

Clinical Systems Training Prospectus

2023/24



About Us

The Clinical Systems Training and Data Quality Team consists of subject matter experts; many have worked in previous roles within the NHS and Primary Care and have a passion for training and development and are able to adapt to individual needs.

We aim to provide ICB and Primary Care GP Practices with high quality training for new and existing members of staff, as well as day to day support and optimisation training, to help improve patient care through IT systems.

We provide support directly to the ICB which can include a variety of projects as well as providing resources to practices such as user guides, video guides, clinical templates, reports and document templates to help improve data quality.

We also support with the implementation of national services such as GP2GP, EPS, GP Connect and SCR.



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How to Book Training

For more information or to book any of the training outlined in this prospectus, please contact the team via email.

 agcsu.gpsystemstraining@nhs.net

When booking training sessions, our team will be able to advise you and provide a selection of available dates. Once you have confirmed the date/s you require, your training session will be confirmed, and a MS Teams invite will be sent via email to the attendee/s. All booking requests must be received at least 48 hours prior to the scheduled session.

Telephone support for bookings is available Monday to Friday between 09:00 – 16:00

 **01277 695003**

For New Starter Sessions only please [click here](#) to book your training



Guide to book
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How to Access Clinical Systems Support and Advice

We also offer Clinical Systems Support on a daily basis, you can log your request by using one of the methods below. If your request is urgent please call the number listed during the specified times

For Lincolnshire, Essex and Northamptonshire Customers



<https://ardengem.saasiteu.com>



Self Service Guide
click to open

For Hampshire, Southampton and Isle of Wight Customers



[Cherwell Browser Client \(healthcarecomputing.co.uk\)](http://Cherwell Browser Client (healthcarecomputing.co.uk))

If you require telephone support for **urgent** queries please contact us on:



01277 695 222



Available Monday to Friday between 09:00 – 17:00



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Preparing for Your Remote Training Session

How to
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Please ensure that staff are familiar with the use of Microsoft Teams prior to attending the training session.

For the training to be as effective as possible ideally the staff member will need to be in an isolated room, using a computer with a microphone, speakers/headphones and (if possible) a camera. Please let us know if this is not possible, and we can send dial in options within the MS Teams invite so they can participate with the trainer during their training.

On the day of the training we recommend that attendees join the session via the link provided in the invitation, a few minutes prior to the start time in case there are any issues joining the session, this will ensure that the training can start promptly.

A few tips to help you prior to your training.

1. Check your laptop/PC has a working internet connection (if required)
2. Accept the calendar appointment for the booking which contains the MS Teams link and check that you can open your Outlook/NHS Mail portal on the PC/laptop you are using for the training
3. Ensure that you will be able to access MS Teams audio - ideally via a speaker or headphones connected to your PC/laptop, OR you could use a desk phone to call the number in the calendar invite
4. Make sure you have somewhere quiet and undisturbed for the training if possible
5. Then, on the day of training, preferably a few minutes before, go into your calendar and click the link and if required dial in.



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New Starter Courses



The new starter sessions provide a basic introduction which are suitable for new staff or those that need a refresher, they may also need to attend some of our other short session courses to cover additional training that may be required depending on their job role.

We recommend that new staff members have received their GP Practice induction and are familiar with their job role prior to attending the course as local processes will not be covered during the training session.

To book a New Starter Session please [click here](#) or email agcsu.gpsystemstraining@nhs.net

New Starter Session for Admin: 3 Hours

This course is suitable for new Receptionists, Administrators, and Dispensing Staff

- Introduction to SystemOne
 - Logging in/Home Screen Navigation/Logging off
 - Tasks/Notifications/Instant Messaging
 - Patient Search and Patient Record Navigation
- Prescribing – Admin
- Update Patient Demographics
- Print from a Patient Record
- Booking/Cancelling/Amending Appointments
- Adding an admin consultation

New Starter Session for Clinical: 3 Hours

This course is suitable for new GPs, Registrars, Locums, Nurses, Nurse Practitioners, Clinical Pharmacists and Paramedics

- Introduction to SystemOne
 - Logging in/Home Screen Navigation/Logging off
 - Tasks/Notifications/Instant Messaging
 - Patient Search and Patient Record Navigation
- Consultations and Prescribing (Acute and Repeat Prescriptions)
- Using Templates for Data Entry
- Home Visits
- Print from a Patient Record
- Book/move Appointments
- Tasks/Notifications/Instant Messaging

New Starter Session for Non-Prescribers: 3 Hours

This course is suitable for new Health Care Assistants, Social Prescribers and Non-Prescribing Nurses

- Introduction to SystemOne
- Logging in/Home Screen Navigation/Logging off
- Tasks/Notifications/Instant Messaging
- Patient Search and Patient Record Navigation
- Booking/Cancelling/Amending Appointments
- Adding a consultation to include Templates and Quick Notes



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New Starter Courses



The new starter sessions provide a basic introduction which are suitable for new staff and they may also need to attend some of our other short session courses to cover additional training that may be required depending on their job role.

We recommend that new staff members have received their GP Practice induction and are familiarised with their job role prior to attending the course as local processes will not be covered during the training session.

To book a New Starter Session please [click here](#) or email agcsu.gpsystemstraining@nhs.net

New Starter Session for Admin: 2 Hours

This course is suitable for new Receptionists, Administrators and Dispensing Staff

- Logging in and Home Screen Navigation
- Tasks including Task Workflow Manager/Screen Messages
- Patient Search and Patient Record Navigation
- Booking Appointments
- Issuing Repeat Prescriptions
- Updating Patient Demographics
- Print from a Patient Record

New Starter Session for Clinical: 2.5 Hours

This course is suitable for new GPs, Registrars, Locums, Nurses, Nurse Practitioners, Clinical Pharmacists and Paramedics

- Logging in and Home Screen Navigation
- Tasks including Task Workflow Manager/Screen Messages
- Patient Search and Patient Record Navigation
- Consultations and Prescribing (Acute and Repeat Prescriptions)
- Using Templates for Data Entry
- Book Appointments
- Print from a Patient Record

New Starter Session for Non-Prescribers: 2.5 Hours

This course is suitable for new Health Care Assistants, Social Prescribers and Non-Prescribing Nurses

- Logging in and Home Screen Navigation
- Tasks including Task Workflow Manager/Screen Messages
- Patient Search and Patient Record Navigation
- Booking Appointments
- Consultations including using templates
- Print from a Patient Record



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Short Session Courses

Our short session courses are ideal for members of staff that undertake additional tasks on SystmOne Or EMIS Web as part of their job role or who would just simply like to expand their knowledge of the clinical system. Duration of these courses vary, and you will be advised of times when booking.

To book a short session please email agcsu.gpsystemstraining@nhs.net



- Basic Clinical Reporting and QOF
- Building Protocols
- Registering Patients
- Using Registration Links
- How to create Clinical Templates
- How to create Word Letter Templates
- How to create and use Views
- How to create and use a Questionnaire
- Organisation Preferences and Staff and Organisation Setup
- Managing GP to GP Transfers including degraded entries
- Appointment Rota Template Set Up
- Auto Consultations
- Audit Trails
- Dispensing with/without Stock Control
- Vaccination Templates
- Configured Lists
- Summarising



- Task Workflow
- Patient Registrations
- GP to GP
- Registration Workflow
- Setting up Appointment Sessions
- Creating Document Templates
- Creating Clinical Templates
- Adding New Staff
- Basic Reporting and QOF
- Basic Protocols and Concepts
- Audit Trails



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Data Entry

This course gives you a brief overview of:

- Introduction to Coding
- Why do we Code?
- SNOMED - CT Overview
- Identifying QOF Codes
- Extracting Codes from a clinical letter
- Hints and Tips

The Data Entry Course is suitable for new members of the admin team that review and code patient letters and provides a basic introduction to coding. The course is predominantly a theory course although it does include some demonstration of the clinical systems



