

# General Practice Assistant (GPA) 2021 Scheme

## What is a General Practice Assistant (GPA)?

A General Practice Assistant is a member of staff who supports General Practitioners with both administrative and consultation preparation tasks to improve efficiency of GP consultations and reduce the task-load for GPs. This is an exciting opportunity for General Practice staff to gain insight, knowledge and exposure within a health care environment. The GPA scheme can open staff to further education, training and career opportunities within Primary Care.

Examples of responsibilities of a GPA include:

- ◇ Triage, information extraction and coding of clinical post
- ◇ Arranging of appointments, referrals and follow up appointments for patients
- ◇ Preparation for consultation appointments, i.e. recording brief history and basic readings, dipping urine, taking blood pressure, ECGs, phlebotomy
- ◇ Explaining treatment procedures to patients
- ◇ Supporting with immunisations and wound care

## Benefits of a GPA within General Practice?

- + Reduction of hours worked by GP's above their contracted hours
- + Reduction in time spent by GPs completing administrative tasks per consultation (on completion of forms, referrals, patient notes, etc.)
- + Reduction in average waiting times for patients, therefore increasing patient satisfaction
- + Reduction of the cost per capita of care
- + Improved experience of and provision of care
- + Higher rate of job satisfaction within General Practice staff
- + Improved efficiency in patient management tasks

## What are the requirements and cost implications?

- ◇ GPA Learner is required to complete all 5 domains of study within 6 months to achieve 10 credits at Level 4 Foundation Degree
- ◇ All domains completed via e-learning portal called Sysco, with support and final sign off provided by University of Chester
- ◇ GPA Learner must be allocated a GP Mentor and have mentor support for both clinical and non-clinical domains, this could also be provided by a Business or Practice Manager or Lead Nurse
- ◇ One day per week allocated as protected time. The day should incorporate 1/2 day teaching/mentoring and 1/2 day for e-learning completion
- ◇ Candidate should already be employed within the General Practice as either a non-clinical or clinical role at Band 3/4 (can include those employed as a Receptionist; Secretary; HCA; Phlebotomist; etc.)
- ◇ Health Education England offers 40 places across the East of England, with a financial incentive of up to £2120 per learner to cover backfill for the GPA for the one day per week and to recognise clinical support.
- ◇ Enhanced DBS Check required to be undertaken by the practice for the GPA
- ◇ Memorandum of Agreement between the Practice and the CCG Training Hub will be put in place
- ◇ Course to begin in September 2021 with the programme lasting 6 months

For more information or any queries, contact:  
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