



# Practicalities

- Students should have made contact with practices to give contact details and arrange details for starting
- Assign a lead GP tutor and a Deputy
- Before starting arrange a time, where to meet and give directions
- On the first day introduce to staff members, show around the practice and facilities, go over safety issues
- Create a timetable together of how the next 2/4 weeks will look and set our learning objectives
- Min of 8 clinical sessions per week with 2 sessions on other learning activities (supervised)
- Complete a min of 2 miniCEX
- Inform students of any practice closures e.g 12<sup>th</sup> /13<sup>th</sup> July and your practice policy
- Complete the portfolio we provide you with to document your Elective experience and send a copy to ourselves
- Facilitation of Entrusted Professional Activities including an optional QI Project
- Sending out a students and tutors guide in due course
- Any queries email me [rachel.hawkins@easternfsu.co.uk](mailto:rachel.hawkins@easternfsu.co.uk)





# Payments

- £59.17 per session paid via SUMDE – based on 10 sessions a week
- GP must be a registered, employed GP at the practice to receive payment
- No payment if students are not present e.g bank holidays
- Students submit a signed Supervisor Assessment Form after the Electives to QUB which is then checked and sent to SUMDE team. It is the students responsibility to send in this form to start payment process.
- SUMDE send practices a 'Payment Agreement' usually around the end of August
- Payment should be received in December
- If any issues with receiving payment initially contact Anne McGuinness at QUB and further to that the SUMDE offices

