

National criteria for PA preceptorship programmes to attract £5000 programme support

Criteria

The following are a list of criteria to be met by PA preceptorship programmes to attract the additional £5000 support funding when employed in primary care:

1. The preceptorship programme **will be undertaken for a minimum of a 1 year** (Whole time equivalent).
2. Open to all PAs commencing a programme in the **year after first gaining registration on the national register**.
3. Normally the preceptorship programme will be wholly in primary care, but a **minimum of 50% or 6 months' full time equivalent in any rotation of placements should be in primary care**.
4. The weekly timetable should include at least **1 dedicated session for education**.
5. Placements should have an **educationally approved primary care clinical supervisor** who is reasonably available (guidance to be developed of clinical pharmacist programme).
6. The programme should have a **mentor** available from an appropriate education organiser (e.g. HEI, HEE, TH) and describe a process for preceptees to feed back on their programme.
7. The preceptor should have an **induction** period, an induction meeting with their supervisor, a mid-point and an end of programme review with their supervisor.
8. The programme should use suitable supportive **records of the preceptor's progress**, for example UKFPA's first year qualification guidance.
9. The preceptor should take part in the employer's **annual appraisal** system.
10. Access to professional **development programme** from a local HEI or equivalent should be available which will include alumni activity.
11. The preceptorship programme should enable the post-holder to engage in multi-professional learning activities.

12. Where the post-holder's objectives include a further course of study, this should usually be funded from the support payment. This could be up to the cost of a postgraduate certificate qualification if appropriate for the preceptor and the service context; this funding should be used flexibly to meet the needs of the preceptor.
13. Individual post –holders will be expected to complete and maintain all the requirements of the **UK PA managed voluntary register (PAMVR)**.
14. Ideally the preceptorship programme will set out **expected outcomes for the preceptor** in the form of competence acquisition or a brief curriculum which may be locally derived but based on established national guidance, e.g. UKFPA.

Process

It is recommended **new preceptorship programmes** should be developed in consultation with new registrants and local PA course providers.

HEE has produced guidance on preceptorship programmes for all disciplines which is available on regional HEE websites (see <https://www.hee.nhs.uk/hee-your-area/north-west/our-work/attracting-developing-our-workforce/multi-professional-workforce/multi-professional-preceptorship-toolkit> and https://heeoee.hee.nhs.uk/wps/norfolk_preceptorship for example). For further guidance contact your local HEE office:

[Contact details]

The process for payment should be [draft]:

1. Employers draw up draft preceptorship programmes based on the criteria and guidance to include supervision and education costs (education costs agreed with local HEI / equivalent provider(s)).
2. This is shared with the local Training Hub to ensure alignment of the preceptor programme from an educational and governance perspective across STP/ local office areas.
3. The local Training Hub notifies the HEE Local PA/primary care lead when an appropriate preceptorship package has been received and approved.
4. The additional £5000 student support package is administered via the local training hub paying the employer and HEI/equivalent provider.
5. Local Training Hubs will collate preceptorship programme details against the criteria and will administer a formal national evaluation process of actual vs expected outcomes.

6. The evaluation will be managed nationally by an independent academic body and UKFPA.

A more detailed paper will follow which will include:

- Examples of previous PA preceptorships
- Suggested supervision arrangements
- A model evaluation proposal