Summarising Guidance

This course gives you a brief overview of:

- Introduction
- Getting Started
- Organising the Notes
- Summarising
- Scanning and Shredding
- Retention of Medical Records
- Maintenance and Check List
- Glossary of Medical Abbreviations
- Signs

Summarising Guidance is suitable for staff that are new to summarising, please note this is a theory course. If following this course delegates also require more in-depth practical knowledge of summarising in EMIS Web or SystemOne or they already have extensive experience in summarising but are now working with a new clinical system, we recommend that they book onto one of our summarising short sessions.



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Data Quality Sessions Cont.

To book a Data Quality Session please email agcsu.gpsystemstraining@nhs.net

Introduction to Optimisation

“Did you know the system can do this?”

This course is ideal for Super Users/Managers/Unit Administrators – people who are decision makers and can amend the organisation preferences.

If you would like to know more about different sections of your clinical system, please book a short session for additional training

SystemOne

- Tasks
- Tree And Toolbar Configuration
- Scanning Rules
- Appointments
- Pathology Presets
- Creating Local Notices

EMIS

- Appointment Book
- Regular Configuration Checks
- Practice Script Messages
- Managing SystemOne Users and their Access
- Clinical Views – Functionality
- Quick Code and Test
- F12 – Protocol launcher
- EMIS Now



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eRS e-Referral Service

To book an eRS e-Referral Service Session please email agcsu.gpsystemstraining@nhs.net

This course gives you a brief overview of:

- Introduction to e-Referral Service
- How to create a Referral in your Clinical System (SystemOne/EMIS)
 - Creating a UBRN
 - How to search for Patients, Services and their Criteria
 - Creating Advice and Guidance Referrals
 - Searching for and Booking Appointments
- Managing Worklist and applying filters - Referring Clinician
- Managing Worklist - Service provider
 - Reviewing, Accepting or Rejecting Referral
- Assisting with setting up a New Service within eRS

You may not need to cover all aspects listed above, this will vary on your role and services you work in



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APRIL 2023					
	3 SystemOne New Starter Admin PM	4 SystemOne New Starter Admin AM SystemOne New Starter Clinical PM SystemOne Short Sessions PM SystemOne Intro to Optimisation AM	5 SystemOne New Starter Non- Prescriber PM EMIS New Starter Clinical PM EMIS Short Sessions AM eRS Training AM	6 SystemOne Registrar/F2 PM SystemOne Short Sessions AM EMIS New Starter Admin PM EMIS Intro to Optimisation AM	7 Good Friday
	10 Bank Holiday Monday	11 SystemOne New Starter Admin PM SystemOne Registrar/F2 PM	12 SystemOne New Starter Clinical PM SystemOne Registrar/F2 PM SystemOne Short Sessions AM Data Entry AM	13 SystemOne New Starter Admin AM SystemOne Short Sessions PM	14 SystemOne Registrar/F2 AM EMIS New Starter Admin AM
	17 EMIS New Starter Admin PM	18 SystemOne Short Sessions AM/PM EMIS Intro to Optimisation PM	19 SystemOne New Starter Admin PM SystemOne New Starter Clinical PM	20 SystemOne New Starter Admin AM SystemOne New Starter Non- Prescriber AM EMIS Short Sessions PM	21 EMIS New Starter Clinical AM SystemOne Intro to Optimisation AM
	24 SystemOne New Starter Non- Prescriber PM	25 SystemOne New Starter Clinical AM EMIS New Starter Admin AM	26 SystemOne Short Sessions PM EMIS New Starter Non-Prescriber AM SystemOne Intro to Optimisation AM	27 SystemOne New Starter Admin AM/PM Summarising Guidance AM	28 SystemOne Short Sessions AM



