



SCOTTISH EXECUTIVE

Health Department
Human Resources Directorate

Dear Colleague

PAYMENT OF POSTGRADUATE EDUCATION ALLOWANCE (PGEA) ON COMPLETION OF GP APPRAISAL

1. This circular provides details of an amendment made to the Statement of Fees and Allowances (SFA) which allows GPs to claim PGEA payments on completion of the GP appraisal process. The terms of the circular have been agreed between the Scottish Executive Health Department (SEHD) and the Scottish General Practitioners Committee (SGPC).

Background

2. [PCA\(M\)\(2003\)5](#) provided details on how the GP appraisal scheme is to operate in Scotland. As well as the £315 fee which can be claimed by GPs who successfully undertake the appraisal process the guidance also explained that payment of PGEA may also be triggered on completion of appraisal. This circular confirms these arrangements by making the relevant changes to the SFA .

3. A determination of the changes to the SFA is included in this circular at Annex A. A copy of the amendment to the SFA is included at Annex B. The amendment has also been replicated in the SFA on the Scottish Health on the Web site.

4. Applications for payment should be made on the updated claim form attached at Annex C. This replaces the claim form attached to PCA(M)(2003)5 and includes sections where GPs can claim both the appraisal and PGEA fees.

Action

5. PCTs/NHS Boards are requested to bring this circular to the attention of the GP practices in their area and to their Area Medical Committee for the attention of the Secretary of the GP Sub-Committee.

Yours sincerely

MIKE PALMER
Assistant Director (Policy)

4 June 2003

Addresses

For action

Chief Executives of NHS Boards
Chief Executives of Primary Care Trusts
Director of Practitioner Services,
Common Services Agency
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For information

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AMENDMENT TO THE STATEMENT OF FEES AND ALLOWANCES

DETERMINATION

Scottish Ministers, pursuant to regulation 35(1) of the National Health Service (General Medical Services) (Scotland) Regulations 1995, hereby determine that paragraphs 37.1 and 37.14 of the Statement of Fees and Allowances as set out in the attached annex B shall take effect from 29 January 2003.

Annex B

SFA AMENDMENT: PARAGRAPH 37 - POSTGRADUATE EDUCATION ALLOWANCE

ELIGIBILITY

- 37.1** A practitioner will be paid an allowance as set out in paragraph 1/Sch.1 if:
- i. he or she has attended 25 days of accredited postgraduate education spread reasonably over the 5 years preceding the claim; and
 - ii. he or she has during that time attended at least 2 accredited courses in each of the following 3 subject areas:

Health Promotion and the Prevention of Illness
Disease Management
Service Management; or
 - iii. he or she has successfully completed the GP appraisal process, which includes agreeing an appropriate Personal Learning Plan for the coming year.

CLAIMS

- 37.14** Claims should be made on form GP/PEA obtainable from the Primary Care Trust/NHS Board. Claims may be made at any date following completion of the necessary courses, and the allowance will be paid for the following 12 month period. Claims which are due on dates falling at weekends or public holidays should be submitted on the nearest working day immediately before. In all cases, no new claim may be made within 12 months from the date of the previous claim. Whenever the subsequent claim is made, the training year(s) will always be a consecutive period of 12 months, 5 years prior to and relevant to the claim. Documentary proof will be required of attendance at each course (or completion of distance learning package); only original certificates will be accepted. Claims for PGEA which are made following successful completion of the GP appraisal process should be submitted using the form attached to NHS Circular: PCA(M)(2003)10.

Annex C

APPLICATION FOR PAYMENT FOR COMPLETING GP APPRAISAL PROCESS

This form should be completed by GP Principals and PMS equivalents, GP assistants and GP associates claiming payment of fees under Paragraph 37A of the Statement of Fees and Allowances (SFA). Fees will be paid at the rate as set out within Paragraph 1/Schedule 1 of the SFA to GPs who complete all aspects of the appraisal process.

Payment of the Postgraduate Education Allowance (PGEA) may also be triggered on completion of appraisal. In order to secure payment the GP Appraiser must sign off the appraisee's Personal Development Plan and with this form notify the Primary Care Trust/NHS Board that the GP has met the requirements for PGEA.

CLAIMING GP's DETAILS

Surname: Forenames:

Practice Reference Number

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GP Reference Number

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Practice Address:
.....
.....

Postcode:

Telephone:

PERSONAL DETAILS OF GP CONDUCTING THE APPRAISAL

Surname: Forenames:

Practice Reference Number

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GP Reference Number

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Practice Address:
.....
.....

Postcode:

Telephone:

DECLARATION OF CLAIMING GP

1.

APPLICATION FOR PAYMENT FOR COMPLETING GP APPRAISAL PROCESS

Please tick if claiming the Appraisal Fee

I confirm that I have completed all aspects of the GP appraisal process and claim payment of the relevant fee under Paragraph 37A of the Statement of Fees and Allowances. I understand that, if I have claimed this fee inappropriately, disciplinary action may be taken against me.

APPLICATION FOR PAYMENT OF POSTGRADUATE EDUCATION ALLOWANCE (PGEA)

Please tick if claiming the Postgraduate Education Allowance

I confirm that I have completed a Personal Development Plan and claim payment of my Postgraduate Education Allowance for the period. I understand that, if I have claimed this allowance inappropriately, disciplinary action may be taken against me.

Signature of Claiming GP :

Date:

DECLARATION OF GP CONDUCTING THE APPRAISAL

APPLICATION FOR PAYMENT FOR COMPLETING GP APPRAISAL PROCESS

Please tick if the Appraisal Fee is being claimed

I confirm that all aspects of the GP appraisal process have been completed. I understand that, if this declaration is not correct, disciplinary action may be taken against me.

APPLICATION FOR PAYMENT OF POSTGRADUATE EDUCATION ALLOWANCE (PGEA)

Please tick if the Postgraduate Education Allowance is being claimed

I confirm a Personal Development Plan has been completed which meets the requirements for the Postgraduate Education Allowance. I understand that, if this declaration is not correct, disciplinary action may be taken against me.

Signature of GP Appraiser:.....

Date:

Please now send this form to your local PCT/NHS Board for authorisation and onward transmission to Practitioner Services Division.

FOR PRIMARY CARE TRUST/NHS BOARD USE ONLY

Authorised by PCT/NHS Board:

Signature:..... Date.....

Passed to PSD for Payment: