

Payment of placements in Primary Care for student physician associates.

Introduction

This document provides guidance around payment of placements in GP practices for student physician associates. It outlines the key dates and procedures to ensure that accurate payments are made promptly.

Note: When the word “School” is used throughout this document, it refers to the School of Foundation Training and Physician Associates.

Payment is made quarterly, and the periods covered are;

Placement Period	Hubs to submit backing data	Planned payment date
Q1 April – June	Late June / early July	Mid July
Q2 July – September	Late September/ early October	Mid October
Q3 October – December	Late December/ Early January	Mid January
Q4 January – March	Mid February	Early March

From July 1st, 2024, the School will no longer deduct one day’s placement tariff when a bank holiday occurs. All placement weeks that include a bank holiday will be paid as a standard week, As of July 1st, 2024, the rate remains at £111 per student per day.

Process for payment of placements.

- End of the quarter, School will send a quick reminder email to the Hub placement / payment contact reminding them to submit placement data for validation.
- Hub to send a list of placements to be validated. Please include HEI, cohort year, student name, placement dates and total due. For ease and data security we ask you to use Excel to record the placements due for payment and to not list the student names in the body of an email.
- If a placement period crosses over multiple periods, please report the entire placement in the period in which the placement starts. (e.g. If a placement starts in May and runs to July then this full placement would be reported in the April-June period)

- School to cross check with the data submitted by the HEI team.
- When both data sets match, the Hub will be invited to submit an invoice with the agreed total.
- Invoices can be submitted direct to SBS, via Trade Shift, or through the School. If submitting direct or via Tradeshift, the Hub should email a copy to the School for our records and so we can ensure approval is made promptly.
- If you are submitting directly to SBS or through Tradeshift , please forward us a copy of the invoice for our records and to ensure the payment is made swiftly. If you wish the school to submit the invoice to SBS on your behalf, please inform us when sending the invoice.
- For Q4, the School will request data early to allow for payment before year end.

All invoices must include:

- Our payables address:
NHS ENGLAND / WT&E Directorate
X24 PAYABLES K005
PO BOX 312
LEEDS
LS11 1HP
- Our email address: england.physicianassociates.nw@nhs.net
- State clearly: FAO Jacqui Phazey-Baines (X24JBAINES)

Version 1 – June 2024

Version 2 – February 2025