

**New GP Starter Pack**

***Tips & Resources for Newly Qualified GPs***

**July 2023**

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**Section 1: Introduction**

Congratulations on completing your training and welcome to the world of General Practice!

This resource pack aims to help equip you with the information you need to transition smoothly into life as a newly qualified GP.

This resource pack is closely based upon work by Dr Lucy Clayton and Dr Kirran Bilkhu from the Nottinghamshire General Practice Phoenix Programme and Dr Jo Sinclair from the Bath, Swindon, and Wiltshire Training Hub, and has been adapted for local use by the Bristol, North Somerset & South Gloucestershire Training Hub. We extend our deepest thanks to these individuals and organisations for allowing us to use their work.

Care has been taken to ensure this resource pack is relevant and up to date at the time of writing, but please do check with each organisation directly and follow the website links.

**Section 2: Essentials for practicing as a GP in the UK**

To work as a 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 Performers List.
4. To have indemnity to cover your work.

**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) whenever your details change e.g. name, contact details, address, employment status, local office or practice.

You can submit performers list applications and changes using PCSE online: <https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/>

**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 occurred on or after this date (any claims relating to incidents before 1 April 2019 will need to be reported to your medical defence organisation). The scheme is operated by NHS resolution: <https://resolution.nhs.uk>

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.

What it doesn’t cover – non-NHS work (e.g. death certificates & cremation forms), private work, inquests, regulatory and disciplinary proceedings, employment and contract disputes, GMC inquiries, CQC investigations, and breaches of data protection regulations.

You therefore still need to be covered by a medical defence organisation.

Below is a link to further information, including a helpful video: <https://resolution.nhs.uk/services/claims-management/clinical-schemes/general-practice-indemnity/clinical-negligence-scheme-for-general-practice/>

**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 cover. 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.

**Section 3: Pointers for induction**

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/car park pass.
* 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 that PAT testing is up to date.

**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 referrals, 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 qualifications
* Proof of immunisations, including Hep B

**For all:**

* Indemnity Insurance
* Level 3 Safeguarding/Adult Safeguarding
* Basic Life Support Training
* Car insurance (for Business use) for home visits

**Section 4: IT/computer tips**

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 prior to seeing first patient.

**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

Also use BNSSG CCG REMEDY website for information on BNSSG referral pathways: <https://remedy.bnssgccg.nhs.uk>

**Prescribing Guidance:**

For local prescribing guidelines, formularies and shared care protocols use BNSSG CCG REMEDY website: <https://remedy.bnssgccg.nhs.uk>

**Section 5: 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/](https://locumorganiser.com/getting-started/doctors-%20bag/)

**Section 6: Keeping up to date**

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! We’ve suggested some ideas below.

**Local Education Providers**

* **BNSSG Training Hub:** Training & support offers for GPs at all stages of their careers. Sign up to the Training Hub bulletin to stay up to date with offers. Website: <https://www.bnssgtraininghub.com>

Email: bnssg.training.hub@nhs.net

* **Primary Care Academy:** Founded by Health Education England Southwest, the Primary Care Academy offers regular online learning sessions for Primary Care Fellows working in the Southwest. They also run a number of special interest groups e.g. Deprivation & Health Inequalities, Digital, Education, Greener Practice, Leadership, Quality Improvement, Primary Care Research.

Website: <https://swpca.org.uk>

Email: PrimaryCareAcademy.SW@hee.nhs.uk

* **Weston Planet:** Education for all primary care clinicians in North Somerset.

<https://westonplanet.co.uk>

* **Bristol Association of Sessional Doctors (BASD):** Advice, peer support (including drop-in reflective sessions), and training for sessional (locum and salaried) GPs: <https://basd.primarycareexchange.com>
* **RCGP Severn Faculty:** Local networking opportunities and support for GPs working in BNSSG, Gloucestershire, Somerset, Bath & North-East Somerset, and Wiltshire.

