

Kent, Surrey, and Sussex (KSS) GP School Quality

Integrated Training Post (ITP) specialty placement approval process

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Background

GP Specialty Trainees (GPST) complete up to 24 months in general practice (GP) in their 36 month GP training programme. ITPs may be undertaken in the first two years of GP specialty training and are based in a general practice with additional curricular educational experience in another specialty. They are usually spent working 1 to 3 days per week within a specialty in 4 month blocks. This maybe a placement in an acute trust, community trust, community clinic, or other primary care environment.

Planning

1. When planning an ITP speciality placement, GP Training Programme Directors (TPD) have a responsibility to check that locations are approved for GPSTs on the [General Medical Council \(GMC\) website](#). If the location is not yet approved, then this must be completed before the placement is started.
2. The GPST is primarily allocated to an approved KSS GP Training Practice with an approved KSS GP Clinical or Educational Supervisor for the post. The GPST's employment is through the [Single Employer Acute Trust \(SEAT\)](#) agreement and is funded by HEE as a GP placement. The trainer grant is paid to the general practice. No tariff or supervisor payment is made to the specialty.
3. The speciality placement in the ITP could be in a hospital specialty department, a community clinic or team, or a hospice etc. In the ITP specialty placement, the Clinical Supervisor is a member of staff who is appropriately qualified to provide clinical supervision within the host organisation.

Approval of learning environments

1. For a GPST placement to count for training, the training location needs to be listed on the GMC website as approved for postgraduate doctors in GP training. This is for GPST placements where the trainee is working for more than 2 sessions per week. If a training location's organisation is not approved, this needs to be completed before the start of the placement.
2. Clinical Learning Environment (CLE) approval of a general practice, community trust, primary care network, urgent and unscheduled care provider, or other community organisation is done through completion of the KSS Primary Care Department CLE approval process. This involves completion of the CLE form and a virtual meeting with a senior primary care educator. If approved, the organisation will be entered on to the monthly Head of GP School report. The Quality Team add the approved organisation's locations to the [GMC database](#).
3. Approval of a clinic or department in an NHS trust, where either GPST or other speciality trainees are already working within the NHS trust, will require completion of a GPST ITP Form by the local HEE educator team. A satisfactory Care Quality Commission rating or GMC National Training Survey result is also needed. If approved, the ITP location is added to the monthly Head of GP School report and added to the GMC database by the Quality Team.

Forms

1. GPST ITP Forms should be completed in full by a GP Training Programme Director. The TPD must check with the GMC whether the location is approved for doctors in postgraduate training, and mark this on the form. The GMC's list of approved programmes and locations can be found using [their website](#).
2. The TPD should send the completed ITP specialty placement forms to their Patch Associate Dean (PAD), at least 4 weeks before the intended start date.
3. The Patch Associate Dean (PAD) should check the ITP speciality placement. If the PAD approves the speciality placement, they should name and date the GPST ITP forms. This should then be emailed in Word format to primarycare.kssquality@hee.nhs.uk.

Head of School Report

1. The Head of the GP School approves the ITP applications in the monthly Head of GP School Report that is distributed by the Quality Team.
2. The Training Programme Directors will receive confirmation of the ITP specialty placement approvals in the monthly Head of School Report by email.
3. After an ITP placement approval is confirmed, the TPD may then start GPST placements within the ITP, as agreed by the placement and the GP Supervisors.

GP School – Quality function's roles

1. Approved ITP specialty placement locations will be added to the Head of GP School Report.
2. Quality Team will add approved ITP locations as approved to host GPSTs on GMC Connect.