**FAQ for GP Tutors/Practice Managers**

1. **Where do I find information on the curriculum?**

On the QUBGP website <https://www.med.qub.ac.uk/wp-gp/>

Also QUB medical education portal <https://www.med.qub.ac.uk/portal/Account/Login.aspx>

1. **Who do I contact if CCTV equipment isn’t working?**

If there is a problem with CCTV equipment ring 028 9097 2318

or email sumde@qub.ac.uk

1. **Where is the patient consent form for CCTV to print?**

<https://www.med.qub.ac.uk/wp-gp/index.php/curriculum/year-4-cctv/>

1. **How do I claim SUMDE payment?**

When you become a teaching practice you need to complete a SLA (hyperlink below). QUB admin team forwards the information to SUMDE office after each student placement to allow payment to be made.

<https://www.med.qub.ac.uk/wp-gp/wp-content/uploads/2019/03/GMP-SLA-UG-teaching.docx>

Any queries regarding SUMDE quarterly payments should be directed to BSO 028 95 363 742

1. **Who do I contact if GP to deliver teaching is off sick?**

If the practice is unable to get alternative cover for the GP within the practice then please contact gpadmin@qub.ac.uk as soon as possible

1. **Where do I find the dates of placements for medical students allocated to my practice?**

This information can be found on the medical education portal and will also be emailed to you in advance by the GP admin team. <https://www.med.qub.ac.uk/portal/Account/Login.aspx>

1. **Who do I contact if I have a concern about the professional behaviour or wellbeing of a medical student on placement?**

You will find the relevant GP lead contact details at this link <https://www.med.qub.ac.uk/wp-gp/index.php/contact/>

Please also email gpadmin@qub.ac.uk in case the GP lead is unavailable so that your concern can be promptly redirected.

1. **What CPD do I need to complete to continue as a GP tutor (maintain recognition)?**

This information is currently being updated.

1. **How do I get a CP2A for my role as a QUB GP tutor?**

Please email gpadmin@qub.ac.uk at the time of booking your appraisal to allow the CP2A to be processed.

**November 2019**