

Lancashire &  
South Cumbria  
TRAINING HUB



# PHYSICIAN ASSOCIATE (PA) NEW TO PRACTICE PRECEPTORSHIP HANDBOOK

# TABLE OF CONTENTS

## **01**

Introduction & Programme Outline

## **02**

Programme Overview

## **03**

Induction

## **04**

Mentor / Coach

## **05**

PCN Portfolio Opportunity

## **06**

The Edward Jenner Programme

## **07**

The AQuA Programme

## **08**

Practice Management & Training

Calendar

## **09**

Key contacts for development  
within programme

## **10**

Further development, additional  
resources & programme evaluation

# INTRODUCTION & PROGRAMME OUTLINE



## Introduction

The Physician Associate Preceptorship / fellowship Programme has been designed to support newly qualified PA's to transition into their new role. The Preceptorship / Fellowship Programme is applicable to all Physician Associates coming into Primary Care.

The PA Preceptorship/Fellowship programme has been designed as a programme of support, development, leadership and mentoring/coaching which includes:

- PCN Portfolio working
- Learning and development post registration
- Understanding the context the PAs working environment
- Opportunities to become embedded in the PCN
- Increase and maintain high levels of participation in the Primary Care Workforce

## 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 preceptee with strong leadership skills.

The illustrations on the next page provide an overview of all modules within the 2-year Preceptorship 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

## Stage 1: 0-6 months

Support & Networking	Learning & Development	PCN Portfolio Working
Recruitment & Induction	Red Whale training	Portfolio Opportunity agreed
Induction to: PCNs / ICS / STP	Edward Jenner Leadership Programme	
Assigned mentor & supervisor		
Personal Development Plan (PDP)		
Join peer network		

### Expected Outcomes

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

## Stage 2: 7-12 months

Support & Networking	Learning & Development	PCN Portfolio Working
Access mentor & supervisor	Practice management learning	Access to shadowing opportunities
Access peer network	Red Whale training	Commence portfolio working
	Remote working learning	

### Expected Outcomes

- Embed mentor/mentee relationship
- Support network aids personal development
- Learning and development opportunities underway with known ways of embedding learning
- PCN portfolio options embedded
- Access to shadowing opportunities within PCN
- Increased specialist skill in chosen area

## Stage 3: 13-18 months

Support & Networking	Learning & Development	PCN Portfolio Working
Access mentor & supervisor	Access leadership/development opportunities	Portfolio working underway on a regular basis
Access coaching for personal development	Red Whale training	
Access to Action Learning sets	Quality Improvement AQUA	
Access peer network		
Access to Action Learning Sets		

### Expected Outcomes

- Coaching sessions inform future development plan
- Clear personal development goals
- Leadership aspirations established and trajectories planned
- Undergone learning in a range of non-clinical topics
- System level awareness and connectivity established
- PCN level awareness and connectivity established

## Stage 4: 19-24 months

Support & Networking	Learning & Development	PCN Portfolio Working
Access mentor & supervisor	Leadership Development	Integrated MDT working exposure
Coaching for career development	Red Whale Training	Embedded in portfolio role
Access to Action Learning Sets	Quality Improvement AQUA	
Access peer networks		

### Expected Outcomes

- Leadership development 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
- Understanding of partnership roles

Access to Red Whale PCN Programme will continue for 3 Years from commencement of programme

# PRECEPTORSHIP / FELLOWSHIP INDUCTION

## INDUCTION INCLUDES

- Induction to the Preceptorship
- 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 Physician Associate (PA) induction materials and resources can be found on the [NHS Network here](#).

It is recommended time is spent with the primary and community care network (PCN). 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 to identify in partnership with your mentor/coach, locality training hub and practice manager, a portfolio opportunity for either working or delivering a project within the PCN, which will compliment the Leadership & Quality Improvement training. It will be expected that the quality improvement project via poster or powerpoint presentation at the celebration event for all preceptees. 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](#)
- [Faculty of Physician Associates](#)
- [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](#)

## 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:

- [Fylde 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 preceptee to provide support and leadership throughout the programme. The mentor/coach will meet with the preceptee once per month. At this meeting it will be expected the preceptee 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 preceptorship, 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 preceptees 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 preceptees 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 preceptee with the AQUA project. Portfolio opportunities will be negotiated with the mentor/coach and preceptee. Please liaise with the locality training hub lead if more information is required.



