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To: CCG Clinical Leaders and Accountable Officers

Copy to:

NHSE Directors of Commissioning Operations

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**Note for Avoidance of Doubt  
Out of hours (OOH) training for GP Registrars****Background**

Emergency and unscheduled work remains an essential component of General Practice and all GP registrars are required to demonstrate that they are, by the end of their training, competent to deliver emergency and unscheduled care.

The planning guidance, "Refreshing NHS Plans for 2018/19" requires CCGs to recruit and retain their share of additional doctors in primary care and to providing extended access to GP services, including at evenings and weekends, for 100% of their population by 1 October 2018. Ensuring the workforce has the right skillset to deliver care now and in the future is an important role for CCGs.

We are aware of some confusion about commissioner's responsibility in relation to supporting GP registrar training in the OOH setting.

CCGs responsibility to commission training of GP registrars in an out of hours setting has been established since 2004 when the Department of health first issued guidance (Gateway reference 3073). PCT Chief Executives and SHAs were reminded of this in December 2009 (*DOH Gateway Ref 13196*) and NHS England wrote in relation to this issue in 2014 (enclosed)

As you will be aware, GP OOH services are commissioned through an APMS contract. A CCG can seek to include the training requirement within the APMS contract already in place with the OOH provider if no provision has been made for this already.

**Action**

This note is to ensure that CCGs and providers are clear about the responsibility for commissioning training support for GP registrars in the out of hours setting.

We will seek to clarify this responsibility in subsequent revisions of the standard APMS contract, but please can CCG commissioning leads take an action to review with providers current arrangements and amend current contracts if required.

If further information is required, please email me at [england.primarycareops@nhs.net](mailto:england.primarycareops@nhs.net)

Best wishes

A handwritten signature in blue ink, appearing to read 'D Geddes', is positioned above the printed name and title.

Dr David Geddes  
Director of Primary Care Commissioning  
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## Appendix A

### NHS England Standard Alternative Provider Medical Services Contract 2017/2018 (Section 14 excerpt)

#### 14 Training

14.1 The Contractor shall ensure that for any Health Care Professional who is:

- 14.1.1 performing clinical services under the Contract; or
- 14.1.2 employed or engaged to assist in the performance of such services,

there are in place arrangements for the purpose of maintaining and updating his skills and knowledge in relation to the services which he is performing or assisting in performing. The Commissioner may require the Contractor, where the Contractor is legally able to do so, to restrict or suspend the performance of any named health professional from performing services under this Contract until the requirements of this clause have been satisfied. For the avoidance of doubt any costs associated with the restriction or suspension must be met by the Contractor unless the contract sanction is successfully challenged by the Contractor through the Dispute Resolution Procedure.

14.2 The Contractor shall afford to each employee reasonable opportunities to undertake appropriate training with a view to maintaining that employee's competence in addition to the Contractor's obligations as to training set out in the Service Specification.

14.3 The Contractor must co-operate with the Secretary of State in the discharge of the duty under section 1F (Duty as to Education and Training) of the 2006 Act, or co-operate with Health Education England where Health Education England is discharging that duty by virtue of a direction under section 1F of the 2006 Act by virtue of its functions under section 97 (1) of the Care Act 2014 (planning education and training for health workers etc.)

14.4 The Contractor will employ only such persons as are careful, qualified, skilled and experienced in the duties required of them, and will ensure that every such person is properly and sufficiently trained and instructed (at the Contractor's expense) and carries out the Services with regard to :

- 14.4.1 the task or tasks that person has to perform;
- 14.4.2 all relevant provisions of the Contract and the Service Specification;
- 14.4.3 all relevant policies, rules, procedures and standards of the Commissioner (including any health and safety at work, harassment, discrimination and equal opportunities policies);
- 14.4.4 the need for those working in a health services environment to observe the highest standards of hygiene, customer care, courtesy and consideration;
- 14.4.5 the need to keep confidential all information howsoever acquired whether relating to the Trust and its business, or relating to patients, including but not limited to patient identity, clinical conditions and treatment;
- 14.4.6 the need to provide a suitably high standard of customer care through both initial and thereafter periodic training both in customer care and in

communicating with and supporting Patients to include responding to Patient feedback;

14.4.7 the need to be aware of and understand and recognise Patients' social and cultural diversity, values and beliefs which may influence any decisions taken by Patients and how they want to receive care, treatment and support.

14.5 The adherence of the Contractor's staff to required standards of performance shall be routinely monitored and the Contractor shall promptly take such remedial action as may be required where such standards are not attained. The Contractor shall ensure that its staff employed or engaged in providing the Services receive an annual individual appraisal to include the implementation of professional development plans.