

New to Practice Programme 2024/25

**Education and Development Opportunities
for General Practitioners, Practice Nurses
and Clinical ARRS roles**



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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 practices serve.

The New to Practice Programme is a national initiative designed to support newly qualified GPs, Practice Nurses and Clinical ARRS roles and to help them gain confidence and skills to successfully begin their career in Practice / PCN and to thrive. The Programme is also open to those who are new to Primary Care.

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 staff. 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 Clinical ARRS roles 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
- To provide experience of Clinical Supervision, Practice Assessment and Practice Supervision



Programme

The programme runs over 13 months and combines modules on leadership, coaching, mentoring, building resilience and additional learning and development topics found to be useful to newly qualified or new to Primary Care staff.

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.

Peer Group Learning Sets

Delegates will be invited to join a Peer Group Learning Set to support learning as a social and collaborative process. They aim to create a safe space for group members to share challenges, issues and ideas and provide helpful support and challenge.

Preceptorship

Nurses have access to a Preceptor will be provided by the employer to the Preceptee. A dedicated Preceptor will be assigned to the Preceptee to provide them with one-to-one support throughout the programme.

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.

Cancer Care in Primary Care and Ageing and Dying Well

A range of Cancer and Ageing and Dying Well-related topics will be delivered to ensure that individuals feel better equipped to support patients dealing with Cancer and those who are frail and at end of life.

Complaints and Risks

This module will focus on undertaking safer consultations and will highlight the risks associated with consulting with patients. It will also provide an overview of the Complaints process and provide guidance and tips for managing complaints should they arise.

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 Pensions

This session focusses on personal financial management and provides some tips to support the individuals with managing financial processes. It also provides an overview of how NHS Pensions operate and provides an opportunity to ask any questions from Financial and Pension experts. The session also explains how to prepare for appraisals.

Simulation and Human Factors

The sessions are fully immersive and interactive and give attendees the opportunity to take part in a simulation session around Primary Care 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.

Practical Communication / Consultation Skills

This session will look at the challenges associated with consulting in Primary Care, enabling the individual to learn further skills needed to develop their communication skills and their own patient-centred consultation style.

Who are the facilitators?

Dr Alicia Watts is a Kent & Medway GP who also holds the role of GP tutor for East Kent. Alicia is also an LMC Sessional Representative.

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 and private organisations.

Ann Humphreys has vast experience working within the NHS and has a background as a Nurse, Health Visitor and Practice Manager and more recently as is a Workforce Lead for the KMPC Training Hub.

Cavita Chapman is an international nurse and academic with over 21 years of experience with the NHS and NHS England. She specialises in clinical leadership development, strategy and equality and inclusive leadership.

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

Dr Rakesh Koria is an Acute Response Team Macmillan GP, the NHS Kent and Medway Ageing and Dying Well Clinical Lead and the NHS South of England End of Life Care Lead with a wealth of experience in the NHS.

Dr Jane Roome is the Training Hub Clinical Lead for West Kent and RCGP SE Thames Faculty Education Lead. Jane also Leads the Simulation Faculty and was appointed as the first KSS Fellow in Simulation.

Paul Gordon has been assisting the medical sector for over 20 years and has expert knowledge of the NHS Pension. He heads a team of medical specialist financial advisers across the country able to assist in all areas of financial planning.

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.

Other Training Hub representatives, including Nurses/Programme Leads, are also involved in the Programme delivery.

Eligibility

The programme runs over 13 months and combines modules on leadership, coaching, mentoring, building resilience and additional learning and development topics found to be useful to newly qualified GPs, GPNs and Clinical ARRS roles.

If your role is not included but you feel that it should be taken into account, please send us your enrolment form with an explanatory note and we will consider your application.

General Practitioners (GPs)

- Having completed their CCT within the last 24 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 13 months



Nursing Staff (GPN, NA, TNA)

- Newly qualified nurses or nurses coming/returning to the sector of Primary Care and newly qualified Nursing Associates and Trainee Nursing Associates
- Hold or about to hold a substantive post in Primary Care in Kent & Medway
- Be willing to commit to the programme over 13 months

Clinical ARRS roles:

- > Advanced Practitioners
- > Clinical Pharmacists
- > Community Paramedics
- > Dieticians
- > First Contact Physiotherapists
- > Mental Health Practitioners
- > Occupational Therapists
- > Pharmacy Technicians
- > Physician Associates
- > Podiatrists

who are:

- Newly qualified
- Hold or about to hold a substantive post in Primary Care in Kent & Medway
- Be willing to commit to the programme over 13 months

Programme Modules 2024/25 (Cohort 5)