# THE EDWARD JENNER PROGRAMME

The Edward Jenner programme is an essential aspect of the Preceptorship 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](#).

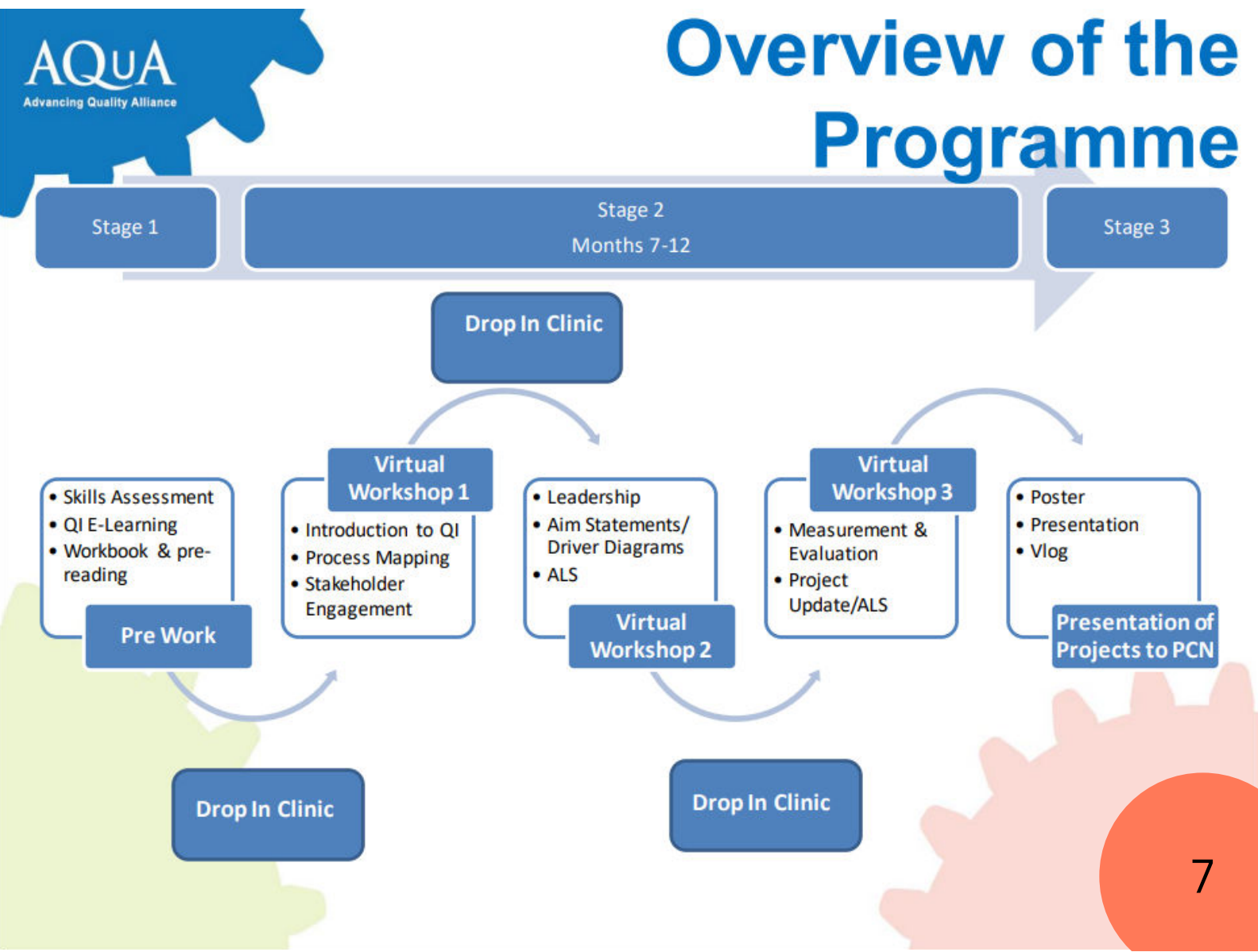
# THE AQUA PROGRAMME

The AQUA course is a fundamental part of the preceptorship 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 preceptees 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 Preceptorship Programme is available on the NHS Network.

When the preceptee 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 preceptee will be able to attend.

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

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

The preceptee 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 Preceptorship programme, all preceptees 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 preceptees 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 preceptees 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.