

The GP Placement Availability Tool 2023-24: A short guide to the completion of the Tool.

1. Save the Excel file named '**Zxxxxx-QUB GP Tutor Availability Tool 2023-24**' file replacing 'Zxxxxx' in the file name with your practice code e.g. if your practice code is Z00678 then the saved file would be: **Z00678-QUB GP Tutor Availability Tool 2023-24**
2. Please select as many slots as you think you could host students and please consider taking more than 1 student where you can (this is efficient for you and your teams)
3. Complete your availability and **return by Friday 31st March 2023**
4. Send the completed file back to gpadmin@qub.ac.uk
5. A VIDEO on How-To-Complete-The-Availability-Tool can be watched [HERE](#) (Password: COVID19)

When you open the Excel File it may open it in 'PROTECTED VIEW'. Click the Enable Editing button

AutoSave Off | Zxxxxx-QUB GP Tutor Availability Tool 2023-24 (Final) - Protected View | Search

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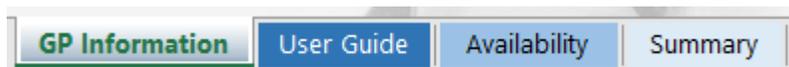
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Potential Estimated Income (£)	
Yr 1 Clin Skills Spring	£0.00
Yr 2 Clin Skills Autumn	£0.00
Yr 2 Clin Skills Spring	£0.00
Yr 1/2 Family Medicine	£0.00
Yr 3 GP	£0.00
Yr 4 GP Total	£0.00

Summary of Offered GP

Please find below a summary of your declared availability for QUB GP Teaching sessions from the below teaching sessions (if allocated as offered). ***Please note that***

There are four tabs in the Tool:



The User Guide Worksheet contains helpful information for Tool completion:



Availability Sheet User Guide

GP Information

Availability

Summary

Selecting Availability

To select your availability, click on the boxes coloured in pink/red

N/A

N/A

Tue Grp

Fri Grp

Tue Grp AND Fri Grp

Clicking on these boxes will allow you to choose your availability from a drop-down list. For example:

Once you have made a selection, the box will turn green and display your selection. For example:

Tue Grp

Each selection you make adds an entry to the Summary sheet of this workbook, which will record the dates the activity will take place and an estimate of the number of students who would be attending for that activity based on your declared availability.

Year 4

From 2023, we are asking practices to host Year 4 attachment students across the academic year in four 2-week blocks. A practice can host 1 or 2 students per attachment (ideally in pairs as it is more efficient and doubles the income), and there are four separate group schedules running across the year. Practices can host 8 students (four times 2 students at a time)

To offer to support a group, select the number of attachment students you can host from the **drop-down lists** on the left of the calendar sheet.

In the calendar, the four group schedules have been highlighted with different shades using the key on the right:

	Selection box	Unavailable schedule block	Available schedule block
Group 1	0 Students	0 Students	1 Student/2 Students
Group 2	0 Students	0 Students	1 Student/2 Students
Group 3	0 Students	0 Students	1 Student/2 Students
Group 4	0 Students	0 Students	1 Student/2 Students

Each group selected will add a row to the summary sheet with the number of offered students and schedule of dates.

The schedules do not overlap, so a practice may offer all 4 groups if available.

Below is an academic calendar of the proposed Year 4 GP group schedules for your consideration

Please complete the GP Information Worksheet (fill in as much detail as possible):

GP Tutor Availability

GP Information

Please Complete All Fields

Practice Code (e.g. Z00356):	<input type="text"/>
Practice Name:	<input type="text"/>
Main Trust Area:	<input type="text"/>
Federation:	<input type="text"/>
Attachment Capacity (Y4/5):	<input type="text"/>
GP Edn Lead Name:	<input type="text"/>
GP Edn Lead Cipher No:	<input type="text"/>
GP Edn Lead Email:	<input type="text"/>
Alt.ive Email (urgent only):	<input type="text"/>
Mobile No. (urgent only):	<input type="text"/>
Lead Admin:	<input type="text"/>
Admin Contact Email:	<input type="text"/>
Contact Tel No:	<input type="text"/>

In the boxes below please add (where relevant) the name(s) of the GP Lead(s) for each module:

Yr 1 Clin Skills Spr Tues:	<input type="text"/>
Yr 2 Clin Skills Aut Mon:	<input type="text"/>
Yr 2 Clin Skills Spr Mon:	<input type="text"/>
Yr 1 Family Med Tues:	<input type="text"/>
Yr 2 Family Med Tues:	<input type="text"/>
Year 3 GP Autumn:	<input type="text"/>
Year 4 GP:	<input type="text"/>

Additional Information

- * It is recommended you save or print a copy of this form for your own records
- * Completed forms should be returned to gpadmin@qub.ac.uk
- * Allocations should be communicated by 19th May 2023

Use the sheet tabs or buttons below for more information, to provide your availability or view or print an availability summary

[User Guide](#)

[Availability](#)

[Summary](#)

Yr 1 Clin Skills Spr Fri:	<input type="text"/>
Yr 2 Clin Skills Aut Thurs:	<input type="text"/>
Yr 2 Clin Skills Spr Thurs:	<input type="text"/>
Yr 1 Family Med Thurs:	<input type="text"/>
Yr 2 Family Med Thurs:	<input type="text"/>
Year 3 GP Spring:	<input type="text"/>

Please complete the Availability Worksheet (the cells coloured pink – brown are the ones you can select for availability offers):

Availability

GP Information
User Guide
Summary

Scroll right to see full calendar year

Attachments Available	QUB Clinical Week	Week 2	Week 3	Week 4												
Week Beginning	Day of the Week	28th August 2023	4th September 2023	11th September 2023												
Day of the Week		Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Yr 1 Clin Skills Spring (Tue or Fri)	N/A															
Yr 2 Clin Skills Aut (Mon or Thu)	N/A															
Yr 2 Clin Skills Spring (Mon or Thu)	N/A															
Yr 1 Family Med (5 Afternoons)	N/A															
Yr 2 Family Med (5 Afternoons)	N/A															
Year 3 GP Aut (6 Mornings)	N/A													0		
Year 3 GP Spr (6 Mornings)	N/A															
Year 4 Group 1 (4 x 2 week blocks)	0 Students															
Year 4 Group 2 (4 x 2 week blocks)	0 Students															
Year 4 Group 3 (4 x 2 week blocks)	0 Students															
Year 4 Group 4 (4 x 2 week blocks)	0 Students															
Year 5 Attachment (2 week blocks)	0 Students															
Year 5 GP Assistantship (1 week block)	0 Students															
Sum Available Attachments/week (Y4)																

Scroll right to see full calendar year

Yr 1 Clin Skills Spring
 Choose Tue, Fri OR Tue & Fri Sessions.
 The sessions will be REMOTE ONLINE teaching.
 Dates will be shown in the calendar when selected.
 The below potential estimated income calculation is based upon £250 per session.

