

# General Practice Nursing Training Programme 2023/24: Academic & Foundation

A guide for Training Hubs, General Practices and General  
Practice Nurses



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# NHS England (formerly HEE) General Practice Nursing Approach

## Background

General Practice Nursing training programmes are a key investment area for the Workforce, Training & Education Directorate of NHS England, formerly Health Education England (HEE). The training support package for nurses on the general practice nurse (GPN) training programmes included in this guide, incorporates Higher Education Institute (HEI) tuition as well as a training grant and a mentoring grant for the employing practice.

This training support package is the same across London to ensure equity of access for any nurse looking to train as a GPN.

Work is underway to further align content and competencies across GPN programmes by developing a pan-London competency framework for GPN programmes. North East London Training Hub, in partnership with City University and University of East London, is expected to deliver the framework in 2023-24, followed by implementation.

Please note that this guide and the offers described within relate to the financial year 2023/24 only and do not provide an indication of offers or funding which may or may not be provided in subsequent years.

## Foundation & Academic Training Programmes

There are two types of training programme for those new to general practice nursing: Foundation programmes and Academic programmes. The Foundation and Academic programmes offer a choice between short, skills-based training and a longer, academically focussed programme.

**Foundation programmes** are available at six HEIs in London. The programmes vary from HEI to HEI (Level 6/7, 20-60 credits) and last between three and eight months. Foundation programmes broadly offer 'start up' skills-based training for newly qualified nurses (NQNs) and/or nurses new to employment in General Practice. At the end of the programme the GPN will have gained skills in a number of areas, including cervical sampling, childhood immunisations and travel vaccinations and will be ready to work autonomously as part of the General Practice team. Please see the programme descriptions later in this document for more detail on the curriculum of each course. Please note we will also fund Nursing Associates (NAs) on the Level 6 foundation course.

**Academic programmes** (Level 6/7, 120 credits) are available at three HEIs in London and offer an academic qualification in General Practice nursing. The programmes can be undertaken either part-time over two years or full-time in one year. The latter offers a 'fast track' progression in General Practice Nursing suited to NQNs looking to establish a career in

General Practice. At the end of the programme, the GPN will have achieved a Primary Care (Practice Nursing) BSc/PgDip, meet Level 6/7 competencies and be working autonomously as part of the General Practice team. Please see the programme descriptions later in this document for more detail on the curriculum of each course.

## Information on the Academic Programme Package

Any new GPN can access an academic GPN programme run by one of three providers. 60 places are available pan London on a first come first served basis at:

- City, University of London
- University of Hertfordshire
- University of Greenwich

We would anticipate that each Training Hub considers investing at some level in the academic programme. This supports the succession of GPN leaders across London.

## The Funding Package

The three components of the academic package - the tuition fees, training grant and mentoring costs - are funded in full by NHS England. Tuition is paid direct to the HEI and access to the training grant and mentoring funding is via the ICS Facing Training Hub.

Table 1: Academic programme funding package

NHS England activity	Costs of academic programme per GPN	Administered by
<b>Tuition fees</b>	£7,000 - £10,000*	NHS England to HEI
<b>Training grant</b>	£17,000	NHS England to practices via ICS Facing Training Hubs
<b>Mentoring cost</b>	£3,000	NHS England to practices via ICS Facing Training Hubs
<b>Total</b>	£27,000 - £30,000*	N/A

\*Tuition fees vary across HEIs

## Summary of Academic Programmes

Table 2: Academic programmes

City, University of London (City)	
Education provider details	<p><b>City, University of London (City)</b> Northampton Square, London EC1V 0HB</p> <p><b>Programme Director:</b> Dr. Marie C. Hill MHM, PhD, PgDip, BSc, RN (<a href="mailto:M.Hill-1@city.ac.uk">M.Hill-1@city.ac.uk</a>)</p> <p><b>Senior Course officer:</b> Jaswir Nagra (<a href="mailto:Jawir.Nagra@city.ac.uk">Jawir.Nagra@city.ac.uk</a>)</p> <p><b>Course Officer:</b> Tarquin Au (<a href="mailto:Tarquin.au@city.ac.uk">Tarquin.au@city.ac.uk</a>)</p>
Academic award	<ul style="list-style-type: none"> <li>• Primary Care (Practice Nursing)</li> <li>• BSc (Hons)/Graduate Diploma/Post Graduate Diploma</li> </ul>
Total cost per student	<p>BSc (Hons) programme:</p> <ul style="list-style-type: none"> <li>• £9,250 full time</li> <li>• £4,625 for year 1 and year 2 part time</li> </ul> <p>Graduate Diploma programme:</p> <ul style="list-style-type: none"> <li>• £9,630 full time</li> <li>• £4,815 for year 1 and year 2 part time</li> </ul> <p>Post Graduate Diploma programme:</p> <ul style="list-style-type: none"> <li>• £8,320 full time</li> <li>• £4,160 for year 1 and year 2 part time</li> </ul>
Course credit	120 credits (Level 6/7)
Course length	1 year full time / 2 years part time
Course start date (s)	<p>1 February 2024 (university induction day)</p> <p>All students will be provided with their programme timetable prior to the university induction day. This timetable will include all the modules to be undertaken for their programme and the module dates for the 2023/2024 academic year (i.e., up until July 2024)</p>
Programme description	<p>The programme can be taken at either level 6 (undergraduate degree – BSc (Hons)/Graduate Diploma) or Level 7 (postgraduate degree – Post Graduate Diploma (PgDip)), contingent on meeting the academic requirements for the level. Students can undertake their programme either on a full time or part time basis. These programmes will develop the General Practice Nurse's (GPN) knowledge and understanding of the multifaceted role of the GPN and develop competence in practice by drawing on research and contemporary sources of evidence to underpin their clinical practice.</p> <p>The modular composition of the programmes comprises seven modules for level 6 and eight modules for level 7. As well as a number of core modules, the optional modules can comprise of the following: Cervical Cytology; Diabetes Care; Asthma/COPD or Clinical Assessment in Primary Care. This list is not exhaustive, and the choice of optional modules may be determined by your employing organisation, and the populations' public health needs of that borough.</p>

