



GP Retention Scheme

A Guidance Document for Practices

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GP Retention Scheme

introduction

GP Retention Scheme introduction	Guidance
<ul style="list-style-type: none"> ● The National GP Retention Scheme is a package of financial and educational support to help eligible doctors, who might otherwise leave the profession, remain in clinical general practice. The scheme supports both the retained GP (RGP) and the practice employing them by offering financial support in recognition of the fact that this role is different to a 'regular' part time, salaried GP post, offering greater flexibility and educational support. RGPs may be on the scheme for a maximum of five years with an annual review each year to ensure that the RGP remains in need of the scheme and that the practice is meeting its obligations. ● This scheme enables a doctor to remain in clinical practice for a maximum of four clinical sessions (16 hours 40 minutes) per week – 208 sessions per year, which includes protected time for continuing professional development and with educational support. Doctors applying for the scheme must be in good standing with the General Medical Council (GMC) without GMC conditions or undertakings – except those relating solely to health matters. The scheme is not intended for the purpose of supporting a doctor's remediation and where the relevant NHS England Responsible Officer has concerns, the doctor would not usually be eligible for the scheme. ● The scheme is managed jointly by Health Education England (HEE) through the designated HEE RGP Scheme Lead and NHS England. The scheme is funded through the Primary Medical Care Allocation and payment provisions to GP practices are contained within the General Medical Services Statement of Financial Entitlements Amendment Directions 2017, paragraph 20A.2. 	GP Retention Scheme
<p>*For further information on the scheme, please see the attached guidance – page 4.</p>	

Eligibility criteria for doctors (part one)

Eligibility criteria for doctors (part one)	Guidance
<p>• The scheme is open to doctors who meet ALL of the following criteria:</p> <p>1. Where a doctor is seriously considering leaving or has left general practice (but is still on the National Medical Performers List) due to:</p> <p>a. Personal reasons – such as caring responsibilities for family members (children or adults) or personal health reasons Or b. Approaching retirement Or c. Require greater flexibility in order to undertake other work either within or outside of general practice.</p> <p>2. And when a regular part-time role does not meet the doctor’s need for flexibility, for example the requirement for short clinics or annualised hours.</p> <p>3. And where there is a need for additional educational supervision. For example, a newly qualified doctor needing to work 1-4 sessions a week due to caring responsibilities or those working only 1-2 sessions where pro-rata study leave allowance is inadequate to maintain continuing professional development and professional networks.</p> <p>• Doctors must hold full registration and a licence to practice with the GMC and be on the National Medical Performers List. Evidence to ascertain whether a doctor is seriously looking to leave general practice may include:</p> <p>include:</p> <ul style="list-style-type: none"> • Proof from appraisal • Letter of resignation • Accessing or intention to take pension payment • Statement of intent to leave 	<p>GP Retention Scheme</p>
<p>*For further information on the scheme eligibility, please see the attached guidance – page 6.</p>	

Eligibility criteria for doctors (part two)

Eligibility criteria for doctors (part two)	Guidance
<ul style="list-style-type: none"> ● Doctors may wish to return to a more substantive role when they come to the end of the scheme, although this is not a requirement of the scheme. RGPs are not permitted to carry out other GP day time in hours locum or salaried work while on the scheme. The only exception is when a change of place of work (practice) is expected to occur (e.g. due to redundancy or resignation) or they are in the final 12 months of their scheme. Only then is limited work (limited to a maximum of 26 sessions in any 6 month period) allowed in order to aid transition to a new practice or a different variety of primary care work (e.g. walk in centre, vanguard, etc.). ● However, RGPs may undertake GP out of hours work. They may also undertake other kinds of clinical (e.g. family planning, dermatology, occupational health etc.) or non-clinical work (education, appraisal, management etc.) which enables them to retain or extend their skills. For some doctors joining the scheme, it may allow them to retain GP skills whilst undertaking other substantive posts such as (but not limited to) senior management roles and education. Retainers must notify the designated HEE RGP Scheme Lead in advance of their wish to undertake any additional work and obtain approval before starting it. This allows RGPs to maintain a portfolio career while undertaking a GP role within the bounds of the scheme. ● Employment law states that ‘all employees have the legal right to request flexible working (not just parents and carers) and that employers must deal with requests in a reasonable manner’. 	GP Retention Scheme
<p style="color: red; text-align: center;">*For further information on the scheme eligibility criteria for doctors, please see the attached guidance – page 6.</p>	

Possible applicants

Possible applicants	Guidance
<ul style="list-style-type: none">* Locums* Salaried GPs* GP Partners* Doctors within general practice on a career break of less than 24 months who remain on the National Performers List (or are expected to have been re-admitted by the time they start as an RGP) and are registered with a licence to practice with the GMC. <p>● Where a doctor has previously been on the Retained Doctors Scheme but is not currently on the Scheme and is otherwise eligible, they may apply to re-join the scheme.</p>	<p>GP Retention Scheme</p>
<p>*For further information on the scheme applicants eligibility, please see the attached guidance – page 6.</p>	

