# Process document for Protected Learning Time (PLT) in Primary Care

# 2025-2026

This document outlines the updated process for both practice and PCN PLT events in Surrey Heartlands for the financial year 2025/26. You are entitled to 2 practice and 1 PCN PLT before the end of the financial year. All PLTs must have happened by 31st March 2026 so please submit your applications in good time.

Local practices and PCNs will take overall responsibility for organising their event, using the Medtribe platform (a new platform for organising events similar to Eventbrite) and liaising with the Surrey Training Hub for support as needed.

Surrey Training Hub will fund the practice closure(s) via PPG (details of cost and cover below) and provide an additional education grant for £1000 to each PCN for their PLTs once the PLT organiser has met the specific criteria as outlined in this document.

**Please note:**

**\*Practice level closure is charged to the Training Hub at £23.34 per hour (incl VAT).** This covers PPG **telephone cover only** by an administrative member of staff. If a duty Doctor cannot be reached via the bypass numbers provided then on costs for clinical cover will be charged to the practice.

**\*PCN level closure is charged to the Training Hub £2745.55.** This covers two clinicians, one operational coordinator and one driver (plus on costs of the visiting car etc.)

**Multiple PCN level closure (3 or more) £4249.61** This covers: three clinicians, one operational coordinator and one driver (plus on costs of the visiting car etc.) You may decide as a PCN that you want to collaborate with a neighbouring PCN and organise a joint event. Please make this clear on your application form so that the Training Hub can organise and ensure we are charged this above rate with PPG.

For PCNs to receive the additional £1,000 educational grant the following criteria must be met by the local PLT organiser.

* Active use of Medtribe as the platform to organise their event
* Event agenda and learning outcomes must be evident on Medtribe
* Attendees must book their place on the event via Medtribe and be marked in on day of event via Medtribe as attended
* Encourage and monitor survey completion via Medtribe (meeting required rate of 80%)
* Attach a completed ‘PLT organiser evaluation’ to event on Medtribe after the event.

The Training Hub are also pleased this year to offer practices a chance to use one of their practice PLTs for either a triage or emergency scenario simulated session led by the KSS Simulation Faculty. This is dependent on the faculty’s availability and so we would ask that **if you would like to use one of your practice PLTs for a funded simulation session, please make this clear on your application form and submit this application by 1st October)**. We will then deal with these requests in one go and confirm the faculty’s availability to cover all those who have applied before confirming with practices. You may therefore want to request your simulation practice PLT for a date from November onwards to allow sufficient time for this approval process.

# Process

## Planning, applying and setting up your event

**Step 1:**

PLT organiser will determine initial training needs across their whole multiprofessional workforce including:

* Objectives and learning outcomes for the afternoon
* Date of event ensuring no local clashes in practice or PCN
* Audience (more than 1 training topic may be required to ensure relevance for all the workforce)
* Format (virtual/in-person)
* Estimated/agreed min/max attendance numbers

**Step 2:**

The PLT organiser will apply for an event date via one of the two application forms on Medtribe. All submissions must be made via the Medtribe platform, emailed applications will **NOT** be accepted.

* If you are applying for a **PCN PLT** please complete this form [PCN PLT Application Form 2025/26](https://medtribe.com/courses/pcn-plt-application-form-2025-26?schedule_id=17943)
* If applying for a **Practice PLT** please complete [Practice Level PLT Application For 2025/26](https://medtribe.com/courses/practice-level-plt-applications-for-practice-managers?utm_medium=email&utm_source=listing-page)
* PLT organisers will then be able to click **“Apply to Book”** Complete the application form and click **Submit**
* Surrey Training Hub will review and liaise with PPG for closure approval.
* Surrey Training Hub accepts or declines application via Medtribe.

Please note, due to PPG’s capacity to cover closures for other organisations, they can only accept closure requests for **Tuesdays, Wednesdays, or Thursdays. (Note: PPG will not accept event dates on a Tuesday following a Bank Holiday)**   
If your requested date falls outside of these days, it will unfortunately be declined.

If your application indicates one-off/exceptional closure (i.e. you would like to close for the afternoon but not for a specific PLT event) this application will be sent to the ICB Contracts team for approval via PCOG2 and they will confirm approval. Please note that closures under this system are not funded under PLT and PPG will invoice the practice.

