

Lancashire &  
South Cumbria  
TRAINING HUB



# GENERAL PRACTICE NURSE (GPN) NEW TO PRACTICE FELLOWSHIP HANDBOOK

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# INTRODUCTION & PROGRAMME OUTLINE



## Introduction

- The General Practice Fellowship programme is a national commitment announced in the NHS Long Term Plan, and restated in the February 2020 Update to the GP Contract
- It is a two-year programme of support, available to all newly qualified Nurses working substantively in general practice, with an explicit focus on working within and across a Primary Care Network (PCN). Integrated Care Systems (ICS) and Integrated Care Boards (ICB) should encourage all eligible clinicians to sign up and aim for as close to 100% coverage as possible
- It is a programme of support which includes;
  1. PCN Portfolio working
  2. Learning and development post registration
  3. Understanding the context the GPs working environment
  4. Opportunities to become embedded in the PCN
  5. Increase and maintain high levels of participation in the Primary Care Workforce
- Participants receive funded mentor/coaching and funded CPD opportunities of one session per week and rotational placements within or across PCNs to develop experience and support transition into the workforce

## Eligibility

Individuals participating in the programme should:

- Have qualified in the previous 12-24 months (on a rolling basis) so are within their first/second year of their new role
- Hold or about to hold a substantive salaried or partnership contract
- Be working to provide primary medical services

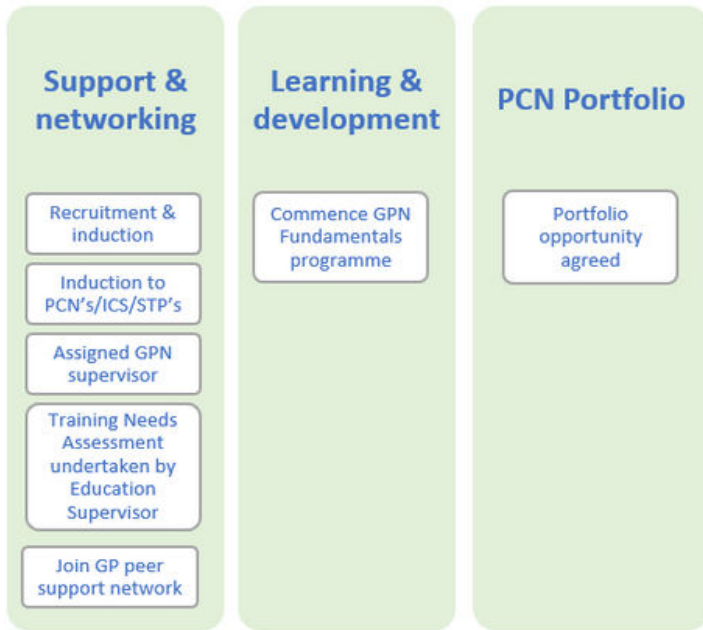
## Programme Outline

The programme is a combination of self-learning and development alongside the delivery of structured training. Throughout the programme support and guidance will be provided by a qualified mentor/coach. This will enable a flexible approach to support and develop the role within general practice and equip the fellow with strong leadership skills.

The illustrations on the next page provide an overview of all modules within the 2-year NTP Fellowship Programme. There will be a number of modules in each stage and further details of the content for each module are available in the subsequent sections of this handbook.