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Month	Monday	Tuesday	Wednesday	Thursday	Friday
MAY 2023	1 Bank Holiday Monday	2 SystemOne New Starter Non-Prescriber PM EMIS New Starter Clinical PM	3 SystemOne New Starter Admin PM EMIS New Starter Admin PM EMIS Short Sessions AM SystemOne Intro to Optimisation AM	4 SystemOne New Starter Clinical AM SystemOne Short Sessions AM/PM eRS Training PM	5 SystemOne New Starter Admin AM EMIS Into to Optimisation AM
	8 The Coronation of King Charles III	9 SystemOne New Starter Admin PM	10 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions AM/PM SystemOne Intro to Optimisation PM	11 SystemOne New Starter Clinical PM EMIS New Starter Non-Prescriber AM Data Entry AM	12 EMIS New Starter Admin AM
	15 SystemOne New Starter Admin PM	16 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions AM EMIS Short Sessions PM EMIS Into to Optimisation PM	17 SystemOne New Starter Clinical PM	18 SystemOne New Starter Admin AM SystemOne Short Sessions PM EMIS New Starter Admin AM SystemOne Intro to Optimisation PM	19 EMIS New Starter Clinical AM
	22 EMIS New Starter Non-Prescriber PM	23 EMIS New Starter Admin PM Summarising Guidance AM	24 SystemOne New Starter Admin AM SystemOne Short Sessions PM SystemOne Intro to Optimisation AM	25 SystemOne New Starter Admin PM SystemOne New Starter Clinical AM SystemOne Short Sessions AM	26 SystemOne New Starter Non-Prescriber AM
	29 Spring Bank Holiday	30 SystemOne New Starter Admin PM SystemOne Short Sessions PM	31 SystemOne New Starter Admin AM EMIS New Starter Clinical PM EMIS Short Sessions AM SystemOne Intro to Optimisation PM		



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Month+	Monday	Tuesday	Wednesday	Thursday	Friday
JUNE 2023				1 SystemOne New Starter Non- Prescriber PM SystemOne Short Sessions AM EMIS New Starter Admin AM	2 SystemOne New Starter Clinical AM EMIS Into to Optimisation AM
	5 EMIS New Starter Admin PM	6 EMIS New Starter Non-Prescriber PM eRS Training AM	7 SystemOne New Starter Admin AM/PM SystemOne Short Sessions AM	8 SystemOne New Starter Clinical PM SystemOne Short Sessions PM SystemOne Intro to Optimisation AM	9 SystemOne New Starter Non- Prescriber AM
	12 SystemOne New Starter Clinical PM EMIS Into to Optimisation PM	13 SystemOne New Starter Non- Prescriber PM EMIS New Starter Admin AM Data Entry AM SystemOne Intro to Optimisation PM	14 SystemOne Short Sessions PM EMIS New Starter Clinical AM	15 SystemOne New Starter Admin AM/PM EMIS Short Sessions PM	16 SystemOne Short Sessions AM
	19 SystemOne Short Sessions PM SystemOne Intro to Optimisation PM	20 SystemOne New Starter Clinical AM SystemOne New Starter Non- Prescriber AM	21 EMIS New Starter Admin PM	22 SystemOne New Starter Admin PM SystemOne Short Sessions AM	23 SystemOne New Starter Admin AM
	26 SystemOne New Starter Admin PM SystemOne Short Sessions PM EMIS Short Sessions PM	27 SystemOne New Starter Admin AM SystemOne New Starter Clinical AM EMIS Into to Optimisation PM	28 SystemOne New Starter Non- Prescriber PM SystemOne Short Sessions AM Summarising Guidance AM	29 EMIS New Starter Admin AM SystemOne Intro to Optimisation AM	30 EMIS New Starter Clinical AM



