

Flowchart for Thames Valley GP Retention scheme application

Legend

- To be completed by the prospective retained GP (RGP) and employing practice
- To be completed by TVW Primary Care School GP Retention scheme lead
- To be completed by TVW Primary Care School administration team
- To be action by the local Integrated Care Board (ICB)

1 Review the '[GP Retention scheme](#)' webpage (including national scheme resources)

Prospective RGP and employing practice to agree in principle:

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- arrangements for employment and support on scheme
 - nominated educational supervisor
 - start date on scheme
 - contract of employment that meets [national standards for salaried GPs \(as outlined by the British Medical Association\)](#)


3 Complete the application form electronically ('wet' signatures not required)

Submit complete application form to england.primarycareschooltvw.se@nhs.net for consideration

4 We recommend applying a couple of months before the prospective RGPs start date in case of queries

5 TVW PCS administration team to confirm receipt of application, and process for review by scheme lead and ICB

6 TVW Primary Care School scheme lead to review application, to quality assure that applicants personal circumstances, educational plan and proposed educational environment meet scheme criteria



7 Relevant ICB team to review application, to assess suitability against national scheme criteria

8 TVW PCS administration team to notify prospective RGP of the outcome of their application:

- Accepted on scheme
- Not accepted on scheme (with feedback provided)

9 Once RGP commences on scheme, employing practice to claim professional expenses supplement and sessional allowance

If you have any questions at any point of the application process, please visit our [GP Retention scheme webpage](#), or contact england.primarycareschooltw.se@nhs.net.