

# **New to Practice Programme 2022/23**

**Education and Development Opportunities  
for General Practitioners, Practice Nurses and  
Nursing Associates**



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## Background

The sector of Primary Care / General Practice is exciting, challenging and swiftly changing to meet the demands of the national government and the needs of a growing, longer-living and diverse population, with specific health issues linked to the communities that the practice serves.

The New to Practice Programme is a national initiative designed to support newly qualified GPs, Nurses and Nursing Associates and to help them to gain confidence and skills to successfully begin their career in Practice / PCN and thrive.

Individuals will gain a sense of belonging within the system in which they work and the programme aims to provide peer support for early career GPs, Practice Nurses and Nursing Associates. The programme also enables continuation of the individual's professional development.

## Aims of the New to Practice Programme

- To complement the local practices' induction by providing a comprehensive introduction to working in Primary Care
- To support newly qualified GPs, Nurses and Nursing Associates to become embedded within their Practice & PCN
- To alleviate the feeling of isolation in a new role
- To support recruitment and retention
- To enable newly qualified workforce to feel part of their Practice, PCN and network
- To support and develop effective leadership

## Programme

The programme runs over 12 months and combines modules on leadership, coaching, mentoring, building resilience and additional learning and development topics found to be useful to newly qualified GPs, Practice Nurses and Nursing Associates.

The modules are delivered face to face in full-day sessions; in some instances where needs arise the course may be delivered online.

A summary of some of the topics covered is outlined below:

### Leadership

The Leadership Development Workshops will provide the opportunity to explore and learn about the individuals' leadership style. Delegates are encouraged to recognise, understand and act upon the events that occur in their immediate environment and wider system. The workshops ensure learning is practically embedded in the day-to-day working with a view to improving their leadership skills within their Practice / PCN.

### Coaching

A dedicated coach will be allocated to each individual and there will be a number of one-to-one coaching sessions available throughout the programme. These coaching sessions will work through developmental areas identified at the initial coaching session.

### Mentoring

Access will be provided to the Kent & Medway Primary Care Training Hub Mentoring Scheme.

A dedicated mentor will be assigned to each of the participants to provide them with peer support during the course.

### Strengths

This strengths module will explore the individuals strengths and how to make the most of their talents, as they lead, build relationships, influence and get things done in a way that is authentic to them.

## **Equality, Diversity and Inclusion**

This topic will look at Equality, Diversity and Inclusion within the practice environment and with patients. It will also cover unconscious bias and enable the individual to consider how they interact with their team and patients.

## **Macmillan Training**

A number of Macmillan training modules will be delivered to cover a range of cancer-related topics. This is to ensure that participants feel better equipped to support patients dealing with cancer and to ensure that they are aware of the support provided by the Macmillan team.

## **Careers Fair**

This will be a session with various speakers providing examples of different pathways available to build a portfolio career within Primary Care.

## **Quality Improvements Projects**

This module will provide examples of quality improvement projects and the tools and techniques that can be applied, when the individual is considering and planning their own quality improvement projects within their practice / PCN.

## **Appraisals, Finances and Complaints**

This session focusses on financial management within Practice / PCN and provides some tips to support the individuals with financial processes. It also covers how to prepare for and undertake appraisals and how to manage the complaints process. This will ensure that the individual feels better equipped to manage these elements.

## **Simulation**

The sessions are fully immersive and interactive and give attendees the opportunity to take part in a simulation session around PC emergencies. They involve a facilitated debriefing after each scenario, led by the KSS PC Simulation Faculty, with a learner-led and focused agenda exploring aspects of the clinical management and addressing human factors and non-technical skills around communication, teamwork and leadership.

## **Conversations Inviting Change**

This session provides the opportunity for the individual to practice having difficult conversations, so that they can implement the techniques learned and feel better equipped when holding difficult conversations in Practice / PCN.

## Who are the facilitators?

The Leadership and Coaching element of the programme is outsourced to Rebekah Giffney Consulting who are an accredited consultancy with a mass of experience within the NHS, consultancies, and private organisations.

Alicia Watts is a Kent & Medway GP who also holds the role of Kent & Medway Primary Care Training Hub GP Tutor. Alicia is also an LMC Sessional Representative.

Kate Regan is a Lead Macmillan Primary Care Nurse Facilitator who has vast experience with developing numerous training and education events, aimed specifically to support Primary Care and people with cancer.

**Participants should aim to attend all the sessions unless they are on leave/unwell or attending a core clinical skills training course.**

Rakesh Koria is a Macmillan GP with a wealth of experience in the NHS, some of his current roles are Kent and Medway CCG Cancer, Quality and Education Lead and Palliative and End of Life Care Lead.

