# Severn School of Primary Care

**Severn Postgraduate Medical Education Office**

# practice Education Agreement

1. When accepting School of Primary Care GP Speciality Trainees (GPST) the nominated supervisor at the practice shall use his or her best endeavours to promote the education and clinical experience of the GPST following the guidance laid down by the Postgraduate Primary Care School Board on the advice of the GMC.
2. During this time, provided the appropriate criteria (as defined by Severn Postgraduate Medical Education Office (Deanery)) in the published Supervisor Criteria and Criteria for Practices hosting Supervised Doctors) have been met by the nominated supervisor, the Severn Postgraduate Medical Education Office will support the supervisor should there be any complaint about the supervision and support provided by that doctor.
3. The practice will enter into an honorary contract and educational agreement with their trainee. A template of this agreement is available here: <http://www.primarycare.severndeanery.nhs.uk/training/trainees/employment-pay-forms-medical-indemnity-insurance-faqs/>
4. The Director of Postgraduate GP Education shall instruct, and contract with the appropriate authority to pay the supervisor’s Trainer Grant to the practice in arrears at the end of each completed calendar month.
5. The practice shall keep records of all sickness absences of the GPST and shall notify the School of Primary Care in writing should the aggregate absences exceed 14 days in any one academic year (Aug to Aug) or 7 days in any one post.
6. The practice shall keep records of all absences due to study leave where School of Primary Care approval is not required. These records shall be returned to the School of Primary Care programme manager at set intervals.
7. The supervisor will notify the Director of Postgraduate GP Education, or his or her immediate representative, immediately should there be any concerns that could lead to a termination of the practice’s honorary contract with the GPST.
8. The practice will not, except in exceptional circumstances, decline to host an individual trainee if they can accommodate them within their normal training infrastructure.
9. The Director of Postgraduate GP Education, or his team on his behalf, will have a dialogue with the supervisor in advance of any planned atypical placements.
10. Any dispute between the parties concerning this agreement shall be referred to a sole arbitrator under the Arbitration Acts 1950 and 1979 nominated by the Secretary of the British Medical Association.
11. I understand that information supplied on this form will be recorded on a computer in accordance with the Data Protection Act 1998. I understand that by signing this declaration, I agree to the terms and conditions stipulated in this form and in documents referred to in this form.

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| Typed full name of supervisor(to be accepted as your signature) |  | Practice  |  |
| Name of senior partner, if supervisor is an employee of the host practice(to be accepted as your signature) |  | Date  |  |