

## **USEFUL INFORMATION**

### **CONTRACTS**

- ALL CONTRACTS FOR ASSOCIATE DIRECTORS / COURSE ORGANISERS AND GP/PC TUTORS ARE HELD BY ADDENBROOKES NHS TRUST.
- IF YOU HAVE ANY QUERIES REGARDING YOUR CONTRACT PLEASE CONTACT KATE READ AT THE DEANERY ON 01223 884422
- ALL CONTRACTS ARE PERMANENT

### **EDUCATION**

- THE DEANERY WILL PAY FOR MEMBERSHIP OF THE NAPCE FOR GP TUTORS AND THE ASSOCIATION OF COURSE ORGANISERS FOR COURSE ORGANISERS
- ANNUALLY YOU WILL RECEIVE FUNDING TOWARDS EDUCATION
- IT IS RECOMMENDED THAT ALL COURSE ORGANISERS AND ASSOCIATE COURSE ORGANISERS ATTEND THE "INTRODUCTION FOR COURSE ORGANISERS" HELD ANNUALLY
- NEW DEANERY REGULATIONS STIPULATE THAT ALL ASSOOCIATE DIRECTORS AND COURSE ORGANISERS ATTEND AN EQUAL OPPORTUNITIES TRAINING COURSE.

(YOU WILL RECEIVE FURTHER INFOMRATION FROM THE DEANERY IN DUE COURSE)

### **COMMUNICATION**

- CENTRAL TO THE SUCCESS OF THE DEANERY IS CLEAR COMMUNICATION AND TEAMWORKING.
- FOR COURSE ORGANSERS AND GP TUTORS THE LINES OF COMMUNICATION LEAD TO THE PATCH DIRECTOR AND THEN TO THE DEANERY OFFICE
- REGULAR COMMUNICATION WITH YOUR PATCH ASSOCIATE DIRECTOR WILL TAKE PLACE WITH A PARTICULAR FOCUS ON EDUCATIONAL NEEDS AND LEARNING OUTCOMES IN THE DISCTRCT

## **APPRAISAL**

- AS PART OF AN ANNUAL PROCESS A REPORT HAS TO BE WRITTEN REGARDING THE DEVELOPMENT OF YOUR SCHEME AREA
- COURSE ORGANISERS, GP TUTORS AND ASSOCIATE DIRECTORS ARE APPRAISED ANNUALLY

## **EXPENSES**

- EXPENSES CAN BE CLAIMED FROM THE DEANERY PLEASE SEE GUIDANCE. EXPENSE CLAIM FORM IS AVAILABLE FROM THE DEANERY WEBSITE