**Hub & Spoke application**

**Job plan**

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| On completion, please email this form to the relevant training programme:Northumbria GP Training Programme: Michelle.taberham@nhs.net Durham & Tees Valley GP Training Programme: chris.alderson2@nhs.net North Cumbria GP Training Programme: emma.clarke86@nhs.net Please note – the form needs to be emailed as an electronic word document. Handwritten and PDF forms will not be accepted. |
| **Hub Practice** |
| Practice name |  |
| Practice address |  |
| Trainer |  |
| Trainer email address |  |
| **Spoke Practice** |
| Practice name |  |
| Practice address |  |
| Spoke Trainer |  |
| Spoke Trainer email address |  |
| Attach a copy of Level 1 CS certificate.If not yet completed the course, please state the date of the booked course. |  |
| Practice manager email address |  |
| In order to comply with the Junior Doctor Contract, we must provide a generic work schedule for every post we have established.Provide a generic weekly timetable based on a full-time postgraduate doctor working 40 hours per week. This must include:* Days working
* Start and end times (40hrs max)
	+ One 30 minute paid lunch break for all shifts 9 hours and under. Any additional break time will not be paid. The 30 minutes per day is included in the 40 hours per week contractual hours, any additional time is not included.
	+ Shifts 10 hours and over need 2 x 30 minute paid breaks. These are both included in the 40 hours per week contracted time.
* Lunch start and end times must be on the rota.
* 3x days labelled for home visits\*
* One session for in-house tutorials - start and end time must be on the rota
* One session for self-directed study (4 hours total) – start and end time must be on the rota
* One session for Regional teaching – start and end time must be on the rota

The postgraduate doctor must be based in the hub training practice for at least 50% of their time. |
|  | **AM** | **PM** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| \*Where there is an expectation a GP postgraduate doctor may be required to undertake a home visit it is confirmed that postgraduate doctors are now eligible to be paid for their home to base mileage and return on the day as the expectation is that they will have their car at work to undertake home visits. NHS England have agreed that this will be for 3 days per week. If the Practices require any more than the 3 days, the Practice will be required to make arrangements to pay the postgraduate doctor directly. |
| A brief description of how the model will work for the practices. |  |
| **For office use** |
| Reviewed by & date |  |
| Approval decision  | Approved / Not approved |
| Draft work schedule created |  |
| Date sent to Central Office |  |
| Date of premises visit |  |