# PROGRAMME OVERVIEW

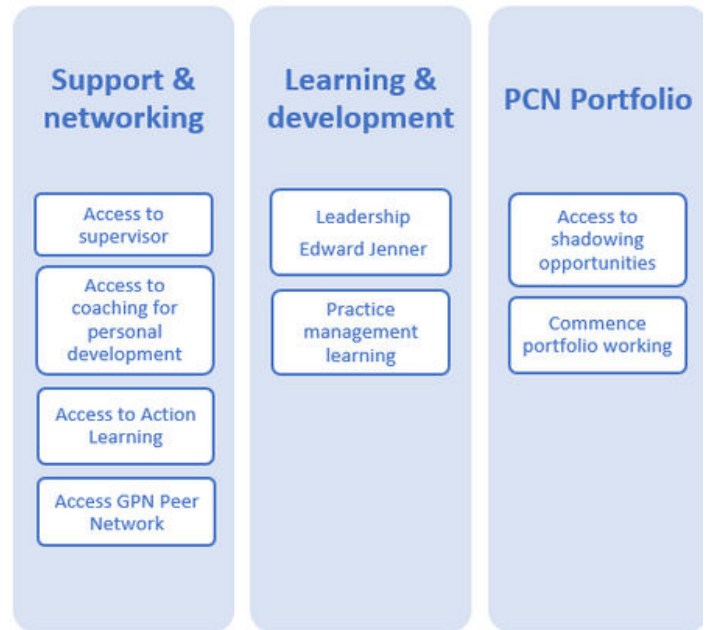
## Module 1: 0-6 months



### Expected Outcomes

Supported transition into Primary Care  
 Awareness of PCNs/ ICSs / STPs and their role  
 Connected to Training Hub/other Fellowship delivery partner  
 Personal development plan in place  
 Individual's ambitions understood  
 Supportive network built around the individual  
 Network of support grows contextual confidence  
 Planned PCN portfolio working options

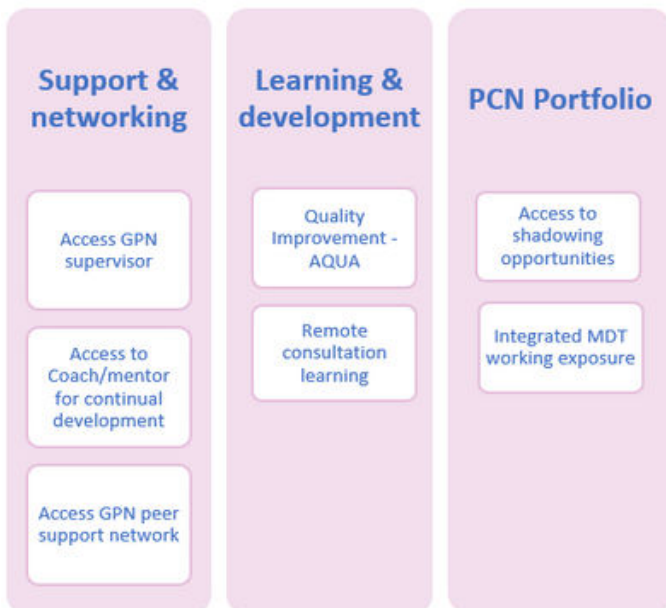
## Module 2: 7-12 months



### Expected Outcomes

Embedded supervision relationship  
 Coaching sessions have informed future development plan  
 Peer relationships embedded  
 Shadowing opportunities within PCN increases learning  
 Increased skills in Leadership and Practice Management  
 Accessed PCN portfolio working opportunity  
 Increased specialist skills in chosen area

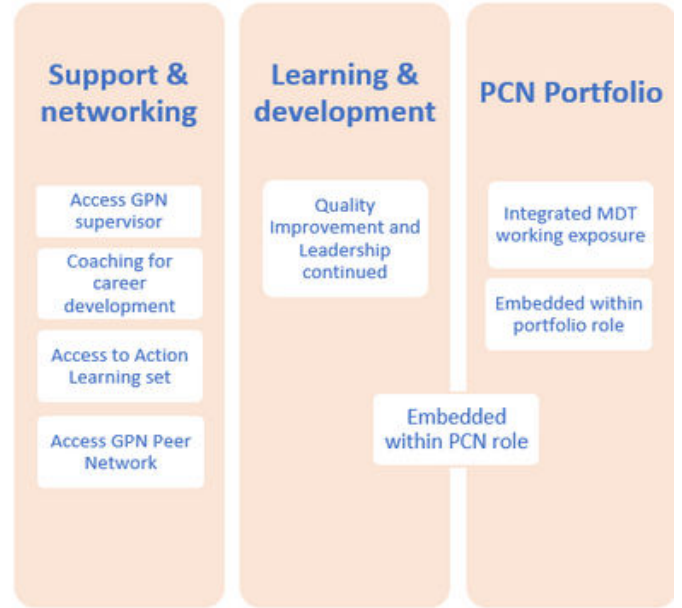
## Module 3: 13-18 months



### Expected Outcomes

Accessed learning in mentorship/coaching skills and remote consultations  
 Develop skills and knowledge within Quality Improvement  
 System level awareness and connectivity established  
 PCN level awareness and connectivity established

## Module 4: 19-24 months



### Expected Outcomes

Future / Leadership aspirations established with clear plan for development  
 Understanding and experience of MDT integrated working approach  
 Confident to lead element of PCN work  
 PCN/ System-wide relationships established

# NEW TO FELLOWSHIP INDUCTION

## INDUCTION INCLUDES

- Induction to the Fellowship
- Introduction to the Primary Care Networks (PCNs) and the Integrated Care System (ICS)
- Digital working
- Health and wellbeing
- Additional information and resource

All of the above general practice nursing (GPN) induction materials and resources can be found on the [NHS Network here](#).

