

Forms for General Practice

Form	Who completes it	Where is it sent	When	Source
GP Trainees				
Pay 1	Trainee and practice	GP School	At least 6 weeks before starting in a practice for ST1, ST2 or ST3 placements.	Website
Pay 2	Trainee and Practice	GP School	Whenever there is any change to training, eg new trainer, extension, sick leave, maternity leave, changing to part time	Website
Contract	Trainee and Practice	Kept in the Practice	At the start of ST1 or ST2 placement and again at the start of ST3 year.	Website
Form R	Trainee	GP School	Before starting training and then annually in July/August	Website and sent to trainee by the GP School
Educational Agreement with Deanery	Trainee and GP School	GP School and trainee keeps a copy for their own records	Before the start of their GP ST1 year	Website and sent to trainee by the GP School
Educational Agreement between Trainer and Trainee	Trainee, Trainer and Practice Manager	Kept in the practice	Before the start of a GP placement	Website and sent to trainee by the GP School
eCRB and application for Medical Performers List	Trainee	PCT	At least 2 months before the start of training. It takes 6-8 weeks or longer for an eCRB check. Trainees may not go onto the Medical Performers' list without a satisfactory CRB. They have a two months period of grace after which, they may not work unsupervised if they are not on the MPL.	Packs sent to trainee by the PCT



Form	Who completes it	Where is it sent	When	Source
GP Retainer Scheme				
Application Form	Retained Doctor, Retained doctor supervisor	To the Patch Office to be signed by the Associate Dean, then to GP School	Two months before starting in post and then annually at least 6 weeks before renewal date.	Website
Retainer Fees Form	Retained Doctor	GP School	Annually for retained doctors' grant. Throughout the year for course fees, accompanied by supporting receipts.	Website
GP Trainers				
Application form	GP Trainer	To the Patch Office	On first application to become a GP Trainer then every three years for re-approval.	Website

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Wessex Deanery

Wessex Deanery is part of the South Central Strategic Health Authority and provides postgraduate medical and dental education for Hampshire, Isle of Wight, and the States of Jersey, and for Dorset and South Wiltshire on behalf of the South West Strategic Health Authority