

GENERAL PRACTICE SPECIALTY TRAINING Service Level Agreement

This Agreement is between the **Director of Postgraduate General Practice Education (DGPE)** of the **Northern Ireland Medical and Dental Training Agency (NIMDTA)**.

And

Dr **[Insert Name of Trainer]** of **[Insert Practice address]**; an approved Trainer

Whereas the Trainer has, with the approval of the DGPE and following agreed procedures, been appointed to provide training and educational supervision for Specialty Trainees in general practice and training in foundation competences for foundation year 2 doctors (F2) for the duration of their approval by the General Medical Council, both agree to the establishment on the following terms and conditions:

1. During the term of this contract the Trainer shall use his or her best endeavours to promote the education and clinical experience of GP Specialty Trainees, (GPSTs), whole time equivalent, (WTE), or less than full time, (LTFT), and F2 doctors following the guidance laid down by NIMDTA, to fulfil the General Medical Council (GMC) regulatory requirements.
2. The GP Trainer shall fulfil their role as a clinical and educational supervisor in accordance with GMC guidance, including completion of work place based assessment and the provision of a suitable educational environment. The Trainer is also responsible for giving adequate guidance and supervision with regards to completion of the Trainees eportfolio.
3. The core requirements for a GP Trainer are:
 - To be on the Primary Medical Performers List
 - To inform the DGPE if there is an investigation into their performance by the Health and Social Care Board, NCAS or the GMC or if any conditions have been put on their practice
 - To ensure adequate supervision (see website for further guidance) is provided for Trainees in practice at all times.
 - To provide clinical supervision for a minimum of 6 sessions per week if the Trainer is the only Trainer in practice. Additional Trainers in the practice should provide clinical supervision for 4 or more sessions per week.
 - To ensure that they complete a minimum of 3 trainer development sessions per year (see website for further guidance).
4. During this time, provided the appropriate criteria (as defined by NIMDTA in the published Criteria for Trainers and Training Practices) have been met by the GP Trainer, NIMDTA will provide educational support and indemnify the GP Trainer should there be any complaint of dereliction of duty by that trainer.
5. The GP Trainer will enter into a Contract of Employment with the GPST that complies with the GPC / COGPED / NIMDTA agreed Framework for a written Contract of Employment.
6. The GP Trainer will enter into an individual educational agreement with the GP Specialty Trainee or F2 doctor, which complies with the NIMDTA model.
7. NIMDTA will be responsible for recruitment, selection and allocation of GPSTs, WTE or LTFT, and F2 doctors in General Practice.
8. NIMDTA will share information regarding the GPST that may impact on the learning or performance of that Trainee while in the Specialty Training programme.
9. NIMDTA reserves the right to remove a GPST should the working relationship between the GP Trainer and the GPST break down.
10. NIMDTA shall on behalf of the GP Trainer, pay the GP Specialty Trainee in practice a salary at the rates notified by the DGPE and shall keep appropriate records thereof. Such salaries shall be paid in arrears at the end of each completed calendar month.
11. NIMDTA shall account to the proper authorities for all deductions from the GPST's salary relating to NHS Superannuation, National Insurance and Income Tax, and shall keep appropriate records thereof.
12. NIMDTA shall pay the GP Trainer grant in arrears at the end of each completed calendar month.
13. NIMDTA shall pay to the GPST's in practice such sums in respect of expenses as shall be agreed with the DHSSPS and authorised by the DGPE.