It is recommended time is spent with the PCN's. This will help gain an understanding of how the PCN works and give the opportunity to consider access to work opportunities and further learning within the PCN that will enhance roles and contribution to the health and care team.

In stage one, it is advised you identify, in partnership with your mentor/coach, locality training hub and practice manager, a portfolio/project opportunity to develop within your fellowship. The Leadership and Quality Improvement Training alongside the PCN working will support the development of this portfolio/project. It will be expected that the portfolio/project will be shared at the celebration event either by designing a poster or delivering a presentation. The PCN portfolio section of this handbook will provide some ideas for these projects.

## USEFUL RESOURCES

- [NHS Long Term Plan 2019](#)
- [NHS Constitution](#)
- [NHS People Plan](#)
- [GP Contract](#)
- [Health Education England \(HEE\) e-learning Hub](#)
- [Additional Role Reimbursement Scheme - Further info here](#)
- [Shaping of Care](#)
- [Primary Care Networks Animation](#)
- [HEE Training Hub's Animation](#)
- [What are ICBs](#)
- [King's fund, PCNs explained](#)
- [NHS Digital, ICBs explained](#)
- [King's fund, funding and contracts](#)
- [Primary care networks FAQs - Further info here](#)
- [The Health Foundation](#)
- [Digital Roadmap Footprints](#)
- [Practice manual example](#)
- [The 10-point plan](#)

## LOCALITY TRAINING HUBS

The Locality Training Hub Leads will be allocating your mentor/coach and will help you with any queries regarding the programme. Please do not hesitate to contact them as they are a useful resource. Contact details can be found here:

- [Eylde Coast](#)
- [Greater Preston, Chorley and South Ribble](#)
- [Morecambe Bay](#)
- [Pennine Lancashire](#)
- [West Lancashire](#)

## SUPPORT & NETWORKING

Support and Networking is beneficial for development within the role. It is anticipated that access will be provided to local and regional groups and forums. Information in relation to this will be published on the [NHS Network](#).

A large amount of the education and training opportunities, networking and support sessions will be delivered virtually.

## MENTOR / COACH

A mentor/coach will be allocated to each fellow to provide support and leadership throughout the programme. The mentor/coach will meet with the fellow once per month. At this meeting it will be expected the fellow will discuss progress and access any support required. The role of the mentor/coach is outlined in the following section

## EVIDENCE OF LEARNING

As part of the fellowship, evidence of learning and development will need to be provided to the mentor/coach. This evidence will also be useful for any appraisal and revalidation, however, please note the mentor/coach and appraisal role differ and should not be the same person.

## LEARNING & DEVELOPMENT PLAN

A personal learning and development plan is recommended to support the development and achievement of learning and development objectives. Meetings, discussion, actions and outcomes can be documented within the plan. A PDP example template is available on the NHS Networks.

# MENTOR / COACH

The mentoring/coaching role is a fundamental part of the New to Practice Fellowship programme. Key responsibilities of the mentor/coach being to help to support, develop and embed the new to practice fellows into primary care. This is an essential role within the fellowship with the specification that all fellows meet with their mentor/coach at least once per month for 1 hour or more.

All mentors/coaches are experienced health care practitioners who are either qualified mentors/coaches or working towards an industry recognised qualification.

All fellows will be aligned to a coach/mentor by their Locality Training Hub Team. All fellows will have a first meeting and induction period with their mentor/coach followed by 1 hour per month coaching/mentoring session. This will continue throughout the 2 year fellowship programme.

