**MEMORANDUM OF UNDERSTANDING**

**General Practice Nurse Specialty Training Programme**

**Please return to** [**ddraycott@nhs.net**](mailto:ddraycott@nhs.net)

Thank you for agreeing to participate in the GPN Specialty Training Programme. This document will act as the agreement between GPTF and the practice in respect to the employment of the GPN Specialty Trainee(s) on the programme for a 24 -month fixed term contract.

**Employment**

The GPN Trainees will be employed for a minimum of 30 hours per week, on a 24-month fixed term contract to be issued by the practice.

The contract of employment should fulfil all employer responsibilities including holiday entitlement, sick pay and maternity pay (if required) and ensuring induction and mandatory training is complete. As the GPN trainee will be employed by your practice they will need to adhere to all staff policies, procedures and guidelines.

Once the training period is nearing completion, GPN Specialty Trainees will be supported by the STP to apply for identified vacancies. This may be at their training practice, within the same PCN, or in a practice within another PCN.

**Funding and support:**

Each Practice/PCN will receive £3800/year (pro rata) to support the release of their trainee GPN for study.

A fully funded place on the De Montfort Practice Nursing course will be guaranteed (using £333/yr of each trainee GPNs CPD funding from HED) (course content supplied in Appendix 1)

In the 2nd year of the programme the trainee will be supported to identify further training needs as part of their PDP, providing them with coaching and supervision training to develop their leadership skills via HED.

The trainee will have access to a GPN Peer Support Network and group Clinical supervision sessions throughout.

**Funding will be paid to the practice in full upon receipt of a signed MOU. Payment will be made by TBC .**

**Education**

The GPN Trainees will be required to attend the ‘General Practice Nursing’ course at De Montfort University. The course fees will be fully-funded and the funding will pass directly to the university.

Trainees will need to be released from practice to attend. The course commences Jan 2021 and the dates that the Trainees need to attend will be provided separately.

**By entering into this agreement the Practice and/or Primary Care Network are committing to:**

1. Ensuring the GPN Specialty Trainee is released to attend agreed training and development events, including but not limited to the Fundamentals of General Practice Nursing course at de Montfort University and GPN education forums **(released time will be from contracted hours);**
2. Enabling the GPN Specialty Trainee to participate in any training and development opportunities appropriate to the role;
3. Providing a supportive working environment and an identified nurse assessor responsible for delivering mentorship and clinical supervision, and ensuring that sufficient, regular time is agreed for this to take place for the duration of the training period;
4. Providing an internal cytology supervisor for their trainee GPN as part of the DMU cytology training
5. Participating in evaluation of the scheme and its impact on the practice/PCN.

GPTF reserves the right to reclaim proportionate remaining funding if the GPN Specialty Trainee ceases employment with the below named practice/PCN (or its successor organisation) before the end of the scheme, or if the participating GPN Specialty Trainee/practice/PCN do not actively engage with the scheme.

**Please complete the form overleaf.**

|  |  |
| --- | --- |
| **FOR COMPLETION BY THE PRACTICE** | |
| **Name of employing practice and M code** |  |
| **Name of Primary Care Network** |  |
| **GPN Specialty Trainee name** |  |
| **Practice/PCN Lead name** |  |
| **Practice/PCN Lead signature** |  |
| **Name of practice nurse assessor/mentor** |  |
| **Date** |  |
| **FOR COMPLETION BY GPTF** | |
| **Total funding amount** | **£** |
| **GPTF Project Lead name** |  |
| **GPTF Project Lead signature** |  |
| **Date** |  |

**Appendix 1 – DMU Practice Nursing Core Competencies**

