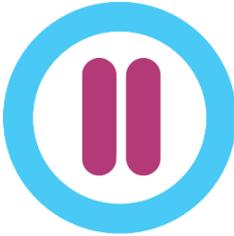


**General Practice
Task Force
Derbyshire**



Delivering GP Pause . . .

GP 
PAUSE

Plan : Pause : Play : Ponder

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The GP Pause Programme

GP Pause is a novel programme supporting GPs and practice teams when a GP takes a period of planned/unplanned extended leave. It is run through the GPTF (GP Task Force) and offers this support to all GPs and practices in Derbyshire.

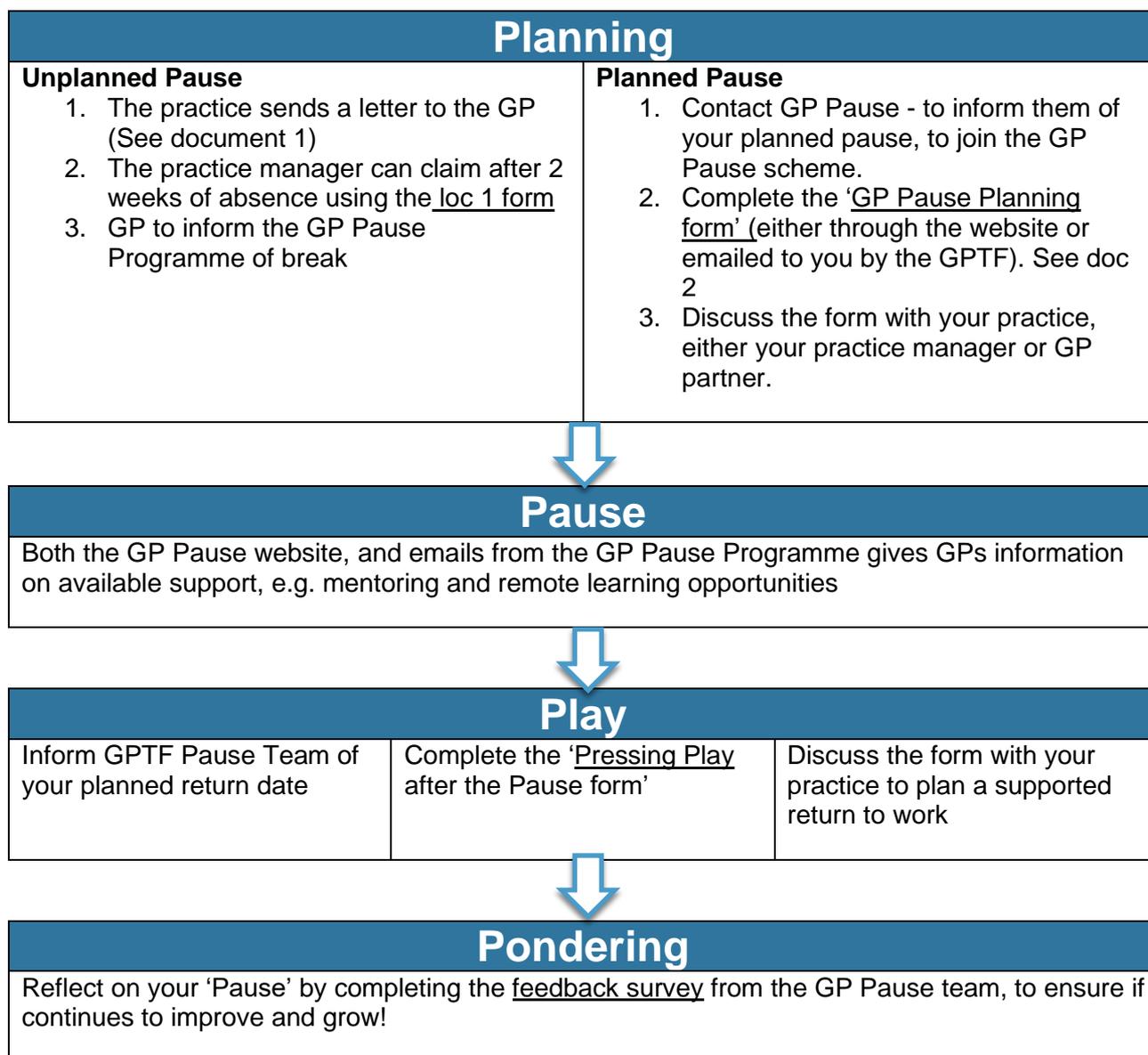
GP Pause provides a framework of access to guidance and resources for periods of leave lasting 2 or more weeks to ensure both parties feel supported in planning 'pauses' in careers, and in planning a smooth transition when returning to work.

There are 4 parts to the GP Pause Programme.

