**Barnet Primary Care Training Hub**

**GP Assistant Training Programme**

**(formerly Medical Assistant)**

**May 2021 – October 2021**

**GP assistants will be trained to:**

* Sort and priorities clinical post - extract & code relevant information
* Improve confidence in digital consultation triage
* Independently deal with routine clinical post
* Facilitate follow-up appointments and onward referrals.
* Complete straightforward (non-opinion) forms for GPs to approve and sign (e.g. Insurance forms)
* Help GP to liaise with outside agencies e.g., arranging for on call hospital doctors to provide advice on the phone, or to arrange admission, allowing the GP to continue with their consultation(s)
* Support the GP practice team with population health monitoring/ QOF data
* Undertake quality improvement (QI) within practice/PCN

**Benefits to the practice: -**

* Reduce GP workload
* Releasing time for patient clinical care
* Fully funded opportunity to upskill existing non-clinical staff members.

**Programme run remotely via MS Teams over 9 sessions involving:**

* Introduction to the programme for GP Assistants and GP mentors and practice managers
* Half day remote sessions involving large group learning & small group discussions, putting learning into practice including **Medical Terminology** Training.
* Learners will be expected to carry out workplace-based learning and receive feedback support and supervision from a GP mentor between sessions.

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| 4th May 2021 | **1pm-4pm** | **Programme introduction meeting & 1st**  **Session** | **1300-1400** (GP mentors, GP Assts and PMs required)  **1400-1600** GP Asst 1st Session |
| 7th May 2021 | 9.30am-12.30 | *Session 2 Introduction to Medical Terminology* | GP Asst |
| 21st May 2021 | 9.30am-1230 | *Session 3 -Advanced Medical Terminology* | GP Asst |
| **8th June & 22nd June, 6th July,**  **14th & 28t September,**  **12th October 2021** | 9.30am-1230 | Sessions 4-9  **12th October** – Mentors and Practice Managers will be invited to the **last hour** to join in the plan going forward for the GP Assts. | GP Asst  12th Oct – **1130-1230** – GP Mentors and PMs required |

To book a place for one your reception/admin team please contact Emily on [barnet.cepnadmin@nhs.net](mailto:barnet.cepnadmin@nhs.net) with **Name, Email, Role** and **GP Mentor name** and **email address**.

**Places are limited and will be allocated on a first come first serve basis**