How to apply	<p>To apply go to:  <a href="https://www.city.ac.uk/prospective-students/courses/postgraduate/primary-care-practice-nursing">https://www.city.ac.uk/prospective-students/courses/postgraduate/primary-care-practice-nursing</a></p> <p>If you have any queries with the application process, please contact:</p> <ul style="list-style-type: none"> <li>• Senior Course officer: Jaswir Nagra (<a href="mailto:Jaswir.nagra@city.ac.uk">Jaswir.nagra@city.ac.uk</a>)</li> <li>• Course Officer: Tarquin Au (<a href="mailto:Tarquin.au@city.ac.uk">Tarquin.au@city.ac.uk</a>)</li> </ul>
<b>University of Greenwich</b>	
Education provider details	<p><b>University of Greenwich</b>  Old Royal Naval College, Park Row, London, SE10 9LS</p> <p>Shaun Heath (<a href="mailto:s.d.heath@greenwich.ac.uk">s.d.heath@greenwich.ac.uk</a>)</p>
Academic award	PgDIP in Enhanced Clinical Practice
Total cost per student	£7000 (£1750 per 30 credits)
Course credit	120 credits
Course length	2 years part time
Course start date(s)	25 September 2023
Programme description	<p>Year 1 – consists of 2 optional 30 credit modules including:  Fundamentals in General Practice Nursing  Advances in General Practice Nursing  Diabetes: care and management  Respiratory  Enhanced clinical skills  Developing autonomous practice  Long term condition management</p> <p>Year 2 – consists of</p> <ul style="list-style-type: none"> <li>- 1 core 20 credit module Enquiry skills for research in healthcare</li> <li>- 1 core module of Long-term conditions</li> </ul>
How to apply	Please apply through wozzad: <a href="https://www.applycpd.com/gre">https://www.applycpd.com/gre</a>
<b>University of Hertfordshire</b>	
Education provider details	<p><b>University of Hertfordshire</b>  School of Health and Social Work  Department of Nursing, Health and Well-being  College Lane Campus, Hatfield, AL10 9AB</p> <p><b>Programme Leader:</b> Theresa Titchener (<a href="mailto:t.m.titchener@herts.ac.uk">t.m.titchener@herts.ac.uk</a>)</p>
Academic award	<ul style="list-style-type: none"> <li>• Specialist Community Nursing Level 6 (HHCSN)</li> <li>• BSc/PgDip in Specialist Community Nursing Level 7 (HHCSNM)</li> </ul>
Total cost per student	<ul style="list-style-type: none"> <li>• £7,432 (full time)</li> <li>• £3,716 per year (Part time)</li> </ul>
Course credit	120 credits (Level 6/7)
Course length	1 year full time / 2 years part time

Course start date(s)	<ul style="list-style-type: none"> <li>• 4 September 2023</li> <li>• 2 January 2024</li> </ul>
Programme description	<p>The programme is comprised of eight modules. The five core modules are fundamental skills and knowledge for GPNs (this module will also include four study days on the following topics: childhood immunisation, cervical cytology, introduction to wounds in primary care, travel health), managing long-term conditions in primary care, research for evidenced based practice, case management in primary care, and leading innovation in practice.</p> <p>The optional modules include holistic assessment of health needs in primary care, policy for practice in primary care, independent nurse prescribing, community nurse prescribing and minor illness.</p>
How to apply	<p>University of Hertfordshire application system Wozzad</p> <p>Level 6:  <a href="https://www.applycpd.com/HERTS/courses/115723?courseId=115723&amp;tabId=3">https://www.applycpd.com/HERTS/courses/115723?courseId=115723&amp;tabId=3</a></p> <p>Level 7:  <a href="https://www.applycpd.com/HERTS/courses/115725?courseId=115725&amp;tabId=3">https://www.applycpd.com/HERTS/courses/115725?courseId=115725&amp;tabId=3</a></p>

## Local Implementation of the Programme

Before recruiting GPNs onto the academic programme, Training Hubs and GP employers need to consider the following factors:

- The considerable investment involved in recruiting and employing a novice GPN
- No guarantee that the investment will translate into ongoing employment
- Availability of GP Practices offering a high-quality learning environment with mentorship

Where practices provide investment in newly qualified GPNs, including proper mentoring/supervision and support, the GPN is more likely to be retained after qualification. To support the long-term retention of the GPN in practice we recommend that practices make an offer of permanent employment to the GPN at the commencement of the programme.

## GPN Academic Programme Package Recruitment

Training Hubs and HEIs will work together to recruit to programmes at mutually agreed points. Training Hubs may like to consider collaborating at ICS or regional geography level to coordinate recruitment.

## Information on the Foundation Programme Package

NHS England is funding 90 places on the foundation programme this year which are available pan London, first come first served, from the six education providers. The three components of the foundation package - the tuition fees, training grant and mentoring costs - are funded in full by NHS England. The GP Practice can access the training grant and mentorship funding via the ICS Facing Training Hub. Please note we will also fund Nursing Associates (NAs) on the level 6 foundation course.

