

A hand is shown holding a lit sparkler, with bright sparks radiating outwards. The background is dark with colorful bokeh lights in shades of orange, red, blue, and green.

# Spark Handbook

Gloucestershire GP Fellowship Scheme

# Contents

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Section	Slide number (or click link to jump straight there)
Spark Team and Contacts	<a href="#"><u>Slide 3</u></a>
What is the training hub	<a href="#"><u>Slide 4</u></a>
GP Fellowship overview	<a href="#"><u>Slide 5</u></a>
Introduction session	<a href="#"><u>Slide 6</u></a>
Fellowship hours	<a href="#"><u>Slide 7</u></a>
Educational events	<a href="#"><u>Slide 8</u></a>
Mentoring	<a href="#"><u>Slide 9</u></a>
Coaching	<a href="#"><u>Slide 10</u></a>
Peer support	<a href="#"><u>Slide 11</u></a>
Project work	<a href="#"><u>Slides 12-13</u></a>
Payments	<a href="#"><u>Slide 14</u></a>
Tracking of hours	<a href="#"><u>Slide 15</u></a>
Transition to year 2	<a href="#"><u>Slide 16</u></a>
Feedback and issues	<a href="#"><u>Slide 17</u></a>

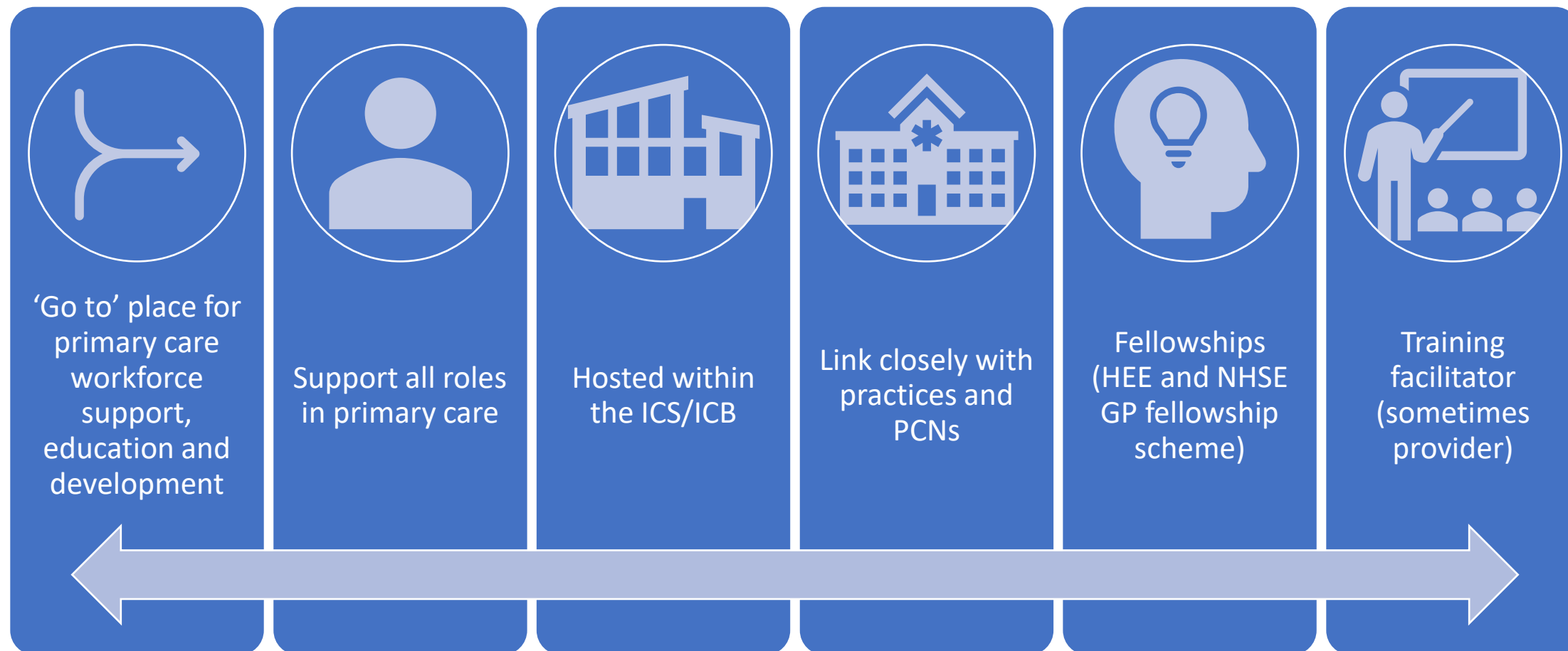
# Spark Team and contacts

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- Jess Bishop
  - Project co-ordinator
  - Jess works in the training hub, and Spark is one of the projects she covers. Jess is the main person who looks after the Spark inbox, and she will either respond or pass your emails to the right people as needed.
  - [Glicb.sparkgp@nhs.net](mailto:Glicb.sparkgp@nhs.net) (please use as the preference) or [jess.bishop@nhs.net](mailto:jess.bishop@nhs.net)
- Iona Hay
  - Local GP and GP educational supervisor. Iona has also been involved with the VTS. Iona supports education within the training hub and helps across Spark.
  - Please use the spark email above as the main contact, but in case Iona's email is [iona.hay@nhs.net](mailto:iona.hay@nhs.net)
- Laura Halden
  - Local GP and LMC Exec member. Laura now manages the training hub as Clinical Chair, alongside a colleague, Kate Usher (Head of Primary Care Workforce).
  - Laura set up Spark and still retains a keen interest in the running of Spark.
  - Feedback and issues will be covered later; however, Laura would be a contact for any significant issues or concerns. Email on [laurahalden@nhs.net](mailto:laurahalden@nhs.net)
- The Training hub- the wider team is also on hand, and they support covering the Spark inbox in the event of absence. The main inbox for the training is [glicb.pcwc@nhs.net](mailto:glicb.pcwc@nhs.net)



# What is the training hub?







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## GP Fellowship (Spark) overview

- The scheme is funded by NHSE
- Who is it for?
  - Newly qualified GPs in substantive roles (partner or salaried) are eligible
  - GPs within 12 months of CCT (up to 18 months if there are extenuating circumstances like sick leave or parental leave). If you are unsure or close to any cut-off period, please do get in touch, and we can advise
- To support the transition from trainee to fully-fledged GP