## First meeting and induction period

- At the first meeting the mentor/coach and fellow will discuss their Agreement for mentoring/coaching. This will outline the roles of both parties and define what the mentor/coaching provision will include. The Agreement will offer a review period for both the mentor/coach and fellow to include the option to change mentor/coach if required. A template from NHS Network can be utilised for this with amendments being negotiated and agreed with the mentor and fellow
- The mentor/coach will support the fellow with developing a training needs analysis to understand the learning and development needs of the fellow. This may coincide with the commencement of a Learning and Development Plan alongside a SWOT/SLOT analysis. (Templates are available on NHS Network)
- The mentor/coach may utilise the Learning and Development Plan at the monthly meetings to map progress and document discussions and actions
- The mentor/coach will arrange monthly sessions, with agreed timeframes, with the fellow to discuss progress, agree actions and negotiate future timeframes
- The mentor/coach may need to ask the fellow to commence their induction to the fellowship programme if not already done so. All materials and resources for the induction are on NHS Network
- The mentor/coach and fellow will discuss the programme components and set training dates (calendar and training schedules are on the NHS Network) to ensure the fellow is enrolled on all the appropriate structured training within the programme
- It may be useful for both mentee and mentor/coach to complete learning styles questionnaires and/or leadership, personality type questionnaires to help support the developmental mentor/coach/mentee relationship

## Meetings following induction

- Following the induction and organising of the structured training on offer, the mentor/coach and fellow will start to explore the portfolio opportunities within their PCN. The mentor/coach and fellow will utilise their own networks and resources to support the development of the portfolio opportunities. These conversations may also include the Practice Manager and/or the Locality Training Hub Lead
- The fellow will be responsible for bringing ideas and innovations to the mentor/coach for discussion
- If the mentor/coach and fellow require support with this part of the programme, then their Locality Training Hub will provide additional support alongside the practice
- The fellow will provide evidence of both learning and progression to the mentor/coach

## How to raise concerns and/or seek support

- The mentor/coach will follow the agreed steps outlined in the Agreement for mentoring/coaching support
- If the mentor/coach has concerns with the fellow's progression, this will initially be raised with the fellow
- If the situation isn't rectified the mentor/coach will discuss further with their Locality Training Hub Lead
- The mentor/coach may also seek support and guidance from the L&SC PCTH Programme Manager
- If the fellow has concerns, they can initially raise these with the mentor/coach or alternatively access support from their Locality Training Hub Lead and/or the L&SC PCTH Programme Manager

# PCN PORTFOLIO OPPORTUNITY

A core element of the programme is that of 'PCN portfolio working', which will be accessible after the first six months on the programme. By the end of module one fellows will have identified their PCN opportunity to commence in module two. There will be opportunities to work on a rotational basis outside of the usual practice environment, working across the PCN, experiencing other ways of working and developing skills and knowledge.

The intention of this aspect is to create interesting roles through building variety, whilst exposing fellows to different settings and other ways of working. This flexibility is aligned with the expanded role PCNs are taking in delivering out of hospital activities, such as providing enhanced support to care homes. As the delivery responsibilities for PCNs grow, there will be a number of opportunities to complete this portfolio working in the PCN.

## Choices could include:

- Care Homes/ Frailty
- Social Prescribing
- Neurology
- Mental Health
- MSK
- Respiratory
- Cardiac care
- Palliative care
- Patient engagement
- QOF objective
- PCN DES objective
- PCN Audit
- PCN Research

*This list is not exclusive and alternative opportunities may be available within your PCN.*

Any opportunity for PCN working is advised, but not restricted to, commence in stage two, this will provide a comprehensive understanding to support the fellow with the AQUA project. Portfolio opportunities will be negotiated with the mentor/coach and fellow. Please liaise with the locality training hub lead if more information is required.



# THE GPN FUNDAMENTALS COURSE

Fundamentals in General Practice 1&2 modules will support the transition into practice of newly qualified nurses beginning a career in general practice by providing educational and supportive mechanisms to develop the general practice nurse role. These modules will develop the role of the general practice nurse as a generic and specialist practitioner and support the nurse in developing skills of leadership and change agent. The programme start dates will be available on the NHS Network. Once enrolled on a course all dates must be attended. The fellow will not be able to transfer onto any of the dates for the other programmes unless agreed with education provider.

An amazing opportunity for General Practice Nurses to gain a qualification in General Practice Nursing, with a module funded by the Lancashire and South Cumbria Training Hub.

## Fundamentals in General Practice 2 (20 credit level 6 or 7 module)

This module develops the General Practice Nurse's knowledge and skills enabling them to meet the needs of current challenges facing general practice and enhance existing expertise by developing new areas of competence in support of their professional development.