Table 3: Foundation Programme funding package

NHS England Activity and funding	Costs of foundation programme/ GPN	Administered by
<b>Tuition fees</b>	£2,000*	NHS England direct to HEI
<b>Training grant</b>	£1,500	NHS England to practices via Training Hubs
<b>Mentoring cost</b>	£1,500	NHS England to practices via Training Hubs
<b>Total</b>	£5,000*	N/A

\*Tuition fees vary across HEIs

## Summary of Foundation Programmes

Table 4: Foundation Programmes

<b>Buckinghamshire New University (BNU)</b>	
Education provider details	<p><b>Buckinghamshire New University (Bucks)</b> Queen Alexandra Road, High Wycombe, HP11 2JZ</p> <p>Uxbridge Campus: 106 Oxford Road, Uxbridge, UB8 1NA</p> <p><b>Course Leader:</b> Sian Hayes GPN (<a href="mailto:Sian.Hayes@bucks.ac.uk">Sian.Hayes@bucks.ac.uk</a>)</p>
Academic award	Post Graduate / Graduate Certificate General Practice Nursing
Total cost per student	£2,900
Course credit	60 credits (Level 6/7)
Course length	30 weeks
Course start date(s)	27 September 2023



<p>Programme description</p>	<p>This Programme is designed to build confidence in the role of General Practice Nurse (GPN), and is aimed at Preceptors, and experienced Nurses looking to transition into Primary Care.</p> <p>The GPN student will be well supported in developing skills and competence, in Cervical Sampling (NHSCSP), National Immunisation programme and wound care, as examples. This follows with a solid grounding in the management of long term conditions. Alongside the 'key' chronic conditions of asthma/COPD and diabetes, there will be further study around management of cardiovascular disease and chronic kidney disease to name some.</p> <p>Medicines management, frailty and end of life care are also key topics that will be covered.</p> <p>For those nurses who are looking to develop towards the role of Advanced Practitioner and Masters Degree, the level 7 pathway is recommended.</p>
<p>How to apply</p>	<p>Via the website and contacting their Training Hub.  <a href="https://www.bucks.ac.uk/courses/professional/graduate-certificate-general-practice-nursing">https://www.bucks.ac.uk/courses/professional/graduate-certificate-general-practice-nursing</a></p>
<p><b>City, University of London (City)</b></p>	
<p>Education provider details:</p>	<p><b>City, University of London (City)</b>  Northampton Square, London EC1V 0HB</p> <p><b>Programme Director:</b> Dr. Marie C. Hill MHM, PhD, PgDip, BSc, RN (<a href="mailto:M.Hill-1@city.ac.uk">M.Hill-1@city.ac.uk</a>)</p> <p><b>Senior Course officer:</b> Jaswir Nagra (<a href="mailto:Jawir.Nagra@city.ac.uk">Jawir.Nagra@city.ac.uk</a>)</p> <p><b>Course Officer:</b> Tarquin Au (<a href="mailto:Tarquin.au@city.ac.uk">Tarquin.au@city.ac.uk</a>)</p>
<p>Academic award</p>	<p>Foundation Programme for Registered Nurses new to general practice NMS130</p>
<p>Total cost per student</p>	<p>£2250</p>
<p>Course credit</p>	<p>30 credits (Level 6/7)</p>
<p>Course length</p>	<p>3 months</p>
<p>Course start date(s)</p>	<p>18 January 2024.  1 February (University induction day).</p>
<p>Programme description</p>	<p>The foundation programme NMS130 consists of two credited modules (15 credits each) and one non-accredited module. These modules are available at either undergraduate (level 6) or postgraduate level (level 7). The modules are:</p> <p>Level 6</p> <ul style="list-style-type: none"> <li>• NM 3146 – An introduction to general practice nursing</li> <li>• NM 3320 – Cervical Cytology</li> </ul> <p>Level 7</p> <ul style="list-style-type: none"> <li>• NMM939 – Key concepts in practice nursing.</li> <li>• NMM320 – Cervical Cytology</li> </ul> <p>Foundation programme student's preceptorship support (Non accredited module)</p>

	The additional days comprise a combination of formal taught sessions (including leadership, supporting patient behaviour change and personal development) and monthly group reflection on learning in practice. Reflective discussions are facilitated by academic staff and themes for discussion align with the Capital Nurse Preceptorship Framework.
How to apply	Contact: <a href="mailto:healthcppd@city.ac.uk">healthcppd@city.ac.uk</a>
<b>Kingston University</b>	
Education provider details	<b>Kingston University</b> Primary Health Care and Community Nursing FHSCE  <b>Module Leader:</b> Suzie Martin ( <a href="mailto:S.E.Martin@sgul.kingston.ac.uk">S.E.Martin@sgul.kingston.ac.uk</a> )
Academic award	NW6017: General Practice Nursing - Fundamentals of Care NW7017: General Practice Nursing - Fundamentals of Care
Total cost per student	£1971
Course credit	30 credits (Level 6/7)
Course length	6 months
Course start date(s)	15 January 2024 is the proposed start date.
Programme description	This module is suitable for all registered healthcare practitioners wishing to gain a foundation in the knowledge and skills required to provide evidence based care within a primary care setting. The module content reflects the diverse nature of this area of practice and includes the exploration of contemporary professional issues, screening and health promotion, skills based competencies and the management of long term conditions. The aim of the module is to enable those with no previous specialist knowledge to gain an evidence based understanding of the specialist knowledge and skills required for general practice nursing. By the end of the module, the learner will have developed the ability to critically discuss contemporary issues relating to the structure and delivery of primary care services, demonstrate a critical approach to the assessment of patients in primary care utilising a range of strategies, consider the professional, ethical and legal issues relating to the role of the primary care nurse, consider the provision of health promotion and public health in a primary care setting and also to be able to critically explore and deliver evidence based care for patients within the primary care setting.
How to apply	Application link online for level - <a href="https://www.applycpd.com/KU/courses/114457?courseId=114457&amp;tabId=30">https://www.applycpd.com/KU/courses/114457?courseId=114457&amp;tabId=30</a>  Application link online for Level 7- <a href="https://www.applycpd.com/KU/courses/114416?courseId=114416&amp;tabId=30">https://www.applycpd.com/KU/courses/114416?courseId=114416&amp;tabId=30</a>
<b>University of Greenwich</b>	
Education provider details	<b>University of Greenwich</b> Old Royal Naval College, Park Row, London, SE10 9LS  Shaun Heath ( <a href="mailto:s.d.heath@greenwich.ac.uk">s.d.heath@greenwich.ac.uk</a> )
Academic award	Fundamentals of General Practice Nursing (NURS 1531)
Total cost per student	£1750

