**The Scotland Deanery – GP Retainer Practice Application**

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| **Process** |
| GP Retainer Practice accreditation in Scotland can either be done as part of a training practice approval or as a separate process for retainer-only practices or training practices wishing re-approval in advance of their next training practice approval. The practices should:* Identify a retainer mentor in the practice (needs to have some educational experience)
* Make sure the practice (Manager, mentor and other staff) are familiar with the retainer scheme by reading all the information on the deanery web page [The GP Retainer Scheme in Scotland (nhs.scot)](https://www.scotlanddeanery.nhs.scot/your-development/gp-retainer-scheme/the-gp-retainer-scheme-in-scotland/)
* Complete the GP Retainer Practice Application form and submit to regional Associate Advisor

For approved GP training practices:* Approval will be by desktop review or MS TEAMS meeting with mentor and regional associate advisor
* Subsequent re-approval will be done at time of training practice re-approval

Retainer-only practice re-approval:* Approval will be by desktop review or MS TEAMS meeting with mentor and regional associate advisor
* Re-approvals can be for up to 5 years

For New Retainer-only practices:* Approval by visit by regional Associate Advisor
* Initial approvals will be for up to 2 years

Triggered Visits may occur to approved Retainer Practices in response to concerns raised through feedback from retainers or in response to a declaration of major changes within the practice to the Specialty Quality Management Group. |

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| **Standards**  |
| The Scotland Deanery is entrusted by the Scottish Government to ensure that GP retainer practices provide a supportive, educational environment and that there is a desired level of organisation within the practice. It is important for NHS Education for Scotland (NES), Health Boards and Retainers to know that GP Retainer Mentors are performing to an appropriate standard. It is a responsible role, and it needs to be done well. It is also important to know that GP retainer Scheme practices are performing to an appropriate standard. They need to provide an appropriate clinical and Educational Environment. Approved GP Retainer Mentors and Practices in Scotland also require an understanding of and compliance with:* [Good Medical Practice](http://www.gmc-uk.org/guidance/good_medical_practice.asp)
* The [Working Time Regulations](https://www.gov.uk/browse/employing-people/contracts) (WTR)
* [Data Protection Act 1998](http://www.legislation.gov.uk/ukpga/1998/29/data.pdf)
* [UK General Data Protection Regulation (GDPR)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)
* [Freedom of Information Act 2000](https://www.gov.scot/about/contact-information/how-to-request-information/)

GP retainer mentors require an understanding of and compliance with the following documents on the [NES GP retainer scheme website](https://www.scotlanddeanery.nhs.scot/your-development/gp-retainer-scheme/the-gp-retainer-scheme-in-scotland/):* [The Role of the Mentor document](https://www.scotlanddeanery.nhs.scot/media/398842/role_of_mentor-update-2021.doc)
* [The Employers Arrangements document](https://www.scotlanddeanery.nhs.scot/media/399476/employment_arrangements.doc)
* [The Educational agreement](https://www.scotlanddeanery.nhs.scot/media/399475/educational_agreement.doc)

GP Retainer Practices must meet the statutory requirements of the General Medical Services Contract ([GMS contract](https://www.gov.scot/publications/gms-contract-scotland/)). To ensure that you are aware of the breadth and detail of GP retainer scheme, we would ask you to complete the declaration below. |
| *I/We have read, understood and agree to act in accordance with the:** *Working Time Regulations*
* *Data Protection Act 1998 and GDPR*
* *Freedom of Information Act 2000*
* *GMS contract or salaried Health Board contract*
* *Good Medical Practice*
* *The Role of the Mentor document*
* *The Approval Mechanism for Retainer Practices document*
* *The Employers Arrangements document*
* *The Educational Agreement*
 |
| *Confirmation*  | **Yes or No** |
| *Name of Retainer Mentor making the declaration* |  |
| **Disclosure**  |
| In circumstances where a GP Retainer Practice also fulfils a supervisory role with GP trainees and Foundation trainees, Quality Management processes benefit from a sharing of information included in this form for which your consent is required. *I/We consent to sharing of information in this document within the NES Quality Management team and with the relevant Director of Medical Education if required.*  |
| *Confirmation* | Agreement |
| *Name of Retainer mentor/s making the declaration* |  |