Jane Roome is based in West Kent, with roles as GP Tutor for Tunbridge Wells, Deputy Chair for the Training Hub and RCGP SE Thames Faculty Education Lead. In 2019 she piloted simulation-based education events for West Kent Primary Care staff and was appointed as the first HEE KSS GP Fellow in Simulation in Sept. 2021 to develop simulation-based education for Primary Care staff.

These are just a few of the facilitators involved with the NTPP, all of the speakers, facilitators or trainers used have a wealth of experience within the organisation, within Primary Care and within the topic they are delivering.

## Eligibility

The programme runs over 12 months and combines modules on leadership, coaching, mentoring, building resilience and additional learning and development topics found to be useful to newly qualified GPs, Practice Nurses and Nursing Associates.

### General Practitioners (GPs)

- Having completed their CCT within the last 12 months or due to complete in the coming months
- Hold or about to hold a substantive post in Primary Care in Kent & Medway
- Be willing to commit to the programme over 12 months

### Practice Nurses (GPNs)

- Newly qualified nurses or nurses coming/returning to the sector of Primary Care
- Hold or about to hold a substantive post in Primary Care in Kent & Medway
- Be willing to commit to the programme over 12 months

### Nursing Associates (NAs)

- Newly qualified Nursing Associates
- Hold or about to hold a substantive post in Primary Care in Kent & Medway
- Be willing to commit to the programme over 12 months



## Programme Modules - For GPs

Date and Time Group 1	Date and Time Group 2	Salary Support Available	Session
<b>TRAINING HUB DELIVERED MODULES</b>			
4 <sup>th</sup> October 2022		Yes – 2 sessions	Introduction to the programme HEE Primary Care School and KMPCTH Kent and Medway ICS Mentoring and Peer Networks
25 <sup>th</sup> October 2022	1 <sup>st</sup> November 2022	Yes – 1 session	Strengths Assessment
25 <sup>th</sup> October 2022	1 <sup>st</sup> November 2022	Yes – 1 session	Appraisals / Finances / Complaints
15 <sup>th</sup> November 2022	29 <sup>th</sup> November 2022	Yes – 2 sessions	Conversations Inviting Change
6 <sup>th</sup> December 2022	20 <sup>th</sup> December 2022	Yes – 1 Session	Public Health and Workforce Planning
6 <sup>th</sup> December 2022	20 <sup>th</sup> December 2022	Yes – 1 session	Equality, Diversity and Inclusion
10 <sup>th</sup> January 2023	31 <sup>st</sup> January 2023	Yes – 2 sessions	Macmillan Training
21 <sup>st</sup> February 2023	28 <sup>th</sup> February 2023	Yes – 1 session	Careers Fair (GPs only)
21 <sup>st</sup> February 2023	28 <sup>th</sup> February 2023	Yes – 1 session	Quality Improvement Projects
14 <sup>th</sup> March 2023	28 <sup>th</sup> March 2023	Yes – 2 sessions	Simulation Events
18 <sup>th</sup> April 2023	25 <sup>th</sup> April 2023	Yes- 2 sessions	Additional Session – Group Choice Topics <i>Managing risk (TBC)</i> <i>ACT network (TBC)</i>
Various dates- March to April 2023		Yes – ½ session 90min slots	1:1 Coaching (1/3)
9 <sup>th</sup> May 2023	23 <sup>rd</sup> May 2023	Yes – 2 sessions	Leadership Masterclass Day 1
13 <sup>th</sup> June 2023		Yes – 2 sessions	Leadership Masterclass Day 2
4 <sup>th</sup> July 2023	11 <sup>th</sup> July 2023	Yes – 2 sessions	Leadership Masterclass Day 3
Various dates – July to August 2023		Yes – ½ session 90min slots	1:1 Coaching (2/3)
TBC - Various Dates		Yes – ½ session 90min slots	1:1 Coaching (3/3)
12 <sup>th</sup> September 2023		Yes – 2 sessions	Reflection and Celebration – Final Session

Please note that this schedule may be subject to change.

