**Provision of support to assist with Carers' expenses for GP Tutor conference attendance**

The Primary Care Medical Education team are committed to equality, diversity and inclusion and aim to maximise opportunities for a broad range of GP tutors to participate in teaching. We are keen to ensure that all GP tutors have the opportunity to attend related professional development events, regardless of their home circumstances.Attendance at conferences is a key academic activity and formative in career development. However, it can impose additional burdens on people with parental or other caring responsibilities. This applies equally to all people attending conferences, regardless of gender.

**Purpose**

To provide small awards, up to £350, to contribute towards the additional costs of care for people of the department attending conferences or other work-related training.

We recognise that formal caring responsibility is not limited to childcare. Other needs should be presented as part of the request for support and considered case by case.

**Conditions**

The policy applies to GP tutors who have taught for the Primary Care Medical Education team within the last 18 months and are registered to attend the annual GP tutor conference. Its purpose is to support those with carer’s expenses to enable attendance at the annual GP Tutor conference.

Applications must be made by email to ugteachingadmin@phc.ox.ac.uk

Applicants must give details of:

* the event (date of conference, venue)
* reason for application (need for additional expenses in relation to carers duties e.g. children, elderly)
* amount and nature of the costs to be incurred

Applications need to be made in advance of the event. Only in exceptional (unforeseen) circumstances would a retrospective application be considered. Please state reason for this if required.

**The maximum award will be £350 per conference/event.**

 The funds will be disbursed on a first-come, first-served basis until exhausted, provided the criteria set out below have been satisfied.

The criteria for award are:

* Priority to those without funding from elsewhere (e.g. practice)
* Application limited to one per year (funds permitting)
* Applications will be reviewed by members of the UG teaching team. Information shared within the application will be treated as confidential.