

INFORMATION FOR GENERAL PRACTICE ST3 DOCTORS

1. You should have a **CONTRACT** or letter of employment from your practice. A draft of a model contract can be found on the Deanery Website for comparison.
2. **MDU/MPS:** You should belong to one or the other. The difference in cost between your last year's fees and your practice year fee is reimbursable by the Primary Care Agency if your practice applies. You will need a letter from the Defence Organisation outlining the fees payable (including the basic hospital subscription which is not reimbursable) before the PCA will refund the money.
3. Your **HOLIDAY** entitlement is 5/52 and **STUDY LEAVE** (see Study Leave sheet or www.oxford-pgmde.co.uk)
4. **TRAVELLING ALLOWANCE:**
To be notified.

REMOVAL EXPENSES: might be able to be claimed from the PCA – see your trainer or visit this website: <http://www.dh.gov.uk/assetRoot/04/06/63/07/04066307.pdf>
5. **RCGP:** This will enable you to receive the Journal during the practice year - see RCGP website. You must register and join the RCGP, if you have not already done so, in order to register for the exam.
6. You need the Certificate from **PMETB** (www.pmetb.org.uk) before you can start work as a GP Principal or Locum – see PMETB website.
7. **OUT OF HOURS:** You will need to complete 12 sessions Out of Hours. These sessions must be pre-booked and undertaken when a Trainer is on duty. Rota details for the Cherwell Vale area can be obtained from principalmedical@aol.com for 6.30pm-11.00pm and weekends when there are two shifts for both days. Warwickshire area will be dealt with by the local PCT. Learning should be recorded in the e-portfolio and validated by your GP Trainer.
8. **DAY RELEASE COURSE:** Attendance at the weekly Tuesday sessions is required and a register will be kept. If you are not able to attend you should give prior notice of the reason why to the Postgraduate Centre. An attendance rate of at least 75% is expected.
9. **MRCGP EXAMINATION:** This consists of an applied knowledge test (MCQ), work based assessment and clinical skills assessment. It is a licensing exam that must be passed to practice as a GP.
10. **CPR TRAINING:** A Certificate is required for MRCGP and should be entered in your e-portfolio. Please speak to your trainer about in-house training.

ADDITIONAL OR ENHANCED SERVICES FOR GENERAL PRACTITIONERS: *(These services are additional to General Practitioner's normal work and you will need to prove that you are qualified to carry them out as they attract extra payment and monitoring by the PCT)*

11. **MINOR SURGERY:** You need to be signed up for this during the year. Discuss with your trainer. (Also included as a Deanery Day - see www.oxford-pgmde.co.uk).
12. **CHILD HEALTH PROTECTION:** This will be covered on a County Day.
13. **FAMILY PLANNING CERTIFICATE:** This is in three parts; theory, plus lower and higher practical parts. The theory part is covered on the Day Release Course in November. For the practical, apply to; The Alec Turnbull Centre at East Oxford Health Centre. (01865 798196), or discuss with your trainer.
14. **E-PORTFOLIO:** all training is recorded here with evidence of competencies achieved.