff record system (ESR). It provides an overview of your pension benefits each year. The statements are released in August each year and rely on employers providing up to date information to NHS pensions by 31 May.

A TRS summarises an individual employee's employment package, including:

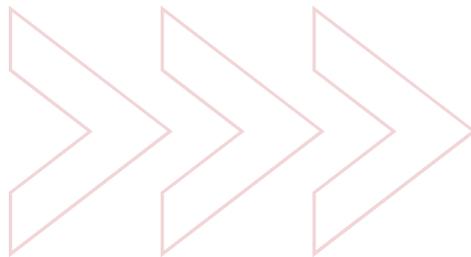
- basic pay
- allowances
- pension benefits for NHS Pension scheme members

You can access your statement online through 'ESR employee self-service' or 'GOV.UK Verify' or telephone 0300 330 1351.

Reference: <https://www.nhsbsa.nhs.uk/employee-section>

The information was sourced and correct at the time of researching (Nov 2019-Feb 2020) and amending (May 2021, June 2022 and October 2023). Please be aware this information may be subject to change over time. It is recommended to use the links and contacts provided to help find the most up to date information. Any further questions, queries or suggestions can be sent to enquires@nwlmc.org

Many thanks to the Phoenix Programme for letting us adapt their document.





Please let us know if you have any questions and/ or if we can help you with anything!



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