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**NHS EDUCATION for SCOTLAND**

**Educational Agreement for GP-Stay In Practice Scheme (GP-SIPS)**

The nature of this agreement is to describe the educational commitment to be agreed between a mentor and GP-SIPS doctor. This agreement is a negotiable document and one that the mentor and GP-SIPS doctor should agree at the start of their term. It is not intended to be a restrictive framework but mainly to give guidance within which to operate. Both mentors and GP-SIPS doctors should feel free to amend any part of it that they feel necessary.

Educational Agreement

This is an educational agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (GP-SIPS doctor) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor). It is not a contract of employment and does not supersede any other contracts so signed. The details of this agreement are designed to indicate the areas of educational responsibility of both mentor and GP-SIPS doctor.

**Details of the Post**

Start & Proposed finish date for the GP-SIPS doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor and named deputy mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Aims and Objectives**

The purpose of GP-SIPS is to maintain and develop the necessary skills, knowledge and confidence of the doctor to function as a fully independent general practitioner. There are responsibilities on both parties.

**The mentor will:**

(1) Provide mentoring support for the GP-SIPS doctor. The mentor will have an overlap of some sessions with the GP-SIPS doctor but direct clinical supervision should not be required as GP-SIPS doctors should be able to work independently. A nominated deputy should be available to cover any mentor absences.

(2) The mentor will provide protected time within the practice environment for education and learning. This protected time will be a minimum of two hours per month\*\*. The timetable of this and the content should be agreed in advance with the GP-SIPS doctor. This time can be either in one block or divided into multiple shorter sessions. Some of this time will be to support preparation for appraisal and where the GP-SIPS doctor has educational skills they may choose to use some of this time for provision of teaching/ support for other clinical colleagues e.g. trainees/ nurses.

(3) The mentor will agree to undertake an annual review with the GP-SIPS doctor which will inform an annual report to be submitted to the Associate Adviser. The mentor will agree areas of clinical work that have been identified as a particular learning need or areas requiring development with the GP-SIPS doctor, and together construct a development plan.

(4) The mentor will provide the GP-SIPS doctor with a suitable working environment. Ideally, this should include a dedicated room for the GP-SIPS doctor. Where this is not possible, the GP-SIPS doctor shall negotiate with the mentor the working arrangements and the environment within the surgery. The GP-SIPS doctor should have a demarcated area within the premises where they can store notes and equipment as required.

(5) The mentor will always act as a professional colleague to the GP-SIPS doctor and will set themselves as a suitable role model.

**The practice:**

(1) Will support the learning of the GP-SIPS doctor.

(2) Will endeavour to support and maintain local and national standards and will encourage the GP-SIPS doctor’s participation in administrative, managerial and clinical issues where appropriate.

(3) Will provide continuing access to appropriate educational resources.

**The GP-SIPS doctor:**

(1) Will give a commitment to learning during the post. They will agree to undertake a minimum of 50 hours of educational activity per year\*\* and fulfil the requirements for national appraisal and revalidation.

(2) Will agree to participate in an annual mutual review with their mentor and be open to feedback about their professional and clinical performance. If they wish to undertake any external study leave activities, they will agree these with the mentor in advance and be mindful of the necessity to work as a member of a clinical team.

(3) Will agree to notify the Associate Adviser of any professional difficulty that occurs and cannot readily be resolved after negotiation within the practice.

\*\*statutory requirement and which may change depending on national criteria

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Mentor)** **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(GP-SIPS doctor)** **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_