

Protected Learning Time in Portsmouth TARGET Contract

The Contract is made the Day of between Portsmouth City Teaching Primary Care Trust (“the Trust”) and practice.

The TARGET Programme has been developed following independent and user consultation.

The aims of the programme are to:

- provide a coordinated relevant, focused, and quality education programme
- improve the quality of patient care through updating of knowledge and skills, and sharing of good practice
- encourage teamwork in primary care
- aid personal and professional development
- disseminate PCT strategic objectives
- provide and opportunity to respond to new technological and governance issues within health care and in the NHS

The programme will:

- provide protected learning time for one afternoon per month (excluding August and December) for clinicians and staff working in General Practice in Portsmouth City PCT
- provide an annual programme of learning catering for the needs of
 - doctors
 - practice nurses
- to be offered to all practices belonging to Portsmouth City PCT
- provide OOH cover for all participating practices for the duration of the clinical education session

The TARGET Programme

Involvement in the programme is voluntary. Practices intending to join the scheme will be expected to comply with and sign the attached contract.

TARGET will provide

- An opportunity for all practices in the City to participate in protected learning time
- Individuals and practices with time and some resources to address their continuing professional development (CPD) needs and follow their Practice Development Plans (PDP).

- 10 protected learning time sessions per year; 5 of these sessions will be Clinical Education Events which will offer education sessions outside the practice
- Clinical Education Events will include opportunities for professional groups to work together, or attend uni-professional sessions, depending on the needs of the learner and the topic.
- TARGET sessions in all months except August and December.

The Clinical Education Events will be:

- Relevant, flexible and varied
- Focussed on the needs of general practice
- Sensitive to the strategic needs of the PCT
- Responsive to a range of learning styles and learning needs
- Based on feedback from the Appraisal process; audit; local demand

Participating Practices will

- Ensure that all team members attend education events as appropriate to the needs of the practice.
- Provide an Annual Education Plan to the PCT for In-House / Practice-based sessions
- Agree the number of in-house education events they will provide for their practice
- Organise and provide relevant education sessions which will be practice based, team building and practice development sessions, run by the practice, and held at the practice or in conjunction with other practices
- Plan and evaluate each in-house session using the format provided
- Provide a detailed education plan for individual sessions, including expected attendance, not less than 2 days before the In-House event
- Provide an accurate attendance record during the In-House event session
- Provide a summary evaluation using the format provided.
- Provide a contact number for potential visit from the PCT.

Practice-Based Events will be

- Team-based
- Focus on practice development / service development
- Flexible and responsive to needs of the practice and staff/clinicians
- Educationally sound
- Achieve consistency and equity
- Attended by all staff who would benefit from protected learning time, and who are able to attend unless ill, on annual leave or whose conditions of employment do not enable them to attend

PCT Responsibilities

Out-Of-Hours Cover

The PCT will:

- Provide OOH cover for every doctor named on the attendance sheet prior to the TARGET event (In-House and Clinical Events)
- Ensure OOH cover is provided between 1 – 6.30pm
- Ensure that GPs who state that they will attend an event, and request OOH cover, have agreed a contract for that event
- Ask for reimbursement, at a sessional cost of £250, from any GP who has requested OOH cover and who does not attend the event, unless there is sufficient good reason for non-attendance. This will be used to cover the cost of OOH cover provided for their practice.

In- House Programme

The PCT will:

- Agree an Annual Education Programme with each participating practice
- Monitor the attendance and evaluation data for the In-House events
- Provide educational advice to any practice that requests support for their In-House programme
- Visit practices during an in-house session at some point in the year
- Encourage practices to include others in the Primary Care Team, and colleagues from secondary care, in their In-House sessions as relevant
- Monitor use of Drug Company Sponsorship of In-House events (see Appendix 1)

Clinical Education Events

- Pay reimbursement costs to those practice nurses who attend when they do not normally work on a TARGET afternoon
- Provide a relevant educational programme
- Monitor attendance and evaluation data to ensure quality and relevance.

Practice Responsibilities

Practices are responsible for

- Providing an Annual Education Plan to the PCT
- Providing a named TARGET link person within the practice
- Accurately recording attendance data and OOH requests for cover
- Providing an agreed number of relevant in-house events as per the agreement with the PCT (appendix 2)
- Monitoring quality of in-house events
- Ensuring attendance at Clinical Events as relevant
- Encouraging staff to make effective use of the protected learning time and practice closure to benefit the practice and patients
- Ensuring their patients are aware that the practice will be closed for educational purposes

- Appropriate use of any drug company sponsorship

NOTE: The PCT reserves the right to exclude from TARGET any practices that do not comply with the requirements of TARGET as stated above, and which form the TARGET contract.