Eligibility criteria for GP practices

Eligibility criteria for GP practices	Guidance
<ul style="list-style-type: none"> ● The GP practice should offer the RGP work which enables them to maintain skills across the full spectrum of a general practitioner. The RGP should be embedded in one GP practice to enable peer support at work and continuity with patients. ● Practices must be able to demonstrate they can meet the educational needs of the RGP as appropriate and that they understand the ethos of educational supervision. The designated HEE RGP Scheme Lead will assess this based on the needs of the doctor who is applying. The practice should provide a named educational supervisor who is either a GP trainer, F2 supervisor or has recently accessed a suitable training course in supervision. The precise specification is for local determination by the designated HEE RGP Scheme Lead. ● Practices may employ more than one RGP where there is capacity for support and long term career opportunities with the prior approval of the designated HEE RGP Scheme Lead. 	GP Retention Scheme
<p>*For further information on the scheme eligibility criteria for GP practices, please see the attached guidance – page 6.</p>	

Funding

(Professional expenses supplement)

Funding (Professional expenses supplement)	Guidance															
<ul style="list-style-type: none"> ● Each RGP would qualify for an annual professional expenses supplement of between £1000 and £4000 which is based on the number of sessions worked per week. It is payable to the RGP via the practice. The expenses supplement is subject to deductions for tax and national insurance contributions but is not superannuable (pensionable) by the practice. ● The whole of the expenses supplement payment will be passed on by the practice to the doctor to go towards the cost of indemnity cover, professional expenses and CPD needs. The practice should not automatically make any other deductions from the RGP expenses supplement except for tax and national insurance contributions. Certain expenses may be claimed against tax by the RGP (e.g. subscriptions to medical defence organisations and membership of the BMA and GMC annual retention fee etc). ● The RGP will be offered an expenses supplement payment (paid via their practice), as follows: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of sessions per week</th> <th style="text-align: center;">Annualised sessions*</th> <th style="text-align: center;">Expenses supplement payment per annum (£)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1-2</td> <td style="text-align: center;">Fewer than 104</td> <td style="text-align: center;">1,000</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">104</td> <td style="text-align: center;">2,000</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">156</td> <td style="text-align: center;">3,000</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">208</td> <td style="text-align: center;">4,000</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">*annualised sessions include statutory holidays, annual leave and sessions used for CPD.</p> <ul style="list-style-type: none"> ● The RGP professional expenses supplement will be paid at the commencement of employment and then each year on the anniversary following a successful annual review. 	Number of sessions per week	Annualised sessions*	Expenses supplement payment per annum (£)	1-2	Fewer than 104	1,000	2	104	2,000	3	156	3,000	4	208	4,000	<p>GP Retention Scheme</p>
Number of sessions per week	Annualised sessions*	Expenses supplement payment per annum (£)														
1-2	Fewer than 104	1,000														
2	104	2,000														
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4	208	4,000														
<p>*For further information on funding for the professional expenses supplement, please see the attached guidance – pages 6 and 7.</p>																

Support for practices

Support for practices		Guidance										
<ul style="list-style-type: none"> Each practice employing a RGP will be able to claim an allowance relating to the number of sessions for which their retained doctor is engaged. The practice will qualify for a payment of £76.92 per clinical session (up to a maximum of four) that the doctor is employed for. This allowance will be paid for all sessions including sick leave, annual leave, educational, maternity, paternity and adoptive leave where the RGP is being paid by the practice. Evidence of this payment will be required. The practice and RGP will continue to receive payments under the terms of the scheme as long as the RGP remains contracted to the practice and the practice continues to pay the RGP. Costs during these absences will need to be covered by the practice. However it may be possible to claim reimbursement costs associated with covering any absences of a RGP via the GMS (General Medical Services) SFE (Statement of Financial Entitlements) for sickness, maternity, parental and adoption leave. <table border="1" data-bbox="465 726 1653 997"> <thead> <tr> <th>Contracted sessions per week</th> <th>Maximum financial support to practice per year (based on £76.92 per session)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>£3,999.84</td> </tr> <tr> <td>2</td> <td>£7,999.68</td> </tr> <tr> <td>3</td> <td>£11,999.52</td> </tr> <tr> <td>4</td> <td>£15,999.36</td> </tr> </tbody> </table> <ul style="list-style-type: none"> This support is to be used by the practice as an incentive to provide flexibility for the RGP and should be used towards the RGP's salary, to cover HR admin costs and to provide funding to cover any educational support required from the practice, including course fees where relevant. 		Contracted sessions per week	Maximum financial support to practice per year (based on £76.92 per session)	1	£3,999.84	2	£7,999.68	3	£11,999.52	4	£15,999.36	<p>GP Retention Scheme</p>
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<p>*For further information on support for practices, please see the attached guidance – page 7.</p>												

Hours of work/ Duration of the scheme

Hours of work/Duration of the scheme	Guidance
<ul style="list-style-type: none"> ● The RGP contract is between 1- 4 sessions – a session is 4 hours 10 minutes (37.5 hrs / 9 sessions). The number of sessions can be annualised with the expectation that the RGP works a minimum of 30 weeks out of the 52. This will include annual leave, statutory holidays and personal development time. The pattern of sessions worked will be reviewed with the RGP each year through their annual review associated with the scheme. ● It is not considered good practice for an RGP to work in isolation or across more than one site. ● The duration of the retainer contract will be for the duration of the scheme (5 years) and reviewed annually. ● The number of sessions the RGP is contracted to work on the scheme may be changed following the submission of a revised suitable job plan which is subject to approval of the designated HEE RGP Scheme Lead and NHS England’s local Director of Commissioning Operations (DCO) (or nominated deputy either within NHS England or delegated CCG). ● RGPs can be on the scheme for a period of up to five years. 	GP Retention Scheme
<p>*For further information on hours of work and duration of the scheme, please see the attached guidance – pages 9 and 10.</p>	



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