

**Criteria for eligibility for / benefit from**

**The Academic Fellows Scheme**

The information we are asking you for is solely to judge whether you might benefit from an Academic Fellow (AF) attachment. It is confidential and will not be used for any other purpose or passed to a third party.

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| **Practice Size** |  |
| Practice Name: |  |
| Number of Patients: |  |
| Main Surgery: |  |
| Branch Surgery: |  |

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| **People** |  |
| **Doctors** | **Name & Qualification** |
| Partners: |  |
| Salaried / Other: |  |
| W.T.E.s: |  |
| Total Doctors: |  |
| **Nursing staff:** \* | **Name, Qualification, Level (e.g. ‘Advanced Nurse Practitioner’)** |
| Nursing staff: |  |
| Total Nursing Staff: | Number: |
| Do you have proof of training and ongoing supervision? \* |  |
| **Health Care Assistants** \* | **Name & Qualification** |
| Health Care Assistants: |  |
| Total Health Care Assistants | Number: |
| Do you have proof of training and ongoing supervision? \* |  |
| **Other staff / professionals** | **Number** |
| Manager / s: |  |
| Reception staff: |  |
| Administration staff: |  |
| Health Care Assistants: |  |
| Other staff (please list): |  |

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| **Patient Access** |

Appointment Only [ ] (Please check box if applicable)

Walk in Only [ ] (Please check box if applicable)

Mixture of appointments and walk in [ ] (Please check box if applicable)

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Practice Organisation** |  |
| **Do you have written systems for**: (Please check box if Yes) |
| Repeat prescribing? [ ]  |
| Management of normal /abnormal results? [ ]  |
| Passing patient queries to the doctors via receptionists? [ ]  |
| Home visits? [ ]  |

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| **Practice Meetings** |

Do all the doctors meet, and if so how often and to what purpose (i.e. Clinical / business)?

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| **Space and Equipment** |

Do you have a consulting room equipped with desk,

couch and washbasin for use by the Academic Fellow? [ ]  (Please check box if Yes)

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|  **Professional Commitment to a possible attachment** |  |
| The Academic Fellows are supernumerary and fully qualified GPs but some are relatively inexperienced and may need varying levels of professional support – Is this something you would be willing to provide? |  [ ]  (Please check box if Yes) |
| All the relevant staff in the practice need to be committed to the attachment – Would this be the case in your practice? |  [ ] (Please check box if Yes) |

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| **Population:**  |
| Please outline how your practice population meets the Welsh Government criteria that the AF scheme supports Practices in areas of high deprivation. High deprivation is defined as at least part of practice population residing in the 20% most deprived areas of South Wales according to the Wales Index of Multiple Deprivation (coloured red on this map). Please use this to aid your application[Welsh Index of Multiple Deprivation 2014 Map | UK Data ...](http://ukdataexplorer.com/wimd/) |
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| **Teaching** |
| Do you currently teach Medical Students? [ ]  Please check box if Yes |
| If No, are you interested in doing so? [ ]  Please check box if Yes |

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| **Practice Development Plan** |
| All practices have to complete a formal detailed Practice Development Plan prior to the attachment and give regular updates. In advance of this, please could you provide a brief summary below of your current Practice situation and how you feel an attachment would benefit you: |

**\***Nursing Staff and Healthcare Assistants

The performance of nursing staff and healthcare assistants is the employer’s responsibility (i.e. the Practice). Academic Fellows are not responsible for supervision of nursing or allied health professional staff. The AF may be withdrawn from the Practice if there are concerns that they are being asked to inappropriately supervise Practice staff.

# General Principles

* The AFs role is to provide clinical service sessions to free up Practice staff to do development/improvement work – the AF is not responsible for the development/improvement work.
* The attachment is for practice *development* not service delivery.
* All doctors in the practice must be aware of the scheme and be prepared to provide clinical support to the AF. The contract between the Division and attached practices must be signed.
* No attachment will take place without completion of satisfactory documentation (see below)
* The standard attachment period is 6 months.
* After an AF attachment, practices will have 6 months break from the scheme.
* We very much encourage practices to develop an interest in medical student teaching and in supporting primary care research.

# Detail of process

* Practice approaches Division of Population Medicine.
* Division sends eligibility questionnaire and information.
* If eligibility questionnaire approved, Division sends Initial Practice Development Plan (PDP).
* **PDP developed by Practice with feedback from AF Director and refinement as required to meet Welsh Government standards.**
* Introductory visit AF Director: attachment discussed and contract signed
* AF starts
* 3 month review of PDP- practice self reporting, AF feedback (Practice organisation, clinical support, and perceived use of AF time by the Practice), and practice visit by Director
* 6 month review of PDP- practice self reporting and AF feedback