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JULY 2023	3 SystemOne New Starter Admin PM	4 SystemOne New Starter Clinical AM SystemOne Short Sessions PM SystemOne Intro to Optimisation PM	5 SystemOne New Starter Admin AM SystemOne New Starter Non-Prescriber PM eRS Training PM	6 EMIS New Starter Admin AM EMIS New Starter Non-Prescriber PM	7 SystemOne Short Sessions AM
	10 SystemOne Short Sessions PM	11 SystemOne New Starter Admin AM/PM EMIS Short Sessions AM EMIS Intro to Optimisation PM	12 SystemOne Short Sessions AM EMIS New Starter Clinical PM Data Entry AM	13 SystemOne New Starter Clinical PM SystemOne New Starter Non-Prescriber AM SystemOne Intro to Optimisation AM	14 EMIS New Starter Admin AM
	17 EMIS New Starter Admin PM	18 SystemOne Short Sessions AM/PM SystemOne Intro to Optimisation PM	19 SystemOne New Starter Admin PM SystemOne New Starter Clinical PM	20 SystemOne New Starter Admin AM SystemOne New Starter Non-Prescriber AM	21 EMIS New Starter Non-Prescriber AM
	24 SystemOne New Starter Non-Prescriber PM	25 SystemOne New Starter Clinical AM EMIS New Starter Admin AM Summarising Guidance PM	26 SystemOne Short Sessions AM/PM EMIS Short Sessions PM SystemOne Intro to Optimisation AM	27 SystemOne New Starter Admin AM/PM EMIS Short Sessions PM EMIS Intro to Optimisation AM	28 EMIS New Starter Clinical AM
	31 EMIS New Starter Non-Prescriber PM				



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AUGUST 2023		1 SystmOne New Starter Non-Prescriber PM SystmOne Short Sessions AM	2 SystmOne New Starter Admin PM EMIS New Starter Admin PM eRS Training AM	3 SystmOne New Starter Clinical AM SystmOne Registrar/F2 AM SystmOne Short Sessions PM SystmOne Intro to Optimisation PM	4 SystmOne New Starter Admin AM SystmOne Registrar/F2 AM
	7 SystmOne New Starter Admin PM SystmOne Registrar/F2 PM	8 SystmOne New Starter Clinical PM EMIS Short Sessions AM SystmOne Intro to Optimisation AM EMIS Into to Optimisation PM	9 SystmOne New Starter Non-Prescriber AM SystmOne Short Sessions AM/PM EMIS New Starter Clinical PM	10 SystmOne Registrar/F2 AM/PM EMIS New Starter Admin AM Data Entry PM	11 SystmOne New Starter Admin AM SystmOne Registrar/F2 AM
	14 SystmOne Short Sessions PM	15 SystmOne New Starter Admin AM/PM EMIS New Starter Non-Prescriber AM	16 SystmOne Short Sessions PM SystmOne Intro to Optimisation PM	17 SystmOne New Starter Non-Prescriber PM EMIS New Starter Admin AM	18 SystmOne New Starter Clinical AM
	21 SystmOne Short Sessions PM EMIS Short Sessions PM	22 SystmOne New Starter Admin AM/PM SystmOne Short Sessions AM	23 EMIS New Starter Clinical PM EMIS Into to Optimisation AM	24 SystmOne New Starter Clinical AM SystmOne New Starter Non-Prescriber PM SystmOne Intro to Optimisation AM	25 EMIS New Starter Admin AM
	28 Summer Bank Holiday	29 SystmOne New Starter Clinical PM	30 SystmOne New Starter Admin AM/PM SystmOne Short Sessions AM	31 EMIS New Starter Admin AM EMIS New Starter Non-Prescriber AM Summarising Guidance AM	



