



Pearson BTEC Level 4 Award in General Practice Assistant Expressions of interest.

Following a national tender process Sysco have been awarded the contract from NHS England to manage the GPA Assistant Programme in the Southwest, supported by Devon Training Hub. Accredited by Pearsons, the programme will give learners a Level 4 GPA qualification at a Foundation degree level amounting to 10 CPD credits.

Qualification and Purpose

Pearson BTEC Level 4 Award in General Practice Assistant is suitable for:

- Supporting the development of knowledge and/or understanding related to the role of a General Practice Assistant.
- Developing skills related to the role of a General Practice Assistant.
- Developing learners' personal growth and engagement in learning.
- Learners employed in the role of a General Practice Assistant.

The qualification gives learners the opportunity to:

- Develop the fundamental technical skills and underpinning knowledge and understanding required to become competent in the job role. These cover the following areas: Administration; Care; Clinical; Communications; managing health records.
- Develop appropriate professional attitudes and behaviours that will support personal success in their job role and the long-term success of their organisation.
- Develop a range of interpersonal and intrapersonal skills to support progression to, and success in, further study and career advancement.

What can they do?

GPA's are trained to undertake routine administration and basic clinical duties, which may include:

- Sorting and prioritising clinical post.
- Dealing with routine clinical post directly e.g. DNA letters, 2WW etc.
- Extracting information from clinical letters that requires coding.
- Completing basic (non-opinion) forms for the GP to approve and sign such as insurance forms, mortgage forms e.g. ESA113 etc.



- Preparing patients prior to going in to see the GP, e.g. taking a brief history and observations in readiness for the appointment.
- Arranging appointments, referrals and follow up appointments of patients.
- Clinical observations, urinalysis, ECGs & phlebotomy.
- Explaining treatment procedures to patients including arranging follow up.
- Helping the GP liaise with outside agencies, e.g. contacting an on-call doctor by phone to ask advice or arrange admission while the GP can continue with their consultation(s).
- Support the GP with immunisations/wound care.

As an additional resource it might be useful for you to watch how one GP practice in the Northwest has developed a new GPA role, transforming the way they work and practice.

<https://www.youtube.com/watch?v=T-GVx4dcRPw&feature=youtu.be>

What is involved in completing the Programme?

This programme is based on self-directed learning and there is no formal training provided externally to the practice.

Learners will need to dedicate **one full day a week** to the course, which can be achieved flexibly whilst remaining in their place of work. Half a day will be spent working on an online portal to provide evidence of their learning, and half a day gaining hands-on experience with a GP mentor or appropriate member of the Practice/PCN workforce.

Learners will need to be supported by a named GP in practice who will act as mentor and assessor. Trainees may spend time with others, such as practice nurses to gain experience in clinical duties such as blood pressure measurement, but the GP mentor will ultimately be responsible for signing-off the GPA as competent.

It is imperative that when putting forward a learner for the course that the practice is able to commit to allowing the learner the time they need and able to provide a GP Mentor who can support as required.

How long will it take?

The course takes 9 months to complete.



What are the entry criteria?

There are no formal qualification requirements. Candidates should be considered competent from their experience as practice administrators or healthcare assistants and possess a current Enhanced DBS disclosure.

Each candidate must have a named GP mentor who will be responsible for supporting them through their competencies.

What is the cost?

There is no charge for participating in this programme. There will be a total of £2,120 paid to PCNs and GP practices per GPA. This would be split between £1,700 plus a further £420 for the GPA mentor. Therefore, a total of £2,120 will be paid directly to the GP practice taking part. The £1,700 is to be used to support protected learning time for the GPA whilst they are undertaking the learning programme. The £420 is to support 1:1 sessions and mentoring time.

How to apply:

The first step in the application is for an application form to be completed.

A manager within the practice needs to complete the first page of the form (**one form per applicant**) and upon pressing the submit button the form will then be emailed automatically to the GP Assistant for them to complete their information. Once the GP assistant completes their information and submits the form it will automatically go to the GP mentor for completion. After this it will go to Devon training hub who will contact you in due course regarding the next stage in the process and let you know if you have been successful in gaining a place on the course.

Please click the link below to complete the form:

<https://remote.ipegs.co.uk/webforms/NDE4MDU=>

Deadline for applications – 31st October 2024