Course credit	30 credits (Level 6/7)
Course length	6 months
Course start date(s)	<ul style="list-style-type: none"> <li>• 25 September 2023 Medway Campus</li> <li>• 29 January 2024 Avery Hill Campus</li> </ul>
Programme description	<p>This module is for qualified healthcare practitioners who are new to working in general practice (or within six months of starting in this area) who would like to develop their knowledge of general practice nursing.</p> <p>To undertake the module, you will need to be employed in general practice nursing and have the support of your employer.</p> <p>The module aims to provide the skills, knowledge and attitudes required for current competent practice. As well as developing your fundamental clinical skills, the module will give you an understanding of the unique challenges of working in primary care. An example of topics covered: Asthma and COPD, hypertension, CVD, AF and anticoagulation, Diabetes management, contraception and sexual health, travel health, cervical cytology and more.</p> <p>Upon successful completion of this module as a standalone entity, credit gained could be utilised as part of the BSc (Hons) Professional Practice in Health and Social Care for level 6 and the PgDiP Enhanced Professional Practice for level 7.</p>
How to apply	Please apply online through wozzad: <a href="https://www.applycpd.com/gre">https://www.applycpd.com/gre</a>

### University of Hertfordshire

Education provider details	<p><b>University of Hertfordshire</b>  School of Health and Social Work  Department of Nursing, Health and Well-being  College Lane Campus, Hatfield, AL10 9AB</p> <p><b>Programme Leader</b>  Theresa Titchener (<a href="mailto:t.m.titchener@herts.ac.uk">t.m.titchener@herts.ac.uk</a>)</p>
Academic award	Foundation Programme consisting of Fundamental Skills and Knowledge
Total cost per student	£1,858
Course credit	30 credits (Level 6/7)
Course length	Over 1 semester (October – January or January – April)
Course start date(s)	<b>25 January 2024 – 18 April 2024.</b>
Programme description	<p>The programme is comprised of two modules. Fundamental skills and knowledge for GPNs (this module will also include four study days on the following topics: childhood immunisation, cervical cytology, introduction to wounds in primary care, travel health) and managing long-term conditions in primary care.</p> <p>The leadership course offered within the programme is a 15 credit module at level 6 or 7.</p>
How to apply	University of Hertfordshire application system Wozzad <a href="https://www.applycpd.com/HERTS/courses/115723?courseId=115723&amp;tabId=3">https://www.applycpd.com/HERTS/courses/115723?courseId=115723&amp;tabId=3</a>

University of West London (UWL)	
Education provider details	<p><b>University of West London (UWL)</b> St Mary's Road, London, W5 5RF</p> <p>Rachel Oughton (<a href="mailto:rachel.oughton@uwl.ac.uk">rachel.oughton@uwl.ac.uk</a>)</p> <p>Further details: <a href="mailto:GPNursing@uwl.ac.uk">GPNursing@uwl.ac.uk</a></p>
Academic award	Foundation / Transition
Total cost per student	<ul style="list-style-type: none"> <li>• Foundation: £3,012</li> <li>• Transition: £3,288</li> </ul>
Course credit	20 credits (Level 6/7)
Course length	9 months
Course start date(s)	October/November TBC
Programme description	<p>Foundation course is for nurses already employed but new to General Practice. The course lasts 8 months and covers:</p> <ul style="list-style-type: none"> <li>• Cervical Cytology Foundation Course.</li> <li>• Foundation Immunisations</li> </ul> <p>The Transition course is for nurses currently employed in other fields but wishing to transition to GPN. The course lasts 6 to 12 months and covers:</p> <ul style="list-style-type: none"> <li>• Cervical Cytology Foundation Course.</li> <li>• Foundation Immunisations</li> </ul> <p>This course includes cervical cytology leading to the learner being a qualified sample taker.</p>
How to apply	To apply contact: <a href="mailto:rachel.oughton@uwl.ac.uk">rachel.oughton@uwl.ac.uk</a>

## Stakeholder Responsibilities and Expectations

The responsibilities of each of the stakeholders involved in the recruitment of GPNs to programmes are outlined in this section. These align with the “Guiding Principles for HEIs and Training Hubs” set out in the embedded document below.



Guiding principles  
for HEI and TH recru

## NHS England Responsibilities

NHS England is expected to:

- allocate and confirm acceptance of places on GPN Programmes with HEIs
- manage contract schedules with HEIs
- produce a toolkit for Training Hubs and stakeholders
- identify Training Hub GPN programme leads and act as a central point for maintaining an accurate list and sharing as appropriate with HEIs and potential trainees
- process payment of training grant with Training Hubs and tuition fee with HEI, in line with the invoicing process outlined on [page 25](#).

## Training Hub Responsibilities

It is expected that Training Hubs will:

- ‘quality assure’ GP practices / the placement as an approved learning environment to ensure suitability to host trainees for the duration of the programme
- agree the programme recruitment process with the HEI and jointly lead and support recruitment at all stages as required
- liaise with HEIs to communicate GPN participants’ details for course enrolment
- be responsible for the placement of trainees and for the ongoing management of support to the hosting practice and trainee throughout recruitment to and for the duration of the programme
- ensure that the Training Hub Nurse lead/ Project Manager provides support to GP practices
- set up a memorandum of understanding (MoU) with GPN trainee practice(s), including a financial commitment agreement and placement agreement
- manage the process of claiming and transferring training grant and mentoring costs for the hosting practice in line with the invoicing process outlined on [page 25](#).
- account for spend and advise enrolment numbers to NHS England as requested
- provide updates to NHS England on local implementation of the programme(s) in line with NHS England’s reporting process.

