

## Preceptorship Year for Physician Associates in Primary Care

As part of the nationally agreed funding model introduced in 2018, HEE 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 HEE Preceptorship Criteria outlined below.

### HEE 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 Physician Associates*' found here: [https://www.rcplondon.ac.uk/file/7623/download?token=4C7OyR\\_p](https://www.rcplondon.ac.uk/file/7623/download?token=4C7OyR_p)
4. The weekly timetable must include at least 1 dedicated session for education.  
*In addition to the timetabled session, PA Preceptors must have regular access to a GP educational supervisor who will work with them to consolidate their learning through supervision, support and teaching.*
5. PA Preceptees must have a Named Primary Care Clinical Supervisor who has undertaken HEE approved Clinical Supervision training.  
*In the Northwest this includes but is not limited to GP Clinical Supervision training / Wider Workforce CS training. If you are unsure if the course that was undertaken is HEE approved, please include it on your application and you will be contacted if we have any queries.*
6. 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).
7. 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.

8. 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 here under 'useful resources' entitled 'GP Supervisor and Physician Associate Guide': <https://www.fparcp.co.uk/employers/pas-in-general-practice>
9. The programme must use suitable supportive records of the preceptor's progress. For example, the FPAs '*First Year Post Qualification Documentation*' which can be accessed here: <https://www.fparcp.co.uk/employers/guidance>
10. The preceptee must take part in the employer's annual appraisal system.
11. 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 HEI or equivalent, which will include alumni activity or could also be in-house (or could be in-network).
12. 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*.
13. The preceptorship programme must enable the post-holder to engage in multi-professional learning activities with protected time to ensure this.
14. 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.
15. Individual post-holders will be expected to complete and maintain all of the requirements of the UK PA Managed Voluntary Register [PAMVR] or subsequent register.
16. 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.
17. 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

Following acceptance of the above criteria, employing organisations will need to contact their relevant HEE office via the following details to begin the application process:

**To request an application form please email:**

- **North West Region:** [alma.egan@hee.nhs.uk](mailto:alma.egan@hee.nhs.uk) or [physicianassociates.nw@hee.nhs.uk](mailto:physicianassociates.nw@hee.nhs.uk)

## Funding

- HEE shall pay the preceptorship sum to the Employer via agreed local processes.
- 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 HEE in order to receive these payments at agreed local arrangements.
- If a preceptee resigns from a preceptorship, payments will be adjusted to the date of their resignation and the Employer accepts that preceptorship payments will cease from the date the preceptee leaves the preceptorship/employment
- If a preceptee interrupts their preceptorship due to a period of absence the preceptorship payments will be paused from the month of interruption and will recommence once the preceptee recommenced their preceptorship
- Where applicable, the trust and primary care employer working together shall have appropriate service level agreements in place between them to agree the employment and funding arrangements to support the rotational post(s)

## Termination of Preceptorship

- The Employer will inform HEE at the earliest opportunity if the preceptee no longer wishes to continue the preceptorship and/or the preceptee's employment with the Employer ceases.
- The Employer agrees to repay any excess preceptorship payment received (to be identified by HEE)
- 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 HEE consider that the Employer is not fulfilling its obligations as laid out in the above criteria, HEE will firstly notify the Employer of its concerns and agree a set time period for the Employer to comply. Should HEE subsequently consider that the Employer is still not fulfilling its obligations the funding will be withdrawn.