- NHSE do pro-rata the payments made to the training hub for the scheme delivery, based on 9 sessions being full-time. To date we have managed to avoid having to pro-rata payments to fellows. This may change in future, although this would not affect any fellows currently on the scheme.
- It is a 2-year fellowship program. Once on the scheme, NHSE have said they will commit to the full 2 years. Payment is made to the training hub on a quarterly basis, so for this reason, we pay for year one and year 2 separately.

# Introduction session



At the start of each new cohort, we run an intro session



Typically, March/April and September



These are recorded- please accept the invite sent, even if you can't make the live session. Then you can access the recording in teams afterwards.



This handbook is a reference guide as we appreciate there is a lot to take in!

# Fellowship hours

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- One funded session per week- for ease, we say this is 4 hours
- Pro-rata options are available
- **The fellowship time can include**
  - Educational sessions delivered as part of Spark or from the Primary Care Academy ([Primary Care Academy | South West England \(swpca.org.uk\)](https://www.swpca.org.uk))
  - Project work
  - Mentoring
  - Coaching
  - Peer support
  - 5 mins per month can be claimed for completing your tracker and any feedback forms
- **Fellowship time cannot include**
  - Any clinical work either paid as part of a salaried, partner or other role (i.e. double payment is not allowed)
  - Any clinical, non-clinical or CPD activities which do not directly relate to the scope of your approved project work (unless a Spark education session or delivered by the PCA)
- Tracking system- brief bullet points are fine, we just need to understand how the fellowship hours have been used, to adhere to governance processes. More details later.
- As a reminder, if you leave your substantive role, and no longer have any substantive role, or stop working in Gloucestershire you must let us know. If you have been on a fellowship scheme post-CCT, prior to joining Spark this must be disclosed.
- Please do also let us know about any extended leave e.g. sickness (no questions asked) or parental leave



# Educational events

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- Over the course of your 2 years on Spark, you will be offered a variety of educational sessions
- Please ensure you prioritise the Spark educational sessions
  - These sessions are often the only time the full cohort comes together, so they are great for networking
  - The sessions take time and resources to deliver, and we want you to make the most of them
  - We understand that the odd session may not be possible, but otherwise, attendance is expected as part of your funded hours
- A timetable will be published for each cohort, and we will notify you of any changes/updates. Sometimes we publish part of the year at a time.
- The March and September cohorts come together for the educational sessions.
- Most sessions are online but we do offer occasional in-person events (usually with food and drink 😊)
- You can also attend Primary Care Academy educational events - timetable here: <https://swpca.org.uk/events>





