GP Tutor Payment Set-up and Processing

Thank you for agreeing to be involved in teaching and/or tutoring with the UCL Research Department of Primary Care and Population Health. This document will give you an outline of our payment set-up and processing.

Payment to General Practice

Where possible, GP tutors are paid to their practice. This is the most efficient and fastest payment method.

New Practice

If your practice is new to teaching with us, we will need to set up the GP surgery as a UCL supplier on the finance system before remuneration for teaching can begin. To do this, please email our Finance Administrator, Rosemary Koper (pcphmededfinance@ucl.ac.uk) with your practice bank details on practice letterheaded paper. Please use the form 'ucl_supplier_bacs_details_-_letter_headed_paper.doc' which can be found in the Important Documents folder on the website. Once set up, payments will be made directly to the practice bank account using BACS (Bankers' Automated Clearing Services) transfer.

Individual Payees

If payment via practice is not an option (e.g. for a locum GP), then the above form can be completed with the supplier's personal bank details.

Existing teaching practice

If the practice is not new to teaching with UCL, then no set-up is required, and the payment process below will be followed. If you have changed your bank details, please resend the form so the information can be updated.

Payment Process

At the end of each placement or teaching block, the Finance Administrator will send you a notice of payment containing payment information. The payment will be paid within 30 days of the date of this notice, and no further action is then required from the supplier. If you have any questions about a payment, then contact pcphmededfinance@ucl.ac.uk

Useful contacts

Rosemary Koper, Finance Administrator pcphmededfinance@ucl.ac.uk
Placement administration team pcphmeded@ucl.ac.uk

Last updated 2nd July 2024