	Date	Modules
Context	Tuesday 24 th September 2024	Introduction to the programme Strengths
	Tuesday 8 th October 2024	NHS System
Enhancing your skills	Tuesday 12 th November 2024	Complaints and Risk
	Tuesday 3 rd December 2024	Equality, Diversity, and Inclusion Appraisals Pensions Finance
	Tuesday 14 th January 2025 or Tuesday 21 st January 2025	Simulation Human Factors
	Tuesday 11 th February 2025	Cancer care in Primary Care & Ageing and Dying Well
	Tuesday 11 th March 2025	Primary Care Consultation Reimagined
	Tuesday 25 th March 2025	Quality Improvement Projects Population Health Management
	Dates available in March & April 2025	1:1 Coaching (1/2)
Supporting your career & leadership journey	Tuesday 29 th April 2025	All day: Leadership Masterclass Day 1 <ul style="list-style-type: none"> The Context of Leading in the Here & Now What Leadership is Leadership in Primary Care Leading Authentically: Purpose and Values
	Tuesday 20 th May 2025	All day: Leadership Masterclass Day 2 <ul style="list-style-type: none"> Emotional Intelligence Self-Regulation Confidence Resilience
	Dates available in June & July 2025	1:1 Coaching (2/2)
	Tuesday 10 th June 2025	All day: Leadership Masterclass Day 3 <ul style="list-style-type: none"> Communicating with gravitas Presenting skills Making meaningful connections
	Tuesday 1 st July 2025	All day: Leadership Masterclass Day 4 <ul style="list-style-type: none"> Building trust and meaningful relationships Influence Difficult conversations Navigating conflict
	Tuesday 9 th September 2025	Clinical Supervision Skills (GPs)-TBC Practice Assessor (GPNs & NAs) Practice Supervisor Training (Other ARRS)
	Tuesday 7 th October 2025	Final Session: Reflection and Celebration

Please note that this schedule may be subject to change.

Fundamentals of General Practice Nursing Practice Nurses & Nursing Associates

It is highly recommended that Nurses and Nursing Associates apply simultaneously for the Fundamentals of General Practice Nursing programme at Greenwich University.

The course is designed to help Practice Nurses or Nursing Associates new to working in general practice meet the daily challenges faced in a surgery.

The modules studied will provide them with the knowledge, skills and confidence needed to provide safe and effective care for patients in Primary Care settings and include:

- *Overview of Primary Care*
- *Cytology*
- *Immunisation*
- *Respiratory*
- *Diabetes*
- *Cardiovascular Disease*
- *Travel*
- *Dementia and Frailty*
- *Wound Care*
- *Ear Care*

For GPNs and NAs applying to both the NTPP and the Fundamentals of GPN, **course fees will be funded** by the KMPCTH.



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
- Financial management
- Professional 1-to-1 Coaching
- Networking with other newly qualified colleagues across Kent and Medway Primary Care

How to apply

Download and complete both

- [Enrolment Form](#)
- [Equal Opportunities Monitoring Form](#)

to book your place, and return the completed forms by email, with your line manager cc'd in, to:

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](#)
- Follow us on [YouTube](#)



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 / Clinical ARRS roles 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
- Supporting development of leadership skills within your Practice / PCN
- Providing opportunities for development and portfolio work to address local health population needs
- Providing experience of Clinical Supervision skills, Practice Assessment and Practice Supervision
- 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 and Clinical ARRS roles within their first 24 months in Primary Care.

Is the programme open to GPs, GPNs and Clinical ARRS roles 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?

This year, the programme will also be opened to the Clinical ARRS roles outlined on page 7 of the brochure. However, there are only a limited number of places available for these roles, so acceptance onto the programme will be on a first come, first serve basis.

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 (end of September), 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 minimum number of sessions or hours worked as long as you 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.

Can Locums join the programme?

Locums are welcome to apply for the programme, however the number of places available to Locums is limited and acceptance onto the programme will be on a first come, first serve basis.

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. Where you are newly qualified, it is recommended that you undertake the NTPP prior to applying for a Fellowship.

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?

Please do your best to attend the sessions as there will be no repeat sessions this year. If you are unable to attend a session, we will send you the materials used at the meeting for you to understand what was covered.

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?

Those who have 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 will be paid to the Practice/PCN if they are releasing an individual to attend. If the individual is attending on a non-working day, it may be possible for the salary support to be paid directly to the individual, although the preferred option is via the Practice/PCN.

**GPN and NA clinical sessions and attendance at the Greenwich University Fundamentals of General Practice Nursing course are not covered by salary support.*

What hours can be claimed for each session?

Full day sessions will run from 9.30am to 4.30pm.

Can participants be paid directly for attending the programme?

The preferred method for the individual to receive salary support is via the Practice, however it may be possible for the individual to be paid salary support directly. More information will be provided following the Programme 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:**
Fellowships will provide a 12-month experience of working in a specific clinical or system leadership field.
- **Leadership courses**
Leadership, management and development courses support leadership skills, resilience and team development.
- **Peer Mentoring**
The focus is on the individual's specific needs to encourage self-development, build resilience and maintain wellbeing.
- **Community Education Facilitation (CEF) Lead roles**
The CEF Team will identify, lead and champion education and training needs for the multi-professional Primary Care workforce.
- **Advanced Clinical Practitioner (ACP)**
ACPs possess a high level of practice characterised by autonomy and complex decision-making to provide high-quality care for patients.
- **Simulation training**
A unique way of learning by recreating emergency situations that can happen in Primary Care settings.



Contact

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