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| **Practice Information** |  |
| Name of Practice  |  |
| Address |  |
| Telephone number |  |
| Application type | **First Approval or Re-approval application** |
| Date of Application | Click or tap to enter a date. |
| Practice Manager |  |
| Practice manager’s e-mail address |  |
| Name of person/s completing application |  |
| Name(s) of Retainer Mentor(s) |  |
|  | GP training | **Yes or No** |
| FY training  | **Yes or No** |
| Undergraduate teaching | **Yes or No** |
| Other learners supported in the practice e.g., pharmacy, ANPs, paramedics etc.  |  |
| Practice list size |  |
| Describe the practice and patient demographics that may be relevant to a retainer. These might include split site, branch surgery, degree of deprivation, rurality, nursing homes etc.  |  |
| List any significant changes in the practice including change of doctors, managers, premises which may have an impact on delivery of the GP retainer scheme. |  |
| Is the practice in dispute with the Health Board over any issues (e.g., property, contractual) which may have an impact on the delivery of the GP retainer scheme | **Yes or No** |
| If yes, please describe |  |
| **Doctors in the practice** |
| Name | Status:Partner/Salaried/Retainer/locum | Weekly sessional commitment to practice |
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| Are any doctors who undertake retainer supervision in the practice working under GMC imposed conditions or restrictions on their license to practice? | **Yes or No** |
| If yes, please confirm the practice has adapted supervision to meet the requirements for safe and effective retainer support?  | **Yes or No** |
| List and report progress on requirements/recommendations from previous retainer practice approval |  |

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| **The Practice**  |
| **Induction and retainer as a colleague** |
| Please describe your induction process for a new retainer |  |
| Within the practice how are staff members made aware of the retainer role?  |  |
| How does the practice ensure the retainer is part of the team?  |  |
| **Support and workload** |
| **Appointments** |
| Describe the practice appointment system. How are appointments allocated to the retainer, taking into account their more limited time commitment, need for appropriate admin time and the need to retain their skills for the full scope of General Practice? |  |
| **How does the practice make arrangements for appropriate support for the retainer for each of the following** |
| Consulting including by telephone |  |
| Home visits |  |
| On call/Duty Doctor  |  |
| Prescribing  |  |
| Referrals  |  |
| **Mentoring sessions**  |
| Describe how mentoring sessions are arranged within the practice?  |  |
| How are these sessions recorded? |  |
| **Teamwork and Leadership** |
| Describe meetings that take place in the practice, who is involved and how retainers can attend and contribute.  |  |
| Describe how the practice involves retainers in leadership and management? How does the practice support retainers to maintain and develop leadership skills whilst on the scheme?  |  |
| **Safety, Raising concerns and feedback to the practice**  |
| Describe how retainers can raise concerns re standards of patient care, education & training and how the outcome of this would be fed back to the retainer |  |
| Describe the safety culture and team learning from events – SEA/LEA, complaints review etc. |  |
| Describe practice Quality Improvement Activity & any retainer involvement |  |
| Describe support provided to retainers when things go wrong |  |
| How are active issues regarding patients of concern shared with clinicians to support high quality care? |  |
| Please confirm there is ongoing monitoring of the quality of patient records made by clinicians to allow safe ongoing care for patients. [1.14] | **Yes or No** |
| **Wellbeing and Professionalism** |
| What support would be provided to retainers with well-being or performance issues? |  |
| How does the practice value and support inclusivity and diversity and ensure the environment is free from undermining behaviours? |  |
| What support is provided for retainers at the end of the retainer scheme to help them move on to more substantive GP posts?  |  |