## Programme Modules - For Practice Nurses

Date and Time Group 1	Date and Time Group 2	Salary Support Available	Session
<b>TRAINING HUB DELIVERED MODULES</b>			
4th October 2022		Yes – 2 sessions	Introduction to the programme HEE Primary Care School and Training Hubs Kent and Medway ICS Mentoring and Peer Networks
25 <sup>th</sup> October 2022	1 <sup>st</sup> November 2022	Yes – 1 session	Strengths Assessment
25 <sup>th</sup> October 2022	1 <sup>st</sup> November 2022	Yes – 1 session	Appraisals / Finances / Complaints
15 <sup>th</sup> November 2022	29 <sup>th</sup> November 2022	Yes – 2 sessions	Conversations Inviting Change
6 <sup>th</sup> December 2022	20 <sup>th</sup> December 2022	Yes – 1 Session	Public Health and Workforce Planning
6 <sup>th</sup> December 2022	20 <sup>th</sup> December 2022	Yes – 1 session	Equality, Diversity and Inclusion
10 <sup>th</sup> January 2023	31 <sup>st</sup> January 2023	Yes – 2 sessions	Macmillan Training
21 <sup>st</sup> February 2023	28 <sup>th</sup> February 2023	Yes – 1 session	Careers Fair (GPN & NAs)
21 <sup>st</sup> February 2023	28 <sup>th</sup> February 2023	Yes – 1 session	Quality Improvement Projects
14 <sup>th</sup> March 2023	28 <sup>th</sup> March 2023	Yes – 2 sessions	Simulation Events
18 <sup>th</sup> April 2023	25 <sup>th</sup> April 2023	Yes- 2 sessions	Additional session – group choice topics Managing risk (TBC) ACT network (TBC)
Various dates – March to April 2023		Yes – ½ session 90min slots	1:1 Coaching (1/3)
9 <sup>th</sup> May 2023	23 <sup>rd</sup> May 2023	Yes – 2 sessions	Leadership Masterclass Day 1
13 <sup>th</sup> June 2023		Yes – 2 sessions	Leadership Masterclass Day 2
4 <sup>th</sup> July 2023	11 <sup>th</sup> July 2023	Yes – 2 sessions	Leadership Masterclass Day 3
Various dates- July to August 2023		Yes – ½ session 90min slots	1:1 Coaching (2/3)
TBC- various dates		Yes – ½ session 90min slots	1:1 Coaching (3/3)
12 <sup>th</sup> September 2023		Yes – 2 sessions	Reflection and Celebration – Final Session

Please note that this schedule may be subject to change.

## Programme Modules - For Nursing Associates

Date and Time Group 1	Date and Time Group 2	Salary Support Available	Session
<b>TRAINING HUB DELIVERED MODULES</b>			
4th October 2022		Yes – 2 sessions	Introduction to the programme HEE Primary Care School and Training Hubs Kent and Medway ICS Mentoring and Peer Networks
25 <sup>th</sup> October 2022	1 <sup>st</sup> November 2022	Yes – 1 session	Strengths Assessment
25 <sup>th</sup> October 2022	1 <sup>st</sup> November 2022	Yes – 1 session	Appraisals / Finances / Complaints
15 <sup>th</sup> November 2022	29 <sup>th</sup> November 2022	Yes – 2 sessions	Conversations Inviting Change
6 <sup>th</sup> December 2022	20 <sup>th</sup> December 2022	Yes – 1 Session	Public Health and Workforce Planning
6 <sup>th</sup> December 2022	20 <sup>th</sup> December 2022	Yes – 1 session	Equality, Diversity and Inclusion
10 <sup>th</sup> January 2023	31 <sup>st</sup> January 2023	Yes – 2 sessions	Macmillan Training
21 <sup>st</sup> February 2023	28 <sup>th</sup> February 2023	Yes – 1 session	Careers Fair (GPN & NAs)
21 <sup>st</sup> February 2023	28 <sup>th</sup> February 2023	Yes – 1 session	Quality Improvement Projects
14 <sup>th</sup> March 2023	28 <sup>th</sup> March 2023	Yes – 2 sessions	Simulation Events
18 <sup>th</sup> April 2023	25 <sup>th</sup> April 2023	Yes- 2 sessions	Additional session – group choice topics Managing risk (TBC) ACT network (TBC)
Various dates – March to April 2023		Yes – ½ session 90min slots	1:1 Coaching (1/3)
9 <sup>th</sup> May 2023	23 <sup>rd</sup> May 2023	Yes – 2 sessions	Leadership Masterclass Day 1
13 <sup>th</sup> June 2023		Yes – 2 sessions	Leadership Masterclass Day 2
4 <sup>th</sup> July 2023	11 <sup>th</sup> July 2023	Yes – 2 sessions	Leadership Masterclass Day 3
Various dates- July to August 2023		Yes – ½ session 90min slots	1:1 Coaching (2/3)
TBC- various dates		Yes – ½ session 90min slots	1:1 Coaching (3/3)
12 <sup>th</sup> September 2023		Yes – 2 sessions	Reflection and Celebration – Final Session

Please note that this schedule may be subject to change.

## Benefits of Joining

- Supported induction into Primary Care
- Overview of Primary Care and how it fits into the Integrated Care System (ICS)
- Peer Support
- Mentorship
- Quality Improvement Training
- Leadership masterclass
- Financial management

## How to apply

Download and complete both the [Enrolment and Monitoring forms](#) to book your place, and return the completed forms by email, with your line manager cc'd in, to: [kmpcth@nhs.net](mailto:kmpcth@nhs.net)

The Training Hub will enrol you and will ask you to seek agreement from your Line Manager to attend the course on the days specified on the programme timetable.

