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**FUNDING FOR GP Assistants (GPA) Training.**

**Introduction**

The Primary Care Training Hubs are opening up the opportunity for HCAs in primary care to become GP Assistants (GPA). This funding is part of the wider spread and adoption of the General Practice Assistant (GPA) role across Health Education England.

 Just to confirm although we have used the title of General Practice Assistant,  across the country this may be referred to as the Medical Assistant or other names. The ethos of this work is to spread best practice and allow the system to access and develop this type of role to support general practice, providing a workforce solution within the primary care team.

However due to the demand for this finite funding we have had to implement a selection process. In order to be considered for this funding each HCA must complete the application form attached, fulfilling the stated criteria. The final decision will be made by the review panel.

**Who is eligible to apply?**

HCAs who are currently employed in general practice and have the appropriate knowledge and skills, seen as experienced HCAs. All applicants must have support from their practice manager. They must also be able to demonstrate that they will be able to utilise their facilitation skills on completion of the training as a GPA. Must already have a level 2 English and math (GCSE C or above).

**What courses/programmes will be funded?**

The funded programme is GPA training, academically backed up by full attendance to the Level 3 Apprenticeship Senior Support Worker at HHFT’.

**How to apply for this funding?**

Applicants will be shortlisted and selected according to successful meeting of the criteria set out in the application.

**What will this funding cover?**

Successful applicants will have their course fee funded. £1700 will be given to the GP Practice on commencement of the apprenticeship. This is to cover some of the loss to the GP Practice of when the GPA trainer is on study days and the GP Practice is expected to assist the learner with travel expenses to the study days. 18 month duration level 3 Senior Support Worker Apprenticeship with 20% study time (this could include in house training, bespoke days shadowing or self-directed study and time to work on apprenticeship assignments), 15 days of which will be attended study time.

**Where can I get additional information?**

**Other attached information.**

[annette.farrell@hee.nhs.uk](mailto:annette.farrell@hee.nhs.uk)

**Application Form**

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| **Name** |  |
| **Name of Employing**  **General Practice** |  |
| **Address** |  |
| **Contact number** |  |
| **Contact email** |  |
| **Professional and**  **Educational**  **Qualifications (qualification, level, year).** |  |
| **What is your experience as an HCA. Write a paragraph to outline experience.** |  |
| **How long have you**  **been a HCA?** |  |
| **Describe the range of roles and**  **responsibilities you**  **have in your current role.** |  |
| **Why do you want to be a GPA?** |  |
| **Additional qualifications or experiences that may be relevant.** |  |
| **Confirm that you have a GP in your practice that has agreed to be your mentor.** |  |
| **Name and contact**  **Details of one referee to support your application** |  |
| **Signed** | **I confirm that I can attend the Level 3 apprenticeship which is 18 months in duration.** |
| **Date** |  |

**Please return completed form to Annette Farrell by email (by 6th September 2019, extended due to holiday period):**

[annette.farrell@hee.nhs.uk](mailto:annette.farrell@hee.nhs.uk)