<https://www.rcgp.org.uk/rcgp-near-you/faculties/south-west-england-region/severn-faculty.aspx> Or email: severn@rcgp.org.uk

**E-learning**

* Clinical: RCGP Essential Knowledge Updates, doctors.org.uk, BMJ, Clarity, e-learning for health (including online safeguarding), Red Whale, NB Medical education, TeamNet, Gateway C (free online cancer education for primary care).
* Non-clinical: Blue Stream, indemnity providers, GMC and defence organisations all offer e-learning modules and bulletins, e-GPlearning supports clinicians with technology-enhanced primary care and learning: <https://egplearning.co.uk>, Next Generation GP

**Podcasts**

A fantastic, time efficient way to learn on the go:

* Clinical: RCGP eLearning podcasts, BMJ, NB Medical education, Red Whale Primary Care Pod, 2 Paeds in a Pod, primary care knowledge boost - via pod bean, GP Notebook updates, fontanelle (paeds podcast), DTB podcasts.
* Non-Clinical: The GP Podcast by Ockham Healthcare for all the latest on changes in GP, BBC radio 4 Inside Health, acronyms of General Practice - with the GP Taskforce <https://egplearning.co.uk/?s=acronyms>, You are not a Frog (wellbeing), eGP learning - pod blast (General practice, technology & innovation), Next Generation GP, King’s Fund, Health Foundation, Medics’ Money podcast.

**Social media**

Great for keeping up to date with current issues in GP:

* Facebook groups: Resilient GP, Tiko’s GP group, Physician Mums UK, International Medical Graduates in the UK.
* Twitter/Instagram: follow who you find inspirational.

**Section 7: Personal and career development**

**BNSSG Training Hub**

The BNSSG Training Hub have an online guide to local training and career development opportunities for GPs: <https://www.bnssgtraininghub.com/gp_toolkit/>

The Training Hub have also created a Portfolio Career Guide: <https://www.bnssgtraininghub.com/portfolio_careers_guide/>

**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](https://future.nhs.uk/GPCS/view?objectId=912954#912954) 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>

**Section 8: Mental health & wellbeing support**

**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. Access this service via the online self-referral form on the website, or by calling the number below. Website: [www.practitionerhealth.nhs.uk](http://www.practitionerhealth.nhs.uk) Telephone: 0300 0303 300 Opening Hours: Mon-Fri 8am-8pm and Sat 8am-2pm (excluding bank holidays)

 **Avon LMC GP Safe House & COPE Scheme**

Virtual Safe House for GPs -An online support system for professional challenges, where GPs can access support, advice and guidance.

COPE scheme - Counselling & coaching for GPs.

Website: <https://avonlmc.co.uk/practice-support/pastoral-support/gp-safe-house/>

**Looking after you too: coaching support for primary care staff**

**#LookingAfterYouToo** is an easy to access, individually tailored, free coaching support service for frontline primary care staff, supporting people through COVID-19. Website: [www.people.nhs.uk/lookingafteryoutoo](http://www.people.nhs.uk/lookingafteryoutoo)

**Our NHS People**

Website: <https://www.england.nhs.uk/supporting-our-nhs-people/support-now/>

24/7 Text support: text FRONTLINE to 85258

Access to wellbeing apps (see website)

**Section 9: Appraisal and revalidation**

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 are considered 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).

For more information, please see the Academy of Medical Royal Colleges website: <https://www.aomrc.org.uk/revalidation/medical-appraisal-revalidation/>

And the GMC’s guidance on supporting information for appraisal and revalidation: <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation/guidance-on-supporting-information-for-appraisal-and-revalidation>

You can contact the appraisal and revalidation team and sign up for updates using the following email address: england.revalidation-support@nhs.net

If you have any questions about your appraisal, you can ask your appraiser before your appraisal meeting.

The RCGP website also has a useful guide to appraisals: <https://www.rcgp.org.uk/your-career/revalidation/supporting-information-guidance>

**Section 10: GP pensions**

Primary Care Support England (PCSE) provide pension services for work conducted for NHS England & NHS Improvement in Primary Care settings. GPs who are members of the NHS Pensions Scheme as a GP Partner, Salaried GP or Locum GP, can use PCSE Online for a number of administrative tasks including submitting End of Year pensions certificates and Self-Assessment forms.

<https://pcse.england.nhs.uk/services/gp-pensions/>

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 via PCSE online: <https://pcse.england.nhs.uk/services/gp-pensions/gp-locums/submit-locum-a-and-b-forms/>

The deadline for submission 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/services/gp-pensions/gp-locums/>

**For everyone**

The following forms need to be completed **annually**:

|  |  |  |
| --- | --- | --- |
| **Form**  | **To be completed & submitted by**  | **Deadline**  |
| Type 2 Self- Assessment of Pensionable Profits  | Salaried/Assistant GPs  | 28 February  |
| Type 1 Annual Certificate of Pensionable Profits  | GP Partners and Non-GP Partners  | 28 February  |

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.

**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. You can access your statement online using 'GOV.UK Verify' or 'ESR employee self-service'.

For more information visit: <https://www.nhsbsa.nhs.uk/employee-section>

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.