

Physician Associate Preceptorship application – quick guide

Physician associates are medically trained, generalist healthcare professionals, who work alongside doctors to provide medical care as an integral part of the multidisciplinary team. They have been shown to be an effective part of the primary care workforce, supporting GPs in London.

The Preceptorship is a period to guide and support newly qualified practitioners to make the transition from student to develop their practice further and HEE offer £5000 to GPs to employ newly qualified physician associates as part of this programme.

The following is a quick guide on the key steps to apply for preceptorship funding that should be used alongside the guidance and application form.

Step 1: Training hub contact GPs

- Training hub should highlight opportunity and share guidance and application form.

Step 2: GP completes application and sends to training hub

- Once employed, Practice completes one application per PA in accordance to the PA preceptorship guidance.
- Once all sections have been completed, practice should return the application(s), along with a copy of the **PA's weekly timetable and induction programme**, to the local Training Hub Lead to be reviewed before being submitted to HEE.

Step 3: Training hub reviews and approves application

- Training Hub Lead reviews application(s) from GP and once all the requirements have been met, should forward the completed application(s) to Deborah McIntosh deborah.mcintosh@hee.nhs.uk in the HEE team.

Step 4: Training hub invoices HEE

- HEE will confirm application meets requirements via email.
- Once HEE approves application, training hub should arrange for invoice to be raised **within two weeks** and sent to HEEs shared business services sbs.apinvoicing@nhs.net.
- Invoices should be addressed to: T73DMCINTOSH, HEALTH EDUCATION ENGLAND, T73 PAYABLES F485, PHOENIX HOUSE, TOPCLIFFE LANE, TINGLEY, WAKEFIELD WF3 1WE.

Step 5: HEE make payment of £5000 per preceptorship

- HEE will make payment to training hubs. Training hubs should make arrangements to pay GP hosting the physician associate preceptorships.

If you have any queries on this process, please contact Deborah McIntosh at deborah.mcintosh@hee.nhs.uk