FIRST 5 NETWORK

TERMS OF REFERENCE 2026

A local support network for newly qualified GPs (within 1-5 years postCCT) working across the Norfolk, Suffolk and North east Essex region.

Purpose

- To inspire, engage and empower newly qualified GPs (within 1-5 years post-CCT) to become informed leaders and effective change-makers within general practice across the Suffolk region.
- To provide a dedicated forum for discussion, shared learning, and peer support relating to newly qualified GPs.
- To offer a supportive and psychologically safe environment where members can share experiences and examples of best practice.
- To provide CPD and training opportunities informed by member feedback and identified development needs.
- To create a platform for open, professional discussion and networking while maintaining strict adherence to confidentiality, safeguarding responsibilities, and NHS information governance standards.
- To ensure the network's focus and activities are guided by members' expressed interests, including topics for discussion and CPD priorities.
- To share relevant national and regional updates, guidance, and resources from the Training Hub as appropriate.

Membership

- Open to all newly qualified GPs within 1-5 years post CCT working within GP surgeries and PCNs across the Norfolk, Suffolk and North East Essex region.
- Members may be employed directly by a practice/PCN or via a third-party organisation.
- Individuals can join by contacting The Training Hub on nsicb.traininghub@nhs.net or by completing this form.

- Members may engage with the network in a way that suits their preferences and level of involvement.
- Membership includes access to an MS Teams channel and/or a WhatsApp group within The Training Hub Community. To read more about WhatsApp communities, please see here.
- Members may choose which communication channels they wish to join.
- Members may also select which networks within the wider community they wish to participate in.
- Members can choose which networks they would like to be part of within the community.

Confidentially, safeguarding & legal responsibilities

- The network operates as a *professional safe space* for discussion. All members must uphold confidentiality, respect, and professional conduct at all times.
- No patient-identifiable, sensitive, or confidential information may be shared under any circumstances. This includes names, dates of birth, identifiable case details, or any information that could reasonably lead to patient identification.
- Members must comply with NHS information governance standards, the Data Protection Act 2018, and UK GDPR.
- Members should be aware that if personal information is shared or discussed through network meetings or communication channels, it may be identified as part of a Subject Access Request (SAR) search and considered for disclosure in accordance with applicable data protection requirements.
- Discussions should focus on themes, learning, and professional experiences rather than specific cases.
- If safeguarding concerns arise, members must follow their organisation's safeguarding policies and escalation routes. The safe-space principle does **not** override statutory safeguarding duties.
- Members are responsible for ensuring that anything they share is appropriate, anonymised, and professionally suitable for a multi-organisational forum.
- The Training Hub reserves the right to intervene or redirect discussion if confidentiality, safety, or professional boundaries are at risk.

Accountability

- Members are collectively responsible for the content, direction, and flow of discussions. As a peer-led network, there is no standing Chair.

- The network is supported by the Training Hub GP Team, while members are encouraged to contribute their expertise, share learning, and help shape discussions.
- Members must uphold confidentiality, professionalism, and respect at all times.
- Breaches of confidentiality, inappropriate conduct, or misuse of communication channels may result in removal from the network.

Review

- The network and its Terms of Reference will be reviewed every six months, or sooner if required, to ensure continued relevance, safety, and effectiveness.

Working methods

- Communication and peer support will be facilitated through the MS Teams channel and/Or WhatsApp group.
- Both platforms may be used for informal peer discussion as well as official updates from the network chair.
- Members must use these platforms responsibly and in line with NHS digital communication standards.
- Formal network meetings, where held, will primarily take place online via MS Teams on an ad hoc basis.
- CPD sessions may be delivered face-to-face or virtually, depending on member preference.
- CPD opportunities may also be offered through external partners, including NHSE.
- Topics for CPD sessions will be shaped by member requests and identified needs.
- An NHS Futures Workspace is currently in development and will be made available to all members as a free resource hub once completed.