**Step 3:**

* The Surrey Training Hub will then set up the event on Medtribe on behalf of the practice/PCN and make the local PLT organiser (named on the application form) a joint facilitator (PLT organiser will need to quickly set up a Medtribe account if they don’t already have one).
* Surrey Training Hub will set up the automatic reminder for 3 weeks and 1 week before the event.
* Once logged in the PLT organiser must:

1. Go to the **“Manage Event”** tab.
2. Select **“Listing”** – this allows you to add event details.
3. Complete the following sections:
   * **General box**: Event Summary, Event Description
   * **Academic box**: Event Organisation, Learning Outcomes
4. Upload your **agenda** and, if relevant, any supporting training materials.
5. Always click **Save** after adding or editing information. (Do not click save as template)
6. **Create your booking link.** Once all the details of the event have been saved and you are satisfied with the information, you can share the event link by clicking the “Action” button and choosing “share”. Attendees will then be able to click **“Book”** to register their place

This ensures your PLT event is correctly set up and ready to share with your attendees.

***The Training Hub cannot endorse any particular external training providers but are happy to signpost where able to local system partners or services who might be able to support with locally led training. Please get in touch and/ or approach your Head of Primary Care for any support to source these. If you are planning to use an external provider, we recommend ensuring that they are non-promotional and align with Surrey Heartlands clinical pathways and strategy.***

## Advertising your event

* PLT organiser will advertise their event to their practices or PCNs using the Medtribe booking link via their local communication methods. This may include local WhatsApp groups, emails or PCN level newsletters/ meetings-this is the responsibility of the practice or PCN PLT organiser and not the Training Hub (see above steps for how to use Medtribe or contact us for help). Bookings must be made by attendees via Medtribe otherwise attendee numbers will not be accurately recorded, and this may impact evaluation data and approval of the education grant.
* PLT organiser to review booking numbers and promote further engagement as necessary to boost workforce and multiprofessional representation. If the PLT organiser decides it is necessary to cancel an event, please note that PPGs cancellation period is 2 weeks therefore you must inform the Training Hub in good time otherwise cancellation of cover may not be possible.

## Pre event

* There is an automatic waiting list function on Medtribe but you can increase the number of tickets available if needed.
* There is a function to “contact event organiser” on the event page which then emails automatically the Surrey Training Hub and the PLT organiser. This appears within Medtribe like a chat function so all organisers will be able to see replies. Surrey Training Hub will monitor these but in the first instance any specific queries about the training will be managed primarily by the PLT organiser as the first port of call.

## Day of Event

* The PLT organiser/ other facilitators must arrive at or join (if online) the event early to support registration.
* Organiser to ensure everyone has marked in their attendance on Medtribe
* Organiser to share survey at the end of the training session and encourage attendees to complete this. Certificate of attendance will then be sent from Medtribe automatically.
* The training hub is not responsible for finalising event details, bookings or attendance numbers- it is the responsibility of the PLT organiser to ensure attendees mark their own attendance on Medtribe or the organiser can mark it for them (i.e. like taking a register)

## Post event

* PLT organisers will send reminders for completing feedback survey to attendees and responsible for checking completion rate meets 80%

## PCN PLT Organiser Evaluation (only applies to PCN PLTs)

* PCN PLT organiser to review attendee survey for own feedback
* PCN PLT organiser to attach copy of their evaluation to Medtribe (will be sent to organiser via Medtribe)
* Surrey Training Hub to review and evaluate Surrey wide attendance, EDI and survey results March 26.

## Summary of Responsibilities

## Surrey Training Hub

* Support with signposting to local training available where possible
* Contact PPG to arrange closure approval
* Inform PLT organiser of agreed closure or support with finding new date
* Set up event on Medtribe and add PLT organiser as joint facilitator
* Support liaison with KSS Sim Faculty where appropriate
* Process and pay PLT education grant after event in line with eligibility criteria
* Oversee attendance and survey results

# PLT organiser

* Adding details to event on Medtribe once Training Hub has set up initial event
* Advertising to workforce via booking link
* Pre and post event queries
* Ensuring marking of attendance on day of event and survey reminders given
* Review survey results for their own learning and feedback and complete own evaluation (separate survey)
* Attend Training Hub webinar or contact for support re process