# Mentoring

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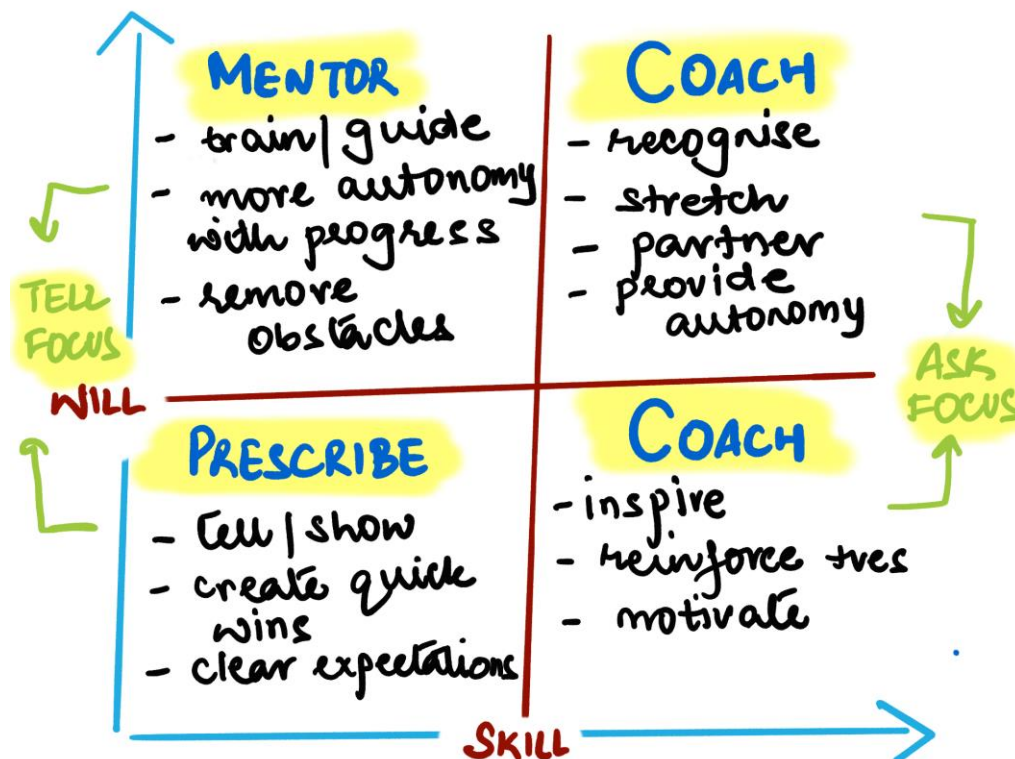
- Supporting mentors scheme
- Trained GP mentors
- 6 one-hour mentoring sessions are offered per year with a designated mentor. If you need more sessions, up to a max of 12 sessions per year, this can be arranged. Either let your mentor know or contact the spark inbox.
- Those who take up the mentoring generally find this hugely beneficial
- If you don't take up mentoring, to begin with and you change your mind, let us know. The mentoring can start at any point in the 2 years.
- Mentoring can continue for the full 2 years if you would like it to.



# Coaching

- This can be accessed via the NHSE Looking after you too offer
- [NHS England » Looking after you too](#)

