

## Process for accessing CPD Funding (£1000) for Eligible Staff\*

Select a module/training following a discussion with your Practice



Check that your Practice will pay for the module/training initially and then claim back through the BSW Training Hub



If the cost of the module/training is over £1000 check that your Practice will meet the deficit



Apply for the module/training through your chosen educational provider



Provide the name of the module/training centre and cost details to Helen Edwards:  
h.edwards12@nhs.net



Practice invoice the BSW Training Hub for reimbursement. The Invoice should be sent to Helen Edwards with the **REF: XXMWALKER – CPD Funding** and include the surname of the eligible member of staff. It should be addressed to:

NHS BANES, Swindon & Wiltshire CCG  
92G Payable M725  
NHS Shared Business Services  
Phoenix House  
Topcliffe Lane  
Wakefield  
West Yorkshire WF3 1WE



BSW Training Hub will process the reimbursement and keep an account of individual staff CPD costs to ensure equal access for all eligible staff in Primary Care

**\*The following professionals can access CPD monies up to £1000 (over 3 years) through the BSW Training Hub:**

<b>Eligible Staff</b>
Advanced Nurse Practitioners
Nurse Specialists
Extended Role Nurses
Nursing Partners
Practice Nurses
Podiatrists
Physiotherapists
Therapists
Paramedics
Nurse Associates