## Higher Education Institutions (HEIs) Responsibilities

It is expected that HEIs will:

- agree the programme recruitment process with the Training Hub and jointly lead and support recruitment at all stages as required
- liaise with NHS England to communicate GPN participants' details for course enrolment
- liaise with Training Hubs, Nurse Supervisors and NHS England as needed
- report final enrolment numbers to NHS England as agreed in the schedule
- invoice NHS England for tuition funding in a timely manner.

It is important that GPNs are provided with clear and coherent expectations for the educational provision alongside relevant course details and assessment documents. GPNs should also receive guidance with the educational application process as necessary. Before the programme begins, clear communication with the GPNs, identifying a named link lecturer in the university is essential.

Throughout the cohort the HEIs will be expected to liaise with the nurse mentors to:

- share the details of the modules and what would complement the modules in a clinical setting
- share details regarding the purpose of the assessment documents as well as advice for effective and timely completion
- provide ongoing support to the mentor, including identifying a link lecturer and offering a practice visit for the nurse, mentor and link lecturer if requested

## General Practice Nurses (GPNs) Responsibilities

GPNs will already be placed in a practice (for between 2 and 4 days a week, in addition to 1 taught day per week) with a named mentor before they start the programme.

GPNs are expected to:

- attend all the course days as delivered by their education provider
- complete all the module competency documents and assessments in the designated time
- keep their mentor updated after each course day to share learning and agree appropriate clinical experience to compliment that learning
- get fully involved in “practice life” and contribute when appropriate
- be aware of own limitations, working in line with the NMC code of conduct and not expected to work independently without approval from their mentor.

## GP Employer Responsibilities

It is expected that GP employers will:

- inform Training Hubs of GPN vacancies
- recruit nurses who have an interest in attending the programme and developing their skills
- support current GPNs who are new to the role to attend the programme
- contract with Training Hubs
- align terms and conditions for the GPN against [agreed criteria](#)\*\*
- fulfil terms of the [educational contract](#)\*\*\*
- liaise with Training Hubs to identify trained and qualified nurse mentors
- offer an induction package

Once the nurses have been recruited and are on the programme, practices are expected to:

- release their GPN to all HEI training days and clinical supervision sessions
- commit to pay the GPN's salary (minimum mid-point Band 5 + London weighting + on costs (pro rata) for the duration of the programme and place the nurse in practice for a minimum of 2 and maximum of 4 days per week (plus 1 day a week to be allocated to the designated course days) – TBC with course provider
- if the GPN is already placed in the practice for 5 days a week, allow them release time to attend the required weekly course day in addition to the initial enrolment day
- provide with basic training on EMIS or equivalent as part of standard practice induction
- provide with full EMIS (or equivalent) training on the specific templates
- provide with access to all statutory and mandatory training
- enable mentors to liaise with the education providers to:
  - gain an understanding of the modules that will be covered throughout the programme and what would complement the modules in a clinical setting
  - gain an understanding of the purpose of the assessment documents to include advice for effective and timely completion

## Expectations from NHS England/ Training Hubs for GP Practices to Receive the Full Funding Package:

\*Eligibility criteria:

- evidence of thorough engagement with the programme stakeholders.
- be an approved learning environment with track record of responsiveness to GPNs' needs.

\*\*Terms and conditions:

- The employing GP Practice will commit to pay the GPN's salary (minimum mid-point Band 5 + London weighting + on costs (pro rata) for the duration of the programme.

\*\*\*Education contract:

The employing GP Practice will commit to:

- provide a safe and supportive learning environment
- provide a dedicated 'on-site' supervisor/mentor (preferably a NMC qualified nurse mentor)
- release the GPN to all HEI training days and clinical supervision sessions.

## Expectations of Mentor Time

Practices will also be expected to give the GPNs the appropriate amount of designated time for supervision and completion of the relevant documentation. Mentors may also require support from their peers and may attend/liaise with a peer support group as set up by the local Training Hub.

The NHS England Training Grant supports the practice to achieve the expectations set out. The mechanism for how this money will be reported will be between the individual practice and their Training Hub in the form of a Service Level Agreement/ or Memorandum of Understanding (SLA/ MoU).

## Expectations of Mentors

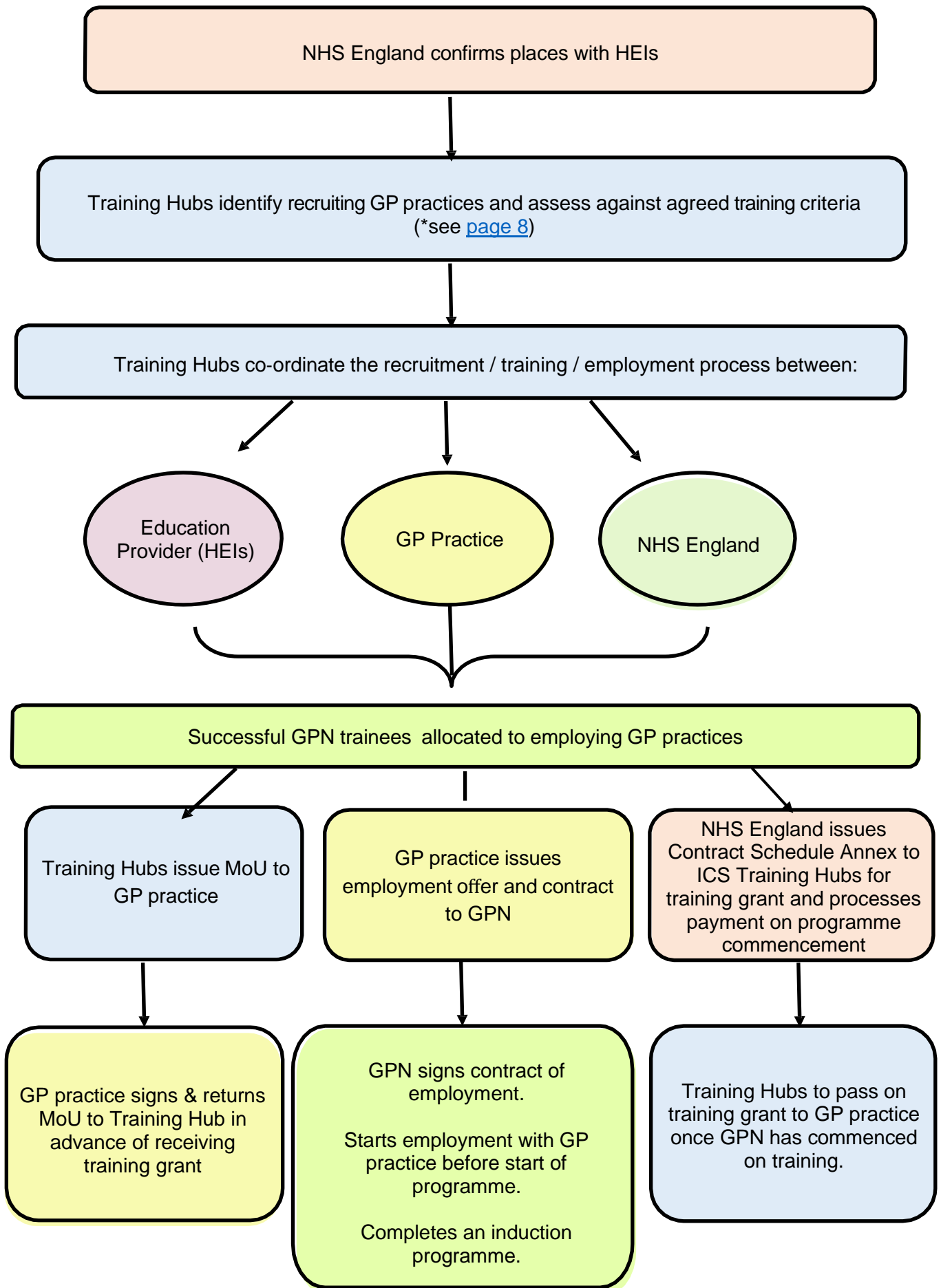
Mentors will be identified through local Training Hubs and will ideally have a formal mentorship qualification. It is anticipated that mentors will be identified before the nurse is placed at/recruited to the practice.

The mentor is expected to:

- provide designated one to one support and mentorship to the nurse assigned to them
- offer flexibility for the nurse to attend the course days and enrolment process at their education provider
- complete the relevant competency document as provided by the education provider
- allow the nurse to practice in a safe and supportive environment
- be mindful of the nurse's limitations, especially at the beginning of the programme
- liaise with the education provider to:
  - gain an understanding of the modules that will be covered throughout the programme and what would complement the modules in a clinical setting
- provide the nurse with an appropriate selection of patient consultations so competencies can be achieved, which mirror their course programme where possible
- keep an open and clear communication style
- keep the nurse up to date with practice developments that could affect their employment or progress on the programme



# GPN Recruitment and Training Process Map



## Frequently Asked Questions (FAQs)

### **When do the courses start?**

See [Annex 1](#) for a calendar for the 2023-2024 academic year. Specific start dates of academic programmes are detailed in [Table 2](#) and for foundation programmes in [Table 4](#). The nurse will need to be in post before the course starts.

### **How will it be decided which programme the nurse will attend?**

That will be a decision between the practice, mentor and the nurse and should be based on the practice need against the best programme content.

### **Can those who have been in post for more than 6-8 months still be included in the foundation programme?**

Based on previous experience, we have found that those nurses who have been in practice for more than 6 months found the majority of modules on the foundation programme unnecessary and had already covered most of the topics since being in post. We would therefore prioritise nurses who have been in practice for less than 6 months prior to the course commencing for the programme. We would encourage nurses who have been in practice for more than 6 months to undertake the academic programme.

### **Can nurses who have completed aspects or modules of the programme since being in post have these modules recognised by the education provider? (Therefore, not have to participate in a particular part of the programme).**

The nurse and/or mentor must contact their preferred educational provider to discuss this and get agreement from them that past experience/courses can count.

### **When will the newly recruited nurse have to be in post by before starting the programme?**

Nurses will have to be in post and employed by the practice ideally six weeks before the course start date.

### **Training/placement: presumably the GPN would be out of the practice for a minimum of a day a week for a year or two?**

Academic programmes can be undertaken either part-time over 2 years or full-time in 1 year. If taken over a year, the GPN is out of the practice for an average of two days a week (during term time) with ½ day set aside for clinical supervision. If taken over 2 years, the GPN is out of the practice for an average of one day a week (during term time).

Foundation programmes last for between 3-8 months and will require release for study time (please see individual programme requirements for this)

### **Key basic GPN skills: are these covered in the course or is additional training required?**

Key basic GPN skills frontload the programmes, for further details on the curriculums of each programme please see the programme overview sections.

### **Level of experience within the GPN career: at what level of experience are these programmes suited and funded for?**

The funding is available for new GPNs and for established GPNs wanting to consolidate skills and knowledge and work towards an academic award specific to general practice nursing.

Foundation programmes will support the new to practice GPN to develop the basic knowledge skills and competencies required for their role.

We anticipate that the academic programme taken over 1 year is well suited to new GPNs wanting to 'fast-track' to establish a career in general practice. We anticipate that the programme taken over 2 years is suited to the GPN already established in general practice. At the end of the programme whether taken over 1 or 2 years, the GPN will have achieved a Primary Care (Practice Nursing) BSc/PgDip, meet Level 6/7 competencies (NHS England GPN framework) and be working autonomously as part of the general practice team.

### **Questions practices may ask about employing the nurse**

#### **Is the practice responsible for employing the nurse?**

Yes. The practice will recruit and employ the nurse as a regular member of their practice team and will be responsible for all areas of their employment.

#### **How many days should the nurse be employed for?**

To participate in the programme, nurses need to be employed for a minimum of 3 and a maximum of 5 days. This includes the designated course day and a minimum of 2 days in practice. The minimum requirement is to enable the nurse to gain the necessary clinical skills and allow a day to attend the taught course days.

#### **What should practices pay the nurse?**

Practices are reminded that although the nurse may not have practice nurse experience, they are qualified nurses.

We recommend that all nurses participating in the programme should be paid at minimum mid-point Band 5 + London weighting + on costs (pro rata).

#### **Are there any ways which may help us to recruit nurses into general practice?**

- Exploring the role of a general practice nurse  
<https://www.healthcareers.nhs.uk/explore-roles/nursing/general-practice-nurse>
- Student nurse placements in general practice | What's in it for me?  
<https://youtu.be/WM7tmEMAiSY>

- A day in the life of a general practice nurse  
[https://www.youtube.com/watch?v=4ff\\_wNCdT6A](https://www.youtube.com/watch?v=4ff_wNCdT6A)
- CNO 002 – Discovering a Nursing career in General Practice  
This module is primarily aimed at supporting those looking for their first role in Primary Care/General Practice, helping them to develop skills and gain knowledge. It also supports primary care/general practice to attract the workforce they need by enabling Pre-Registration Nurses, Registered Nurses (from other areas of practice), Nursing Associates and Trainee Nursing Associates to make the transition into a great career in Primary Care/General Practice.  
<https://www.hee.nhs.uk/our-work/primary-care/general-practice-nursing/cno002-discovering-nursing-career-general-practice>

### **Are there any other benefits for nurses on these courses?**

Feedback from previous cohorts suggested a key benefit was the support networks formed with other GPNs whilst attending the course, which enabled them to discuss their experiences and help each other throughout their studies. These support networks continued following the end of their studies.

### **Questions about funding for the participating practice**

#### **Will the practice receive any funding for participating in the programme?**

Yes, the practice will receive a training grant direct from their Training Hub when taking part in the programme (See [Table 3](#)). This money can be used by the practice; towards the mentor's time with their mentee to cover supervision costs incurred to support the nurse learner and to release the nurse to attend the educational programme.

#### **Will the practice receive any funding to cover the employment costs of the GPN?**

No. The practice will be responsible for all the costs associated with the recruitment of the nurse and the subsequent employment costs.

#### **Will the participating GPN receive any funding for participating in the programme?**

No, there will be no money issued to the nurse directly. The educational element of the programme paid for and will receive their salary direct from the practice.

### **Questions about mentoring and supervision**

#### **Who and what is a nurse mentor?**

As part of the NMC Standards for Supporting Mentors (link below):  
<https://www.nmc.org.uk/standards-for-education-and-training/standards-to-support-learning-and-assessment-in-practice/>

All qualified nurses should ‘support students’ and colleagues’ learning to help them develop their professional competence and confidence”. Therefore, all nurses can mentor junior staff nurses and other health professionals where appropriate e.g. Healthcare Assistants (HCAs), medical students.

### **Does the mentor have to have a mentorship qualification?**

It is preferable that all mentors should have up to date training in the NMC Standards for Student Supervision and Assessment (SSSA).

### **Who can apply to become a nurse mentor?**

Any GPN with a minimum of one year’s nursing experience. Training Hubs can provide further details on training in the NMC Standards for Student Supervision and Assessment (SSSA).

### **Does the mentor have to be in the same practice as the GPN they are mentoring?**

Ideally yes, but this may not be possible with a shortage of mentors in some areas. It is recommended that each mentor travels to no more than two practices to supervise. The money received from the Training Hubs is available to support the mentor’s time and their practice with this.

### **How many GPNs can one mentor supervise?**

Ideally each mentor would have one nurse to supervise in their own practice. However, it is recommended that each mentor is limited to two nurses either in the same practice or on separate sites.

### **How long should mentors spend with their GPN mentee?**

The Higher Educational Institutes (HEIs) advise it is good practice for mentors to spend on average of two hours per week with each student whilst being flexible so they can adapt to their student’s needs.

### **Is the mentor paid for the time they are supervising trainees?**

No. There is no direct money allocated to the mentors. The practice will receive funding direct from the Training Hub to cover the mentor’s time while supervising. (See Table 1, Page 6).

### **How do I find out if there are any qualified mentors in my area?**

Speak to the local area Training Hub lead or local London nurse lead who can advise who to contact for further information.

## Claiming Funding for GPN Programmes

For Training Hubs to claim for the non-tuition elements of the financial package (training grant and mentoring costs) on behalf of the employing practices, ICS Training Hubs should invoice NHS England (Locality Hubs should liaise with their ICS Hubs to facilitate payments). Funding amounts available have been detailed within this toolkit. Invoicing instructions are included within the contract schedules to ICS Training Hubs.

A new invoicing process was introduced in 2022/23 for GPN students on Foundation and Academic programmes. The process aligns with the Student Data Collection Tool (SDCT) which HEIs submit three times each academic year. We will collate learner information provided by HEIs through the SDCT and will contact ICS Training Hubs to validate the data received within each collection period. We will then request a total invoice from each ICS Training Hub for all validated new starters within each collection period.

Where a nurse is undertaking an academic course part time, the ICS Training Hub should only invoice for 50% of available funding (i.e. £10k per year over 2 years).

Any invoices received ahead of validation will not be approved. Once received by the Training Hub this payment should be passed on to the supporting practice in full.

The embedded slides provide more detail on the process and the timelines for each invoicing cycle.



GPN student  
validation & invoicing

**Please note:** In the circumstance that a learner leaves an academic or foundation programme before completion and the non-tuition elements have already been passed on to the Training Hub or employing practice, the Training Hub must notify NHS England as soon as possible to discuss whether the GPN is able (with the agreement of the HEI) or likely to return to the same or an alternative foundation or academic course listed within this toolkit. If so, it may be possible for the funds to be retained by the Training Hub or employing practice to support that GPN to continue their training when they are in a position to re-join.

It is the responsibility of the GPN if stepping off programme to confirm with the HEI whether they will be required to fund the completion of their studies. In all cases, a GPN will not be eligible to receive funding from NHS England more than once to undertake a foundation or academic course.

If the GPN is not going to return to the same or alternative foundation or academic course listed within this toolkit, options for suitable reinvestment of funds should be discussed with NHS England.

## Enhanced Offer for GPN Return to Practice

NHS England London region is again offering enhanced funding for general practices providing placements to returning Nurses and for recruiting Nurses via this route. This offer is for GP practices in the London region.

The Return to Practice initiative gives general practices an opportunity to support returnees to get back onto the NMC register, giving exposure to Primary Care through training to those who have not previously worked as a GPN, as well as to returners who have previously worked within Primary Care. This programme ultimately provides opportunities for recruitment to Primary Care once the returner returns to the NMC register.

### The offer

For practices - NHS England will provide financial incentive to general practices in two ways:

1. Support package of £2000 per returner to the practice for providing place-based learning and supervision to the returner. Returners will also attend University lessons during this period. Placement times and completion of the return to practice course vary based on individual circumstances, taking between 3 months to a year to complete.
2. Additional payment of £1000 as a one-off payment to the practice if the returner gets recruited to the practice as a Practice Nurse.

For returning Nurses - NHS England will provide support to returners in two ways:

1. \*£1,000 bursary paid to the returner to cover travel and other expenses via the University.
2. £1,920 tuition fee paid directly to the University.

\* NB: The £1000 bursary will not be provided to returning nurses who choose to take the Employer led route, as they will be employed by the practice and will therefore receive a salary.

For practices interested in participating in this programme and providing a placement to a returner, or for more information, please contact [Returntopractice.london@hee.nhs.uk](mailto:Returntopractice.london@hee.nhs.uk) The NHS England London Return to Practice team will guide you through the process and support you through the next steps.

### About the programme

This course is for Nurses who have previously been registered with the Nursing and Midwifery Council (NMC) UK. The course involves specific taught days in universities while the returner will also have a placement at a general practice. Returners do not need to have experience of working as a [general practice nurse](#) to apply for the course. These courses are open to all previously registered nurses with relevant experience in any field of Nursing. Please see this [link](#) for more information on the Return to Practice programme.

In 2023-24, the following two London Universities are offering the GPN RTP course:

- City University of London
- Kingston and St George's University of London

Please see the flyer embedded below to promote this offer to practices:



RTP GPN offer 23-24  
- Flier (1).pdf



## Annex 1: Calendar of Academic and Foundation Courses

**KEY:** AC = Academic course starts

FDN = Foundation course starts

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun
City University					FDN	AC				
Herts University	AC				AC FDN					
Bucks New Uni	FDN					FDN				
Kingston University					FDN					
Greenwich University	AC FDN				FDN					
University of West London		FDN – TBC	FDN – TBC							

## Annex 2: Useful Contacts

NHS England Primary Care Team: [PrimaryCare.London@hee.nhs.uk](mailto:PrimaryCare.London@hee.nhs.uk)

For feedback on this GPN Offer via the GPN Expert Steering Group, the representatives are:

Name	Representing
Fiona White	South West London
Catherine Wallace	South West London
Jennie Morrison	South West London
Liz Nicholls	South East London
Debbie Brown	South East London
Rebecca Corneck	South East London
Katherine Gerrans	North Central London
Sally Armstrong	North West London
Mary Clarke	North East London

### Training Hub Contacts

ICS Facing Training Hub (TH)	Name	Position
North Central London	Michael Fox	ICS TH Lead
	Sarah Morgan	ICS TH Clinical Lead
North East London	Asad Khan	ICS TH Lead
	Jyoti Sood	ICS TH Clinical Lead
North West London	Caroline Durack	ICS TH Lead
	Sally Armstrong	ICS TH Clinical Lead
South East London	Matthew Shimwell	ICS TH Lead
	Liz Nicholls	ICS TH Clinical Lead
South West London	Laura Jackson	ICS TH Lead
	Raisha Nurani	ICS TH Clinical Lead

## Annex 3: Feedback to HEIs

If you encounter any issues with the educational providers or wish to provide feedback on content or application process etc, please contact them directly to resolve in the first instance:

HEI	Feedback mechanism/contact
Bucks New University	<a href="https://bucks.ac.uk/students/academicadvice/course-structure-and-regulations/feedback-on-your-course-or-module">https://bucks.ac.uk/students/academicadvice/course-structure-and-regulations/feedback-on-your-course-or-module</a> <a href="https://bucks.ac.uk/students/academicadvice/resolving-problems">https://bucks.ac.uk/students/academicadvice/resolving-problems</a>
Kingston University	By module evaluation link on the portal at the end of each module. Contact: <a href="mailto:kuwfdadmissions@kingston.ac.uk">kuwfdadmissions@kingston.ac.uk</a> or <a href="mailto:S.E.Martin@kingston.ac.uk">S.E.Martin@kingston.ac.uk</a>
University of Greenwich	<a href="https://docs.gre.ac.uk/rep/sas/assessment-and-feedback-policy">https://docs.gre.ac.uk/rep/sas/assessment-and-feedback-policy</a>
City, University of London	Contact: <a href="mailto:Avilla.bergin@city.ac.uk">Avilla.bergin@city.ac.uk</a>
University of West London	Contact: <a href="mailto:GPNursing@uwl.ac.uk">GPNursing@uwl.ac.uk</a>
University of Hertfordshire	Contact: <a href="mailto:t.m.titchener@herts.ac.uk">t.m.titchener@herts.ac.uk</a>