Programme coordination

- A TARGET Steering Group has been established with identified terms of reference which will:
 - oversee the co-ordination of the TARGET programme and process
 - advise on the content of the programme
- The TARGET Project Officer will provide administrative support

Timing and scheduling

- The programme will commence in June 2008.
- Dates will be agreed by the PCT 6 months in advance.
- Cover will be provided from 1.00pm until 6.30pm. Educational activities are expected to fill the time provided (excluding time for refreshments and travelling).
- Sessions will run on the third Wednesday of each month (excluding August and December)

Location

- In-practice sessions will be held at individual practice premises or at central points in Portsmouth. (Some practices may wish to join together for certain sessions).
- Clinical session will be at central points in Portsmouth City.

Evaluation & accountability

- The Steering Group will receive monitoring reports that include attendance data and evaluation feedback from Clinical Education Events and In-Practice sessions
- The Steering Group reports to the Clinical Governance and Standards Sub-Group, a sub-committee of the Professional Executive Committee of the PCT
- Annual Education Plans will be expected to show intended outcomes that will benefit practice
- Evaluation data will request information about potential and actual impact on practice wherever possible.

Resources

The PCT will provide

- Costs of OOH cover for a maximum of 10 protected learning time sessions per year for participating practices

- Costs of providing 5 Clinical Education Events per year
- Administration and management costs, including the Steering Group
- A flat payment of £100 per annum to each practice to cover the administrative time associated with TARGET
- Educational advice for practices that request or need support
- Access to, and in-put from other primary care practitioners and independent contractors
- Links to secondary care as relevant or requested e.g. for in-house sessions.
- Additional resources (see Appendix 3)

SIGNED by the Practice Partners:

Signed.....

Print.....

Signed.....

Print.....

Signed.....

Print.....

Signed.....

Print.....

Date.....

SIGNED by the Authorised Officer for and on behalf of the Portsmouth City Teaching Primary Care Trust

Signed.....

Print.....

Date.....

Appendix 1

Code of practice for Pharmaceutical sponsorship

Practices approaching Pharmaceutical companies for sponsorship are expected to adhere to the following code of practice:

- 1) Practices should not benefit financially from pharmaceutical sponsorship of educational events.
- 2) Promotion and advertising should be low key and not overt.
- 3) Promotional material should be restricted to Pharmaceutical products which are already approved for use on the District Formulary
- 4) The programme is the responsibility of the organisers and there should be no direct pharmaceutical company involvement in the choice of the topic or the design of the programme.



Practice Annual Education Plan

Purpose:

To provide the PCT with an annual educational plan as agreed in the TARGET contract
To identify learning needs within the practice that will be met through TARGET

Process:

1. Review all individual learning plans e.g. Appraisals, PREP (Practice Nurses) Personal Development Plans and Practice Development Plans.
2. Decide if your practice will do 5 In-House sessions and 5 Clinical TARGET Main Events; or other option.
3. Identify topics you want to work on at In-House TARGET sessions.
4. Complete the Education Plan below.

Notes:

- a) This is an overview of your education for the year.
- b) You might change topics over the year – please indicate this on the individual in-house return sheet.
- c) For alternative arrangements, please contact Claire Fleming on 02392 684599 or email: Claire.fleming@ports.nhs.uk

Key Topics for our Practice

Whole Team Topics:

Clinical Topics:

Admin Topics:

Our practice (please specify) will be taking part in:

5 Clinical TARGET Main Events and 5 in House Sessions

5 Clinical events only

We do not wish to be part of the TARGET programme

Any other arrangements please specify:

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Please return this form to Lisa Geary, TARGET Project Officer, Gainsborough Office, St James Hospital, Portsmouth PO4 8LD or via lisa.geary@ports.nhs.uk

Appendix 2



Portsmouth City 
Teaching Primary Care Trust

Appendix 3

A list of resources for in-practice TARGET afternoons will be available upon request. These will include subjects as varied as library and IT educational packages to infection control and clinical subjects dealing with the elderly, etc.

It is anticipated that this portfolio will grow as partners, professional groups and individuals develop their programmes.

Some commercial and pharmaceutical companies have produced a number of non-promotional education interventions and these will be added to the list as appropriate.