## Get involved

- Subscribe to [Primary Care News](#) for monthly updates on sector news and training opportunities.
- Follow us on [Twitter](#)
- Follow us on [LinkedIn](#)



## Role of the Practice / PCN

The Practice / PCN has an essential role to play for the success of the programme, by:

- Providing a supportive environment to allow their staff members to participate in the programme
- Committing to release their GP / Practice Nurse / Nursing Associate to attend the sessions



## Benefits for the Practice / PCN

The New to Practice Programme supports the transition from training to Practice / PCN roles and helps with building confidence in the delivery of Primary Care, bringing the following benefits:

- Recruitment and retention – by offering an attractive support and retention package
- Quality Improvement training means that the individuals can consider opportunities for improvements within Practice / PCN
- Supports development of leadership skills within your Practice / PCN
- Providing opportunities for development and portfolio work to address local health population needs
- Flexible programme

## FAQ 1/3

### **Is the programme open to new staff or current staff?**

The programme is open to newly qualified GPs, Practice Nurses or Nursing Associates in their first year in Primary Care.

### **Is the programme open to GPs or GPNs joining Primary Care with an experience in a different sector?**

The individuals can either be newly qualified or new to Primary Care.

### **Can other roles apply for the programme?**

At present the programme is only open to GPs, Practice Nurses or Nursing Associates.

### **Are people in their last qualifying year able to apply if they have a substantive contract in a general practice?**

If the individuals will qualify by the time the course begins and they have a substantive post within Primary Care, they will be allowed to enrol on the programme.

### **Can you join the programme at any time?**

The programme starts in the autumn (early October), consideration will be given to those wishing to join after this date but will be considered on a case by case basis, and taking into account how much of the course has been missed. The Training Hub may suggest that you defer to the following cohort.

### **Can you join the programme if you work part-time?**

There is no limit to the number of sessions or hours worked as long as they are part of a substantive contract.

### **Can a newly-qualified GP/GPN/NA delay joining the programme or pause in case of pregnancy/parental or adoption leave?**

People signed up on the programme within one year of qualifying can delay joining or pause before re-joining the programme with the next cohort as long as the leave does not exceed 18 months.

## FAQ 2/3

### **Can you do a Fellowship along with the New to Practice Programme?**

It is possible to do a Fellowship along with the New to Practice Programme, or as a natural progression on completion of the NTPP.

### **What day of the week will the sessions run?**

The sessions run once a month and will always be on a Tuesday for a whole day.

### **What happens if you miss sessions?**

Whilst we encourage you to attend all of the sessions to enable you to fully benefit from the programme, please contact us if you are unable to attend a session and we will try our best to accommodate you on other sessions, if they are available.

### **Will the sessions be recorded?**

Sessions will not be recorded and full commitment from participants and delegates is expected throughout the programme.

### **How will the online sessions be delivered?**

The sessions will be day-long face-to-face sessions. There may be instances whereby the modules may be delivered via Microsoft Teams or Zoom. If that is the case, the link will feature on the Outlook meeting invitation.

### **Do participants gain a certificate on completion of the programme?**

GPs, GPNs and NAs having completed the New to Practice Programme will gain a Certificate of Completion delivered by the Kent & Medway Primary Care Training Hub detailing modules achieved.



## FAQ 3/3

### **Can Practice / PCN managers book their staff on the programme as part of an induction process?**

If the Practice / PCN is happy for the individual to be part of the programme, they can complete an enrolment form on their behalf. The Training Hub will then seek confirmation from the individual that they are committed to attending the programme.

### **Will it cost anything to release staff for NTPP sessions?**

Salary support is available for the majority of these sessions\* and can either be paid directly to the individual if attending on a non-working day or paid to the Practice / PCN if they are releasing an individual to attend.

*\*GPN and NA clinical sessions are not covered by salary support.*

### **What hours can be claimed for each session?**

Full day sessions will run from 9.30am to 4pm.

### **Can participants be paid directly for attending the programme?**

Participants having attended sessions in their own time will need to confirm with their Practice / PCN that they can be paid directly for the session and submit an invoice to Kent and Medway CCG - more information around this will be provided during the Introduction session.



## What Next?

On completion of the New to Practice Programme, there will be a wide range of training opportunities for Primary Care staff to develop their knowledge and portfolio.

This can include CPD courses development programmes such as:

- Fellowships opportunities
- Leadership courses
- Peer Mentoring
- Community Education Facilitation (CEF) Lead roles
- Advanced Clinical Practitioner (ACP)
- Simulation training



### Contact

**NTPP Project Manager:**  
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