Feedback from previous students:

*"An amazing course, truly inspirational and transforming"*

*"I am implementing all my learning into practice"*

*"Thank you for the amazing teaching and support, truly wonderful"*

*"I cannot be more grateful for all your direction and brilliant information"*



**University of  
Central Lancashire**  
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# THE EDWARD JENNER PROGRAMME

The Edward Jenner programme is an essential aspect of the fellowship programme and encourages new to practice professionals to build a strong foundation of leadership skills that will enhance both competence and confidence in their role. The programme comprises of short courses, beginning with an introduction to the programme, and then the course is structured over two levels:

- An Introduction to personal Development
- Level 1
  - Course 1: Exploring what leadership means to me
  - Course 2: Leading through relationships
- Level 2
  - Course 3: Leading in and beyond my team
  - Course 4: The leader as a manager

The programme is delivered fully online and throughout the course you will meet other learners, share ideas and join in with active discussions. At the end of each level individuals will submit a reflective assignment to complete the level and gain the NHS Leadership Academy Award. More details on the Edward Jenner programme can be found [here](#).

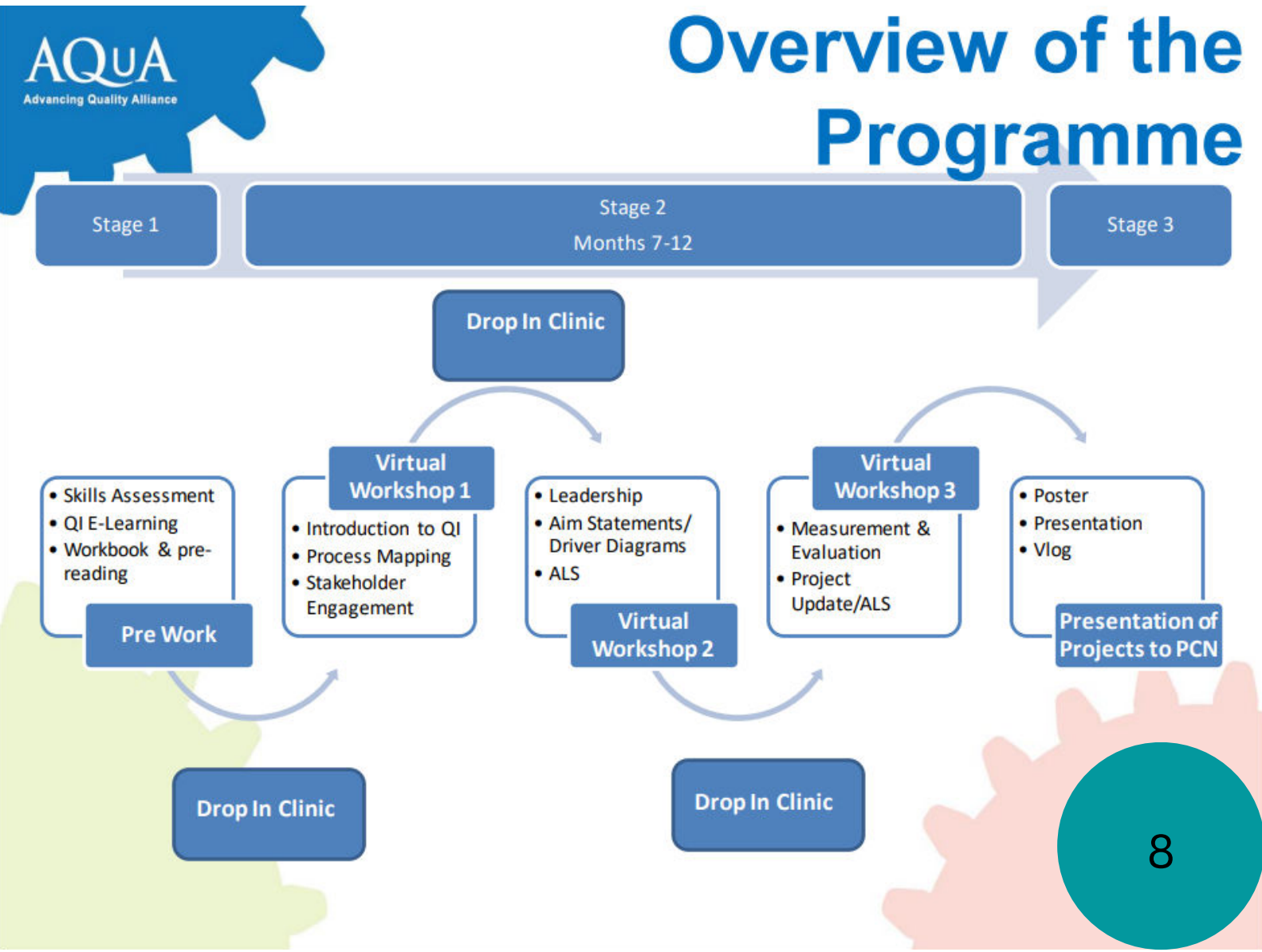
# THE AQUA PROGRAMME

The AQuA course is a fundamental part of the fellowship programme which includes the opportunity to participate in Action Learning Sets (ALS). Information about ALS can be found [here](#).

