## Weekly session plan

If your GP Retention scheme weekly session plan has changed, for example an increase or decrease in sessions, return this form to [england.primarycareschooltvw.se@nhs.net](mailto:england.primarycareschooltvw.se@nhs.net).

What will your normal work pattern be for the year? Please use the job plan below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **How many sessions will the post comprise?** | | | Choose an item. | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Practice site |  |  |  |  |  |  |  |
| Start time |  |  |  |  |  |  |  |
| Finish time |  |  |  |  |  |  |  |
| AM surgery  *No. of appointments* |  |  |  |  |  |  |  |
| AM surgery  *No. of appointments* |  |  |  |  |  |  |  |
| Visit(s) |  |  |  |  |  |  |  |
| Time for admin |  |  |  |  |  |  |  |
| Meetings *Include title, start and finish times* |  |  |  |  |  |  |  |
| Mentoring time slot |  |  |  |  |  |  |  |
| Hours worked this day |  |  |  |  |  |  |  |
| Comments |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **On call duties using contracted time as RGP in the practice (if applicable)** | |
| Start time |  |
| Finish time |  |
| Day of the week |  |
| Frequency  *No. per year* |  |
| Arrangements for time in lieu  *If on call extends normal day length* |  |