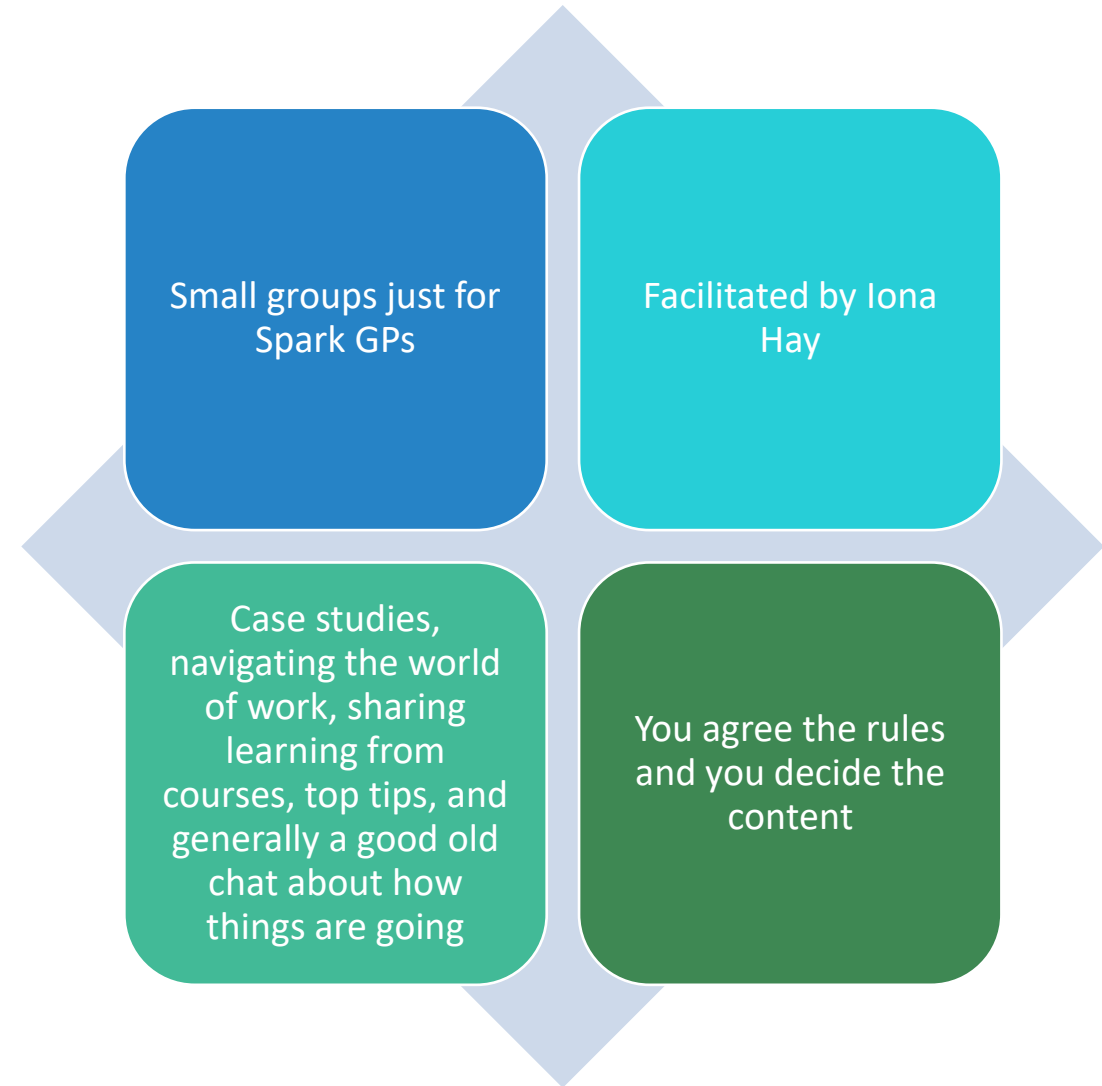
## SKILL WILL MATRIX



VISUAL: CHITRA

# Peer support

- If you wish to join a peer support group, contact the Spark inbox or Iona directly



# Project work



- Previous topics on the next slide. New for 23/24 will be the chance to work with the Clinical Program Groups. A separate guide to the CPGs has been sent out, please ask if you need to be resent this.
- Project work can include the following activities, as long as they are linked to your approved project work application:
  - Shadowing eg CDs, CPG leads, GPwSIs/GPwER, consultants
  - Courses/conferences
  - Reading/podcasts
  - Audit/quality improvement work
  - Attending specialist clinics
  - Developing a clinic in your PCN/practice
  - Providing educational sessions for students/GP trainees/FCP trainees etc
  - Observing meetings eg ICB, PCN, and training hub
- Dedicated fellowship advisors on hand- Dr Laura Patterson and another soon to be appointed
- Opportunities to present work to ICB and regionally (optional!)
- Previous fellows have gone on to all sorts of portfolio roles, or used their new skills in their current roles.
- If you don't know where to start, please ask- contact us via the Spark inbox and someone will be in touch
- Project work continues over the 2 years. If at any point you wish to change the focus of your project work, please get in touch.



# Project work examples

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- Women's health
- Heart failure
- Pre-diabetes and nutritional support in BAME populations
- Social prescribing
- Medical writing
- Medical Education
- Dermatology
- Weight management
- Mental health
- Health and Wellbeing in Primary Care
- Dementia
- Musculoskeletal (ortho/rheumatology)
- Frailty
- Green sustainability
- Palliative care

Most topics are considered and approved and we particularly look for evidence of benefit to your practice, PCN or wider as well as yourself.

The main issues have been project proposals wanting to do aesthetics or other topics that are not NHS-related work or to the benefit of NHS Primary Care.



# Payments

Payment for your participation in the Spark GP Programme is facilitated by a Memorandum of Understanding (MOU). The main purpose of the MOU is to facilitate payment, whilst also setting out the commitments of all parties. The MOU is signed by all parties, to confirm that they are in agreement with the content of the MOU. Shortly after your Introduction Evening, an email will be sent containing a blank copy of the MOU along with further instructions.

**A Breakdown of payment for each year:** *(please note the oncosts detailed are for Practices overheads, the remaining £10,000 will be subject to tax etc. and then owed to you)*

<b>Total Sum</b>	<b>£13,000.00</b>
<b>Breakdown</b>	One funded session per week for 12 months. The funded session will cover attendance at educational events, coaching, mentoring, peer support and CPD project time. Total = £13,000 (£10000 for one session per week plus 30% on costs)

Upon a signed MOU and accompanying invoice from your Practice (for the total amount documented in the MOU) being returned, a Member of the Spark Team will be able to send these to the Finance Team to be processed, allowing payment to be made to your Practice.

Once your Practice have received payment, it is between your Practice and yourself to determine how payment is to be made. In most instances this will involve your Practice paying you via payroll.

## Timescales:

- Once your MOU/Invoice has been received the Spark Team will send on to the Finance Team as soon as possible (within a few days).
- Once documentation has been sent to the Finance Team, we recommend that your Practice will expect funds to land with them within 2 – 5 weeks.

**Please note once documentation has been sent onto the Finance Team, we do not have control of when payment is processed. If you do not receive your payment, we first recommend for you to contact your Practice to confirm if they have received funds. If your Practice have not received funds, please contact the Spark Team and we will contact the Finance Team seeking an update as soon as possible.**

**Payment for Year 2:** The process to claim funding is the same as your first year on the Programme. Shortly after your second year on the Programme begins, the Spark Team will be in contact with a new MOU to facilitate payment for you to complete and return with an invoice.

# Tracking of hours

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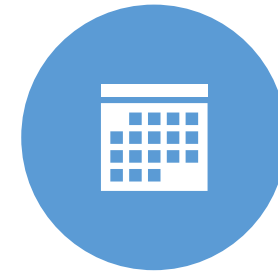
BULLET POINTS ARE FINE. WE JUST  
NEED TO KNOW HOW YOU HAVE  
DONE YOUR HOURS



PLEASE SEE SLIDE 7 AS A REMINDER  
OF WHAT CAN AND CAN'T BE  
INCLUDED IN THE HOURS.



YOU WILL BE EMAILED DETAILS ON  
HOW TO ENTER YOUR HOURS ON  
THE TRACKING SYSTEM.



PLEASE TRY TO KEEP THIS UP-TO-  
DATE. IF THERE IS A PROBLEM OR  
YOU ARE STRUGGLING WITH THE  
HOURS PLEASE LET US KNOW SO  
WE CAN HELP YOU.

# Transition to year 2

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TOWARDS THE END OF YOUR FIRST 12 MONTHS, WE WILL BE IN TOUCH TO PROVIDE A NEW MOU TO FACILITATE PAYMENT FOR YEAR 2



YOUR MENTORING, PEER SUPPORT AND PROJECT WORK CAN CONTINUE AS PER YEAR 1



COACHING IS A ONE-TIME OFFER FROM NHSE, SO IT WILL DEPEND IF THIS HAS BEEN ACCESSED ALREADY



EDUCATIONAL EVENTS WILL CONTINUE IN YEAR 2, AND WILL USUALLY START FROM THE SEPT OR OCT OF YEAR 2



# Feedback and issues- what to do

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- We love to hear from you, the good, the bad and the ugly!
- If you have suggestions for sessions or ideas to make things better, please tell us
- PLEASE take the time to fill in the requested feedback. We know feedback forms are a pain, but the responses are so helpful. We hope you can recognise the investment in the fellowships and why feedback is also needed.
- For initial queries/concerns, please contact the spark inbox.
- For any more serious concerns or complaints, we do have a feedback and complaints policy, which can be provided. In this instance, please also get in touch with Laura (see slide 3). Laura is happy to manage issues confidentially if needed. This includes a concern about any of our GP mentors.
- We hope this last step is never needed, but we are here should there be a problem.