This bespoke programme aims to develop individuals to support improvement across their practices and PCNs. The programme will be utilised in conjunction with portfolio opportunities and development. It will include skills assessment, QI E-learning activity, workbook and pre-reading. Please see below an overview of the programme.

This programme will be delivered virtually via MS Teams and the Aqua hub.

The hub is Aqua's virtual learning environment through which all of your learning for the programme will be coordinated. We will use the hub to communicate, share resources and deliver your live MS Teams lessons.



# PRACTICE MANAGEMENT

## Practice Management Fundamentals

Practice Management Fundamentals will provide fellows the opportunity to further enhance understanding of general practice. This module will include:

- Partnerships – governance, legalities and leadership structures
- Financial management
- Digital healthcare
- Workforce planning and career development
- Operational management

The programme start dates will be available on the [NHS Network](#). Once enrolled on a course all dates must be attended.

## TRAINING CALENDAR

A training calendar for all the bespoke programmes embedded within the Fellowship Programme is available on the NHS Network.

When the fellow starts the programme and is preparing their developmental plan with their mentor/coach, both will need to access the NHS Network page to agree which bespoke programmes the fellow will be able to attend.

All programmes are on a rolling basis throughout the year therefore each fellow will need to align to the first available bespoke programme at the point they are at within the fellowship programme.

Each bespoke programme is a complete course so therefore once fellow has enrolled on the specific programme all dates must be attended.

The fellow will not be able to transfer onto any of the dates for the other programmes unless agreed with education provider.

Registration forms for each programme can be found on the [NHS Network](#).

# KEY CONTACTS FOR DEVELOPMENT WITHIN PROGRAMME

## Remote Consultations & Digital Champions

The NHS Long Term Plan contains a commitment that by 2023/24 every patient in England will be able to access a digital first primary care offer. Access to primary care services via online consultations will be a key part of achieving that commitment. Remote consultations due to the pandemic have been essential to enable patient services. Each practice may differ in adoption of remote consultation, but it is clear it will continue to be a massive part of practice for years to come.

The remote consultation resource file contains a:

- How to Guide for remote consultation by Redmoor Health
- Dealing with increased demand for online consultations by Redmoor Health
- Using online consultations in Primary care an implementation Toolkit by NHS England

Throughout the fellowship programme, all fellows will have access to a wide range of digital resources and will be supported by the five Digital Champions who can be contacted with any queries or support needs relating to digital in Primary Care. [Click here](#) to find each of the digital champions contact details.

## Health & Wellbeing Resources & Champions

You will have access to all of our Health & Wellbeing support including champions, events, resources and podcasts. All of this information is on our [Health & Wellbeing page](#). Please contact our Health and Wellbeing champions using this link.

# FURTHER DEVELOPMENT

## Develop clinical supervision, mentorship or coaching skills

As fellows approach the final stage of the programme, they will be encouraged to consider how they can support future learners through clinical supervision, coaching and/or mentorship. The Locality Training Hub will provide further information about the training options available.

## Ongoing Development as a Mentor/Coach

Towards the end of the programme all fellows will have the opportunity to further develop their skills to become a future mentor/coach.

# ADDITIONAL RESOURCES

## Northwest Leadership Academy

The NHS Northwest Leadership Academy (NHS NWLA) empowers people in the Northwest to secure better health, care and wellbeing outcomes through leadership. Wherever opportunity lies — within the system and across diverse communities — they work to develop compassionate leaders and the conditions for inclusive, future-focused leadership.

[Click here](#) for more information

Additionally, there may be system wide or local leadership programmes available - you will be able to find out about these opportunities through your locality Training Hub and discuss these with your mentor/coach.

# PROGRAMME EVALUATION

An evaluation form will be made available at the end of the programme and we may request further information on occasion across the two years.