



## NCL Training Hub

# GP Assistant Training Programme – Cohort 1 2024

(formerly Medical Assistant)

### 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 doctors to provide advice on the phone, or to arrange admission, allowing the GP to continue with their consultation(s)
- Supporting the GP practice team with population health monitoring/ QOF data
- QI work to support the GP practice team

### Benefits to the practice:-

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

### Programme run remotely via MS Teams over 8 sessions involving:

- Introduction to the programme for GP Assistants and GP mentors.
- 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.
- Regular updates to mentors on learning completed and ways to support GPA
- Quality Improvement training with practical application in practice

DATES	TIMES	Session	
20 <sup>th</sup> February 2024	0915-1230	<b>Session 1 - Programme introduction meeting &amp; 1<sup>st</sup> session</b> Clinical documentation ins and outs	Intro :- GP mentors, GP Assts and PMs required for first 30 mins 1 <sup>st</sup> session GP Assistants stay on for the first session
27 <sup>th</sup> February 2024	0915-1230	<i>Session 2- Medical Terminology Training 1 - beginners - PMA</i>	GP Asst
12 <sup>th</sup> march 2024	0915-1230	Session 3 Respiratory	GP Asst
26 <sup>th</sup> March 2024	0915-1245	<i>Session 4 - Medical Terminology training 2 - advanced - PMA</i>	GP Asst
16 <sup>th</sup> April 2024 30 <sup>th</sup> April 2024 14 <sup>th</sup> May 2024 4 <sup>th</sup> June	0915-1230	Sessions 5-8 CVD, Diabetes, Gastro, Neuro/Mental Health	GP Asst  GP Mentors and PMs required for the last 45 mins of the final session on the 4 <sup>th</sup> June



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, Practice, Borough, Practice Manager** and **(GP) Mentor name and email address**.

**Places are limited and will be allocated on a first come first serve basis – February 9<sup>th</sup> 2024 please!**