

Memorandum of Understanding

between
HEALTH EDUCATION ENGLAND (HEE) working across the North West
And
SWANLOW MEDICAL CENTRE

This Memorandum of Understanding (MOU) sets out the terms agreed between HEE and Swanlow Medical Centre to ensure that the GP Post-CCT Fellowships are recruited and managed appropriately. The memorandum outlines each partner's respective responsibilities and commitments.

Background

This MoU outlines how HEE and the organisation will work together to manage the 22/23 GP Post-CCT Fellowships. This memorandum has at its core the principles of the NHS constitution with particular regard to the following:

'The NHS aspires to the highest standards of excellence and professionalism....to put patients at the heart of everything it does.....works across organisational boundaries and in partnership with other organisations...providing best value for taxpayers' money and the most effective, fair and sustainable use of finite resources.'

The GP Post-CCT fellowships aim to develop a new class of GP, capable of bridging the gap between primary and secondary care and physical and mental health. The fellowships exist to give the opportunity to GPs to gain relevant post-CCT experience and develop their skills.

Purpose

1. This MOU will ensure that an appropriate recruitment process is established, and employment contract issued to the fellow and salary payments made monthly.

Scope

1. The posts are partially funded by HEE for the fellowship aspects of the role only (not the GP Practice clinical work).
2. ██████████ will be transferred to fund two sessions per week to undertake personal development, education and training (██████████ per session). This is inclusive of on-costs. The funding provided is for a period of one year and should be on a pro- rata basis if the fellow works less than full time.
3. ██████████ will be transferred to meet travel/educational/academic course costs. The Organisation shall maintain a record of how this funding is spent and provide this information to HEE. If the money is not spent, then it may need to be returned to HEE.

4. GP Practice clinical work is by arrangement independent of HEE, thus the salary to be set by negotiation between the Fellow and the Organisation
5. The Fellowship component of the post is conditional on the Fellow holding employment with the Organisation for the duration of their Fellowship. If the General Practice clinical component of their post ceases, the Fellowship will also be deemed to have ceased
6. The posts are primarily aimed at GPs within their first 5 years of qualification.
7. The employing organisation or practice will provide individual support for the fellow in the form of coaching or mentoring.

Funding

1. HEE will pay salary costs and on-costs for the fellowship component of the role to the Organisation for the sessions of the fellowship which have been agreed. This will be paid via HEE following successful appointment of a Fellow. The total sum of £23,964 is payable to you once a fellow has been appointed and will be transferred by HEE in one lump sum on receipt of an invoice.
2. Funds will only be transferred once HEE are in receipt of a signed copy of this MOU and a copy of the HEE NW GP Post-CCT Fellowships Declaration, which must be signed by both the employing organisation and the GP Fellow.
3. The Organisation shall provide an evaluation report following completion of the fellowship, which should include reference to supporting the principles of the Five Year Forward View and the NHS Long Term Plan.
4. The Organisation shall engage with any reasonable additional evaluation processes that might be requested either during or following the Fellowship.

Duration

1. This MOU shall become effective upon signature by the authorized officials from HEE and the Organisation
2. It shall remain in force for the duration of the Fellowship

Signed by

██████████
Associate Dean
Health Education England North West

HEE NW GP Post-CCT Fellowships Declaration

Employing organisations and GP Fellows must sign the declaration below ahead of any fellowship funds being transferred from HEE NW.

1. The GP Fellow and/or employing organisation is not receiving funding from any other organisation (for example, NHSE/I, CCG) for the same sessions that HEE are funding as part of the fellowship.
2. The GP Fellow and/or employing organisation is not receiving funding from any other organisation (for example, NHSE/I, CCG) for any educational initiatives which HEE are funding as part of the fellowship.
3. We understand that HEE NW will be sharing and/or verifying information with Training Hubs and other organisations such as CCGs regarding all sources of fellowship funding, to ensure no duplicate payments are made.
4. We understand that any funding received from HEE and /or the employer that is not used within the terms of this MoU will need to be repaid.

Signed by Employing Organisation:

██████████
Swanlow Medical Centre

Signed by GP Fellow:

Name: ██████████
Swanlow Medical Centre