

# North East and Yorkshire Physician Associate Preceptorship (2024/25)



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## Section 1: Specification and guidance

### Introduction

As part of the nationally agreed funding model NHS England funds a £5100 preceptorship allowance to employers to support the supervision and educational needs for PAs new to primary care. This is paid to the primary care provider with the expectation that the employer will provide preceptorship support and supervision in return.

This document is to support the electronic application form for the PA preceptorship in primary care for North East and Yorkshire. Please note this is for all PA preceptorship applications during the period 1st April 2024 – 31st March 2025.

**To apply for the funding please use the application [link here](#).**

## Section 2: NHS England Preceptorship Criteria

The following criteria needs to be met as part of the PA preceptorship funding. Full national guidance is [available here](#).

Funding is paid to the primary care provider (GP Practice/PCN) with the expectation that the employer will provide preceptorship support and supervision in return. The following conditions apply:

- The new PAs contract is to work in primary care within the first 12 months of practice after becoming registered, and;
- Upon delivery of a preceptorship programme which meets NHS England's preceptorship criteria outlined below.

### NHSE Preceptorship Criteria

1. The preceptorship programme will be undertaken for a minimum of 1 year [whole time equivalent] and must entail a minimum of 50% [or 6 months' full time equivalent in any rotation of placements] being spent in Primary Care.
2. The Preceptorship is only being offered to either a) a PA who is commencing a programme in the first twelve months of practice after first gaining registration on the national register or b) a PA taking up their first post in primary care since gaining registration. This would also include the transition of PAs from secondary care.

3. The Employer must have read, understood and be prepared to implement the guidance within the [Faculty of Physician Associates \(FPA\) document 'Employers' Guide to Physician Associates.'](#)
4. The weekly timetable must include at least one dedicated session for education.
  - The PA preceptee must work under GP clinical supervision during their day-to-day clinical practice. They must also have access to a GP Clinical Supervisor to support their professional development and undertaking of any portfolio-based assessments (GP CS training available if not accredited at time of appointment of PA).
5. The Preceptee must have access to a trained mentor for the duration of the Preceptorship. The designated mentor must not hold the roles of a line manager, clinical supervisor, or educational supervisor, for the individual, and should not have direct involvement in their day-to-day responsibilities. It is recommended that the mentor is from a different department or organisation.
6. If being employed by a PCN, the PA Preceptee must work in no more than 2 practices for the first 6 months of their Preceptorship year.
7. The preceptee must have a suitable induction period, an induction meeting with their supervisor, a mid-point and an end of programme review with their supervisor [regardless of whether they have been a PA student on placement with the practice]. A [template preceptorship induction plan can be found here](#) under 'useful resources' entitled 'GP Supervisor and Physician Associate Guide'.
8. The programme must use suitable supportive records of the preceptor's progress. For example, the FPAs '[First Year Post Qualification Documentation](#)' which can be [accessed under 'Employer Resources'](#).
9. The preceptee must take part in the employer's annual appraisal system.
10. Should offer an approved structured development plan with clear objectives, goals and a shared understanding around how the practice will support the preceptee to gain the clinical experience and skills required. For example, this could be from a local HEI or equivalent, which will include alumni activity or could also be in-house (or could be in-network).
11. The preceptorship programme will set out expected outcomes for the preceptee in the form of competence acquisition or a brief curriculum which may be locally derived but based on established national guidance. This can be found within the FPA document; First Year Post Qualification Documentation.
12. The preceptorship programme must enable the post-holder to engage in multi-professional learning activities with protected time to ensure this.

13. Where the post-holder's objectives include a further course of study, this should usually be funded from the support payment. This could be up to the cost of a postgraduate certificate qualification if appropriate for the preceptor and the service context; this funding should be used flexibly to meet the needs of the preceptor.
14. Individual post-holders will be expected to complete and maintain all of the requirements of the UK PA Managed Voluntary Register (PAMVR) or subsequent register.
15. At the start of employment, newly qualified PAs in Primary Care should have 30-minute patient consultation time allocation with a debrief after each patient. This should be reviewed between 3-6 months and the consultation time adjusted as appropriate.
16. Employers must consider a rota with a maximum of eight patient-facing clinical sessions a week for the first six months of the Preceptorship programme.

### Section 3: Conditions of funding

Funds will be paid by NHS England to practices directly through an invoicing process.

- The national PA preceptorship payment will be paid to the practice/PCN via purchase order (PO).
- Following review of the preceptorship application, if the eligibility criteria is fully met, the application will be approved and an email confirming this will be sent. Within this email, we will also request payment method information so that a PO can be successfully raised.

#### How are payments made?

Each payment will be paid via purchase order (PO), and it will be raised by NHS England. Once a PO number is available NHS England will request an invoice which will need submitting to [england.maps.ney@nhs.net](mailto:england.maps.ney@nhs.net).

If you have any questions about your invoice or would like an update on payment dates, you can also enquire via email to: [england.maps.ney@nhs.net](mailto:england.maps.ney@nhs.net).

If you are a new supplier to NHS England, we will require a new supplier form being completed. This will be sent to you directly upon successful application to the preceptorship if you are not a supplier on our system. This will need completing and returning to successfully receive the PA preceptorship payment.

All payments need to be made by 31st March 2025. Due to this the latest an invoice can be received is **15th March 2025** so that it will be processed prior to the end of the financial year deadline. **Please make sure the PA preceptorship payment invoice is returned by this date.**

### Important information: funding and employment

- The employer must inform NHS England if the preceptee changes employment. If the preceptee takes up employment elsewhere the preceptorship funding will no longer be payable to the Employer and will be paid pro rata.
- If there is any excess payment identified, the employer must repay this to NHS England
- Should NHS England consider that the Employer is not fulfilling its obligations as laid out in the above criteria, NHS England will firstly notify the Employer of its concerns and agree a set time for the Employer to comply. Should NHS England subsequently consider that the Employer is still not fulfilling its obligations the funding will be withdrawn.

## Section 4: Next Steps and Timeline

If the eligibility criteria are met for the PA preceptorship, please apply via the [link here](#). NHS England will pay the preceptorship sum to the employer via the process in [section 3](#) subject to approval.

The preceptorship payment is allocated to employers to support the preceptorship programme, recognising the infrastructure, education and learning requirements and input/supervision/teaching required in the practice setting during the preceptorship

Employers can [email](#) for any support required in terms of submitting the electronic application form for preceptorship funding.

If you have any questions, please do not hesitate to get in touch with the team on [england.maps.ney@nhs.net](mailto:england.maps.ney@nhs.net).