**Durham, Darlington & Tees, Cumbria**

**Northumberland and Tyne and Wear Area Team**

**Waterfront 4**

**Goldcrest Way**

**Newburn**

**Newcastle upon Tyne**

**NE 15 8NY**

Dear Practice Manager and Senior Partner

**Re: Supporting information for sessional GPs. Locum GPs**

We are writing to ask for your assistance in supporting sessional GPs. Locum GPs are an important part of our workforce however they experience particular problems in undergoing appraisal (mainly in connection with collecting evidence) and also in accessing education.

The following actions would be very helpful in trying to ensure that locums can place themselves **in a position to be revalidated:**

1. Assisting with distribution of patient surveys.
2. Helping to provide the locum with email addresses for practice. colleagues in order to enable Multisource feedback to be carried out
3. Facilitating access by locums to computer records outside of booked surgery times to carry out audit.
4. Informing locums promptly of any complaints received and involving them in the practice response, including allowing timely access to records.
5. Advising locums on how to report and discuss significant events with the practice team.
6. Supporting them in obtaining an Nhs.net email and login access to any local website which holds relevant guidance (e.g. GIN Gateshead information network)

The following actions would be helpful in supporting locums maintain the **highest possible standards of clinical care**:

1. Ensuring locums are provided with an individual computer system password including password for ordering investigations (ICE).
2. Providing an induction folder which explains how in house services work, how to refer, how members of the PHCT are contacted, where local guidelines and referral forms can be found and so on.
3. Informing locums of important communications e.g. MHRA, CCG, prescribing, urgent Department of Health or signposting them to your intranet or computer folders where these can be found. This could be part of your induction folder for locums.
4. Informing and inviting locums to participate in educational events in your practice and locality such as time out events
5. Inviting locums to participate in clinical practice meetings specially where relating to services, prescribing and significant events.

Finally some locums may not have a peer support network if they are newly qualified or new to the area. I would be grateful if you could make them aware of the support available via Health Education North East

<http://www.northerndeanery.nhs.uk/NorthernDeanery/primary-care/continuing-practice/retainer-scheme/information-for-sessional-gps>

And also the support available through the North East Sessional GP group which has over 300 members [www.nesg.org.uk](http://www.nesg.org.uk).

Many thanks in anticipation for your assistance.

Yours sincerely

Di Jelley

If you wish to feedback on any of the above do so via: Di Jelley ([di.jelley@nhs.net](mailto:di.jelley@nhs.net) ) and Paula Wright (HENE adviser on Sessional GPs) [paula.wright1@nhs.net](mailto:paula.wright1@nhs.net)