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SEPTEMBER 2023					1 SystemOne New Starter Non-Prescriber AM
	4 SystemOne New Starter Non-Prescriber PM eRS Training PM	5 SystemOne Short Sessions AM/PM EMIS Intro to Optimisation PM	6 SystemOne New Starter Clinical AM EMIS New Starter Admin PM SystemOne Intro to Optimisation AM	7 SystemOne New Starter Admin AM/PM EMIS New Starter Clinical AM	8 EMIS Short Sessions AM
	11 SystemOne Short Sessions PM	12 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions AM SystemOne Intro to Optimisation PM	13 SystemOne New Starter Admin AM EMIS New Starter Non-Prescriber PM Data Entry AM	14 SystemOne New Starter Clinical PM EMIS New Starter Admin AM	15 SystemOne New Starter Admin AM
	18 EMIS New Starter Clinical PM	19 SystemOne New Starter Non-Prescriber AM EMIS New Starter Admin PM EMIS Short Sessions PM	20 SystemOne New Starter Admin PM	21 SystemOne New Starter Admin AM SystemOne Short Sessions AM/PM EMIS Intro to Optimisation PM	22 SystemOne New Starter Clinical AM SystemOne Intro to Optimisation AM
	25 SystemOne New Starter Admin PM	26 SystemOne New Starter Admin AM SystemOne New Starter Clinical AM SystemOne Short Sessions PM	27 SystemOne New Starter Non-Prescriber PM SystemOne Short Sessions AM SystemOne Intro to Optimisation AM	28 EMIS New Starter Non-Prescriber AM Summarising Guidance PM	29 EMIS New Starter Admin AM



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OCTOBER 2023	2 SystemOne Short Sessions PM	3 SystemOne New Starter Admin PM SystemOne Short Sessions AM eRS Training AM	4 SystemOne New Starter Clinical AM SystemOne New Starter Non-Prescriber PM EMIS Short Sessions AM	5 SystemOne New Starter Admin AM EMIS New Starter Clinical AM SystemOne Intro to Optimisation PM	6 EMIS New Starter Admin AM EMIS Intro to Optimisation AM
	9 EMIS New Starter Admin PM	10 SystemOne New Starter Admin AM/PM SystemOne Intro to Optimisation AM	11 SystemOne Short Sessions PM EMIS New Starter Non-Prescriber PM Data Entry AM	12 SystemOne New Starter Clinical PM SystemOne New Starter Non-Prescriber AM	13 SystemOne Short Sessions AM
	16 SystemOne Short Sessions PM EMIS Short Sessions PM	17 SystemOne New Starter Admin AM/PM SystemOne Intro to Optimisation PM	18 EMIS New Starter Clinical PM EMIS Intro to Optimisation PM	19 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions AM EMIS New Starter Clinical PM	20 EMIS New Starter Admin AM
	23	24 SystemOne Short Sessions AM/PM EMIS New Starter Admin AM	25 SystemOne New Starter Admin AM/PM SystemOne New Starter Clinical AM	26 SystemOne New Starter Non-Prescriber AM Summarising Guidance PM SystemOne Intro to Optimisation AM	27 EMIS New Starter Non-Prescriber AM
	30 SystemOne Short Sessions PM	31 SystemOne New Starter Clinical PM EMIS New Starter Admin AM EMIS Short Sessions AM			



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NOVEMBER 2023			1 SystemOne New Starter Admin AM SystemOne Short Sessions AM SystemOne Intro to Optimisation PM	2 SystemOne New Starter Admin PM EMIS New Starter Clinical AM EMIS Intro to Optimisation AM	3 SystemOne New Starter Non-Prescriber AM
	6 SystemOne New Starter Non-Prescriber PM	7 SystemOne Short Sessions AM EMIS New Starter Non-Prescriber PM	8 EMIS New Starter Admin PM eRS Training PM SystemOne Intro to Optimisation AM	9 SystemOne New Starter Admin AM/PM SystemOne Short Sessions PM	10 SystemOne New Starter Clinical AM
	13 SystemOne New Starter Admin PM	14 SystemOne New Starter Non-Prescriber PM SystemOne Short Sessions PM Data Entry AM EMIS Intro to Optimisation AM	15 SystemOne Short Sessions PM EMIS New Starter Clinical PM	16 SystemOne New Starter Clinical AM EMIS New Starter Admin AM EMIS Short Sessions PM SystemOne Intro to Optimisation PM	17 SystemOne New Starter Admin AM
	20 SystemOne Short Sessions PM	21 SystemOne New Starter Clinical AM EMIS New Starter Non-Prescriber