The 4 Ps:

1. '*Planning*' the pause.
2. The '*Pause*' - and support available during it.
3. '*Pressing Play*'... *after the pause*
4. '*Pondering*' and reflecting on the pause process

GP Pause Process - The 4 P's



1. 'Planning' the Pause

We would recommend that the GP discusses their planned career break (for any reason e.g. maternity or paternity leave, adoption leave, caring leave etc.) at an early stage. Obviously, some extended periods of leave will be unexpected.

WHEN: We would advise discussing this as early as possible but completing the 'Planning your Pause' (see document 2) form at least 6 weeks prior to the 'Pause' beginning.

WHO: The form is to be completed by the GP, in discussion with a member of the practice team, e.g. the practice manager, and/or GP Partner. This does not have to be face to face.

WHY: The form is to allow consideration and discussion of what the GP might find helpful during their time off e.g. how much contact they would like with the practice, when they might like to discuss their return rota and what might be useful on return. Obviously, these things may change during the break, but it can be advantageous to start considering these things early. It is also essential for the

practice in terms of forward planning if you expect there to be any significant changes e.g. a reduction in the number of sessions on return.

WHERE: When the form is completed, we would advise a copy to be kept by the GP, the practice team and would also ask that a copy is sent to the GP Pause Programme. EMAIL.

Planning for Practice Teams

Please email the GP Pause Programme to let us know if a GP is planning a 'Pause'. We will then be able to send you our: 'Planning the pause' form (see discussion above, doc 2) and 'Pressing play after the pause' forms (doc 3). These are to be completed by the GP, with either yourself or a GP partner in the practice, prior to the 'pause' and then before return, respectively. We can also send you support resources to share with the GP. If the GP emails us, we will obviously send them the forms and resources directly.

Sickness/Parental Leave Reimbursements:

These must be submitted to dngp.nhse@nhs.net. Attached is a copy of the Loc1 form (doc 4) for practices to use should they be required to claim. When returning the Loc1 form, please submit the relevant evidence to support the claim e.g. MatB1 or MED3 notes.

<https://www.derbyshirelmc.org.uk/formloc1reimbursementsforpractice>

Locum reimbursement for parental leave eligibility:

The GP must be on leave for longer than one week and must be entitled to parental (maternity, paternity and adoption) leave under statute, their contract of employment (in the case of salaried GPs), the partnership agreement or other agreement between the partnership (for GP partners).

Locum reimbursement for sickness leave eligibility:

The GP must be absent for more than two weeks before reimbursement costs will be paid. The only requirement is that the absent GP provides a fit note.

Further information can be found at:

<https://www.bma.org.uk/advice-and-support/gp-practices/funding-and-contracts/locum-gp-cover-for-parental-and-sickness-leave>

<https://www.england.nhs.uk/wp-content/uploads/2017/05/protocol-in-respect-of-locum-cover-payments-17-18.pdf>

As previously mentioned, we are aware that some periods of GP leave will be unexpected. If this occurs, we would recommend that you contact the GP using our template for a 'Letter for unplanned leave' (doc 1).

2. Support during your 'Pause'

Some GPs may want support during their break; either educational or pastoral. Others may not want or be able to be involved in any support while they are off. For this reason, planning the pause is very useful, so that both the GP and the Practice team are aware of each other's wants, needs and expectations.

Possible education and support options:

- GP-S mentoring is a free peer-mentoring, coaching and signposting service for General Practice. Individuals can then access up to 4 sessions of support lasting 2 hours each over 12 months, to discuss anything they'd like - in confidence - and work to create positive steps forward. GP-S can

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<https://gptaskforce.com/gp-pause/>

be used by anyone who would like to explore ways to develop themselves or have a problem or opportunity they're not sure how to move forward with. This could be personally, professionally or within your career. We aim to build resilience in the General Practice workforce by allowing you time and space to develop your personal goals. To refer yourself please go to: <https://www.gp-s.org>

- Derbyshire Education Network (DEN) is now run as free virtual education for all GPs in Derbyshire. To see the upcoming education sessions or to book yourself on, visit the LMC website: <https://www.derbyshirelmc.org.uk/events>
- If on maternity/paternity/adoption leave you can consider 'Keeping In Touch' days (KIT). KIT days allow employees to work up to 10 days without bringing the leave period to an end. Pay for KIT days is to be agreed between the employer and employee but the NHS Scheme provides for employees to be paid at their basic daily rate for the hours worked, less appropriate maternity leave payment for KIT days worked. For more information on KIT days, click here: <https://www.bma.org.uk/pay-and-contracts/maternity-paternity-and-adoption/return-to-work/returning-to-work-and-your-rights-as-a-working-parent>
- Practitioner Health is a free, confidential NHS service for doctors and dentists across England with mental illness and addiction problems, who are working or looking to return to clinical practice. For more information, visit: <https://www.practitionerhealth.nhs.uk/accessing-the-service>.
- First 5 can support any GPs in Derbyshire in their first 5 years of training with their monthly education sessions. You can join their Facebook group: 'Derbyshire First5 GPs' or email: first5derby@gmail.com
- The General Practice Task Force are more than happy to help GPs with careers advice, see their website: 'gptaskforce.com', or contact them on: ddlmc.gptf@nhs.net or call on: 01332 210008
- You can also join the LMC (Local Medical Council) mailing list, if you would like regular email updates on changes happening in the local area that affect GP Practice. Simply email: ddlmc.office@nhs.net.

3. 'Pressing Play'

WHEN:

To help you plan your return to work, we recommend that you complete the 'Pressing Play' form (see document 3) whenever you feel ready and ideally at least 2 weeks before your planned return.

WHY:

This gives time for rota planning in the practice. It gives both the GP and Practice Team time to discuss e.g. any rota adjustments that may be needed, mentoring in the practice or education needs.

WHO:

It can be done remotely with either the practice manager and/or a GP partner (possibly the GP who would be your mentor on return).

WHERE:

We would advise the GP and Practice team to keep copies of the form, but we would also ask if you could send it to the GP Pause Programme as well.

By completing the 'Planning your Pause' form and sending it to the GP Pause Programme you will have informed us of your return date. If this changes, please let us know.

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<https://gptaskforce.com/gp-pause/>

If we are unsure of your return date, we will send you a pressing play form after 3 months of your registering with us, to ensure you have it available to you. The form is also available on the website <https://gptaskforce.com/gp-pause/>

Top Tips on Planning Your Return to Work

- ✓ Ensure you have completed the 'Pressing Play After Your Pause' paperwork with the practice.
- ✓ Think about organising KIT days early and discuss payment.
- ✓ Think about logistics e.g. carer responsibilities and plans in case of emergency. Who are your emergency ports of call should you need them?
- ✓ If eligible, arrange KIT days early and discuss payment.
- ✓ Make sure to think about any educational needs you may have and discuss how these could be addressed e.g. Derbyshire Education Network, or First 5 Derbyshire resources, RCGP webinars etc.
- ✓ Ensure you feel happy with your rota on return and ensure, if you do have issues when you start, that you know who you would discuss these with.

For general advice, there is a useful section on the BMA website - Advice on returning to work after clinical absence BMA: <https://www.bma.org.uk/advice-and-support/career-progression/applying-for-a-job/returning-to-clinical-practice-after-absence>

Returning to work after COVID:

If you are returning to work after COVID, you may find the practice is working very differently. There are lots of resources available to support you e.g. regarding telephone consultations

- On the LMC website: <https://www.derbyshirelmc.org.uk/remoteteleconsultingresources>
- Look at the RCGP website, at the 'COVID-19 Resource Hub'. This has e-learning and podcasts on remote consulting and triaging: <https://elearning.rcgp.org.uk>
- GP-update has a number of free updates on COVID related topics: <https://www.gp-update.co.uk/updates>

There are many other resources available too.

4. Pondering the Pause

Hopefully, you are on the GP Pause mailing list. We will automatically send you an email asking for your opinion on how your support and return to work has gone.

This can help us develop the program for future GPs and Practice managers and help us continually improve.

Pause as a locum

WHY:

Having a 'pause' as a locum can be a different experience to that of a GP who is salaried or a partner. If you do not have a regular practice, you may not feel that you have someone to complete the 'Planning Your Pause' form with.

WHO:

In this instance, please use our 'Planning Your Pause - as a locum' form (doc 4). This will be emailed to you when you contact the GP Pause Programme and inform us you are a locum. This can be completed by you either alone (as a reflective exercise) or if you contact GPTF ddlmc.gptf@nhs.net you will be able to discuss and plan with a member of the GPTF team.

WHEN:

As previously stated, we would advise aiming to complete this form 6 weeks prior to your planned pause.

DDLMC.GPTF@NHS.NET

<https://gptaskforce.com/gp-pause/>

WHERE:

Please keep a copy of the form and send it to the GP Pause Programme EMAIL.

Support during the Pause

Much of the detailed support available is relevant to all GPs. However, there is some support specific to locums:

- If you are part of the BMA, you can email advicesessionalgps@bma.org.uk for additional information or support.
- If you are part of Derbyshire Medical Chambers, you can contact them for support or guidance on returning to work through: ddlmc.chambers@nhs.net. For more information, visit: <https://www.derbyshirelmc.org.uk/derbyshirelocumchambers>

Pressing Play After Your Pause

If you haven't done so already, contact the GP Pause Programme and inform them of when you are expected return to work date

Complete the 'Pressing Play' return to work form, as soon as you feel able, but at least 2 weeks before you plan to return to work. The form can be used as a self-reflection tool, or again, could be completed with the General Practice Task force team. Contact them through: gptaskforce.com, on ddlmc.gptf@nhs.net.

Appendix

Document 1: Unplanned leave letter

Letter to be sent to the GP on unplanned leave, by the practice team. Please edit or adjust as appropriate:

Dear Dr.....

We are so sorry that you are unwell/to hear..... . We wish to offer you our condolences and support.

We want you to know that we are thinking of you.

Whenever you feel you want to discuss a supported return to work, please let us know.

If you (or we can do this for you) would like to inform the 'GP Pause Programme' at General Practice Task Force. They will be able to email you with other support services available.

..... Medical Practice.

Document 2: Planning your pause form

1. Name:
2. Date of discussion:
3. Who is the discussion with?
4. Planned date of leave:
5. Planned date of return (GP to inform practice if this changes):
6. Current sessions:
7. Planned number of sessions on return:
8. Summary of discussion around support available: (tick boxes)
 - a. Email to GP Pause at GPTF, to inform them of planned time off and your expected time of return if known (this ensures you will receive relevant emails regarding support available)INSERT EMAIL ADDRESS.
 - b. Concerns and expectations surrounding return to practice
 - c. Would you like to consider an assigned GP mentor on return?
 - d. Are you aware of:
 - e. Keeping in touch days
 - f. GPS mentoring
 - g. The option to discuss enhanced supervision
 - h. Agreed contact frequency while away e.g. every 2-3 months by email or before your sick notes expire etc.
 - i. Agreed discussion of when to discuss rota planning prior to return
 - j. Financing the pause e.g. signpost to maternity/paternity pay information on the BMA
 - k. Would you like information on:
 - l. Education courses and updates e.g. Derbyshire Education Network
9. Any other helpful discussion points:

Document 3: 'Pressing Play' form

1. Name:
2. Date:
3. Who is the discussion with?
4. Date of expected return:
5. No. of sessions on return:
6. Days of work:
7. Summary of discussion and agreed action between GP and practice (Tick boxes):
 - a. Concerns and expectations surrounding return to practice
 - b. Getting up to date with IT and passwords
 - c. Keeping in touch days (if applicable)
 - d. GP mentor if wanted/needed
 - e. Period of enhanced supervision (if wanted/needed)
 - f. Discussion around when to resume on calls
 - g. Discussion of rota, e.g. number of patients per session, length of appointment, number of blocks, and how long the reduced rota should remain in place
 - h. Any education needs discussed
 - i. Updates on any practice changes.
8. Any other helpful discussion points:

Document 4: Planning your Pause - as a locum

1. Name:
2. Date:
3. Planned date of leave:
4. Planned date of return:
5. No. of sessions usually per week:
6. No. of sessions aimed for on return:
7. Any regular places of work:
8. Self-reflection or discussion of different support options:
 - a. Email to GP Pause at GPTF, to inform them of planned time off (this ensures you will receive relevant emails regarding support available).
 - b. Concerns and exceptions surrounding return to practice
 - c. Keeping in touch days
 - d. GPS mentoring
 - e. Assigned GP mentor on return
 - f. Enhanced supervision
 - g. Education courses and updates
 - h. Any practices of regular work you need to inform of your leave and give probable date of return
 - i. Agreed discussion of when to discuss rota planning prior to return
 - j. Financial considerations: 'Are GP locums entitled to statutory maternity pay or maternity allowance? If you are a self-employed locum you cannot claim Statutory Maternity pay but, if you're eligible, you can claim standard-rate Maternity Allowance. You can claim as soon as you've been pregnant for 26 weeks, and payments can start 11 weeks before your baby is due.'
 - k. Derbyshire Medical Chambers - if you are a member, they will be able to offer you support: ddlmc.chambers@nhs.net. For more information, go to: <https://www.derbyshirelmc.org.uk/derbyshirelocumchambers>
9. Any other helpful thoughts:

Document 5 – ‘Pressing Play’ as a Locum

1. Name:
2. Date:
3. Date of expected return:
4. No. of sessions wanted per week on return:
5. Days or times you would like to work:
6. Places you would like to work:
7. Summary of self-reflection and agreed action/or discussion with GPTF Pause team member):
 - a. Concerns and expectations surrounding return to practice
 - b. Do you need to contact any practices/places of work to inform them when you are becoming available for work?
 - c. Keeping in touch days (if applicable)
 - d. GP mentor if wanted/needed
 - e. Period of enhanced supervision (if wanted/needed)
 - f. Discussion around when to resume on calls
 - g. Discussion of rota, e.g. number of patients per session, length of appointment, number of blocks, and how long the reduced rota should remain in place
 - h. Any education needs discussed
 - i. Updates on any practice changes.
8. Any other helpful thoughts: