

## GP Assistant Training Funding Wessex

*Acknowledgement that this document is taken from work shared on the HEE GPA Collaboration Group and The Spinney Enhanced Training Hub.*

### **What is it?**

The GP Assistant (GPA) is a new role being created in order to relieve some of the pressure on GPs. Former RCGP Chair Dr Maureen Baker says the assistants would be 'a cross between a healthcare assistant and a doctor's PA' which could provide a 'support' for general practice.

After the successful pilot Health Education England have commissioned a further places nationally. There are 10 pilot places for GP Practices in Wessex.

Places are extremely limited and we ask the only those who are serious about completing the training and who are supported fully by their practices apply.

### **What do GP Assistants do in practice?**

GP Assistants (also known as Medical Assistants) support doctors in the smooth running of their surgery by handling the routine administration and some basic clinical duties enabling the GP to focus on the patient.

As a GP Assistant you will be trained to help with:

- Sorting all clinical post and prioritising
- Extracting all information from clinical letters that needs coding
- Dealing with all routine clinical post directly e.g. DNA letters, 2WW etc.
- Arranging appointments, referrals and follow up appointments of patients
- Preparing patients prior to going in to see the GP, taking a brief history and basic readings in readiness for the GP appointment.
- Dipping urine, taking blood pressure, ECGs & phlebotomy

- Completing basic (non-opinion) forms for the GP to approve and sign such as insurance forms, mortgage forms e.g. ESA113 etc
- Explaining treatment procedures to patients including arranging follow up appointments
- Helping the GP liaise with outside agencies i.e. getting an on call doctor on the phone to ask advice or arrange admission while the GP can continue with their consultation(s)
- Support the GP with immunisations/wound care

### ***How is the GP Assistant training delivered?***

The GPA framework is an experiential training, academically backed up by a level 3 apprenticeship. The GPA learner will work through the competencies within the framework with a GP mentor and completing the apprenticeship requirements.

You will need to be supported by a GP who will act as your mentor. Assuming you meet the entry criteria (detailed below) your GP mentor can put you forward for the GP Assistant Certificate.

The aim of the training is to support a standardised approach to practices upskilling their team.

### ***What is the entry criteria?***

Places will be allocated on a first come first serve basis and will have to be shared equally across all CCG areas within Wessex, depending on number of suitable applicants. There will be a short interview over the telephone to ensure the learner, workplace and support are fully aware of the apprenticeship requirements. Candidates can be put forward by the GP who will be mentoring them and the Practice Manager.

**Applicants must already have a level 2 in English and math (or GCSE C or above).**

**We would expect that the candidate is already considered competent in good patient care from their experience as members of a GP practice and be DBS checked to an enhanced level.**

The candidate must have a named GP mentor who will be responsible for supporting them through their competencies. Should a GP mentor not be able to guarantee regular tutorials then this GPA training is not achievable.

An application form should be completed and submitted to;  
[annette.farrell@hee.nhs.uk](mailto:annette.farrell@hee.nhs.uk)

***What is the cost?***

This is a HEE funded project and as such bares no cost to the practice/learner. In fact **your practice will be eligible for £1700** per candidate in recognition of the clinical time given to support learners and any training outlay, such as phlebotomy, you may decide to undertake. This will be paid to the practice on commencing the apprenticeship and successful setting up of the apprenticeship account.

***How long will it take?***

We expect learners to have completed the training in 18 months.

***When does it start?***

October 2019.

**The GPA Wessex pilot is being managed by Annette Farrell Wessex PCTH.**

**IMPORTANT POINTS TO NOTE:**

- **We do not provide a GPA, we do not pay their salary and this is not an employment scheme.** This is a course which provides a framework for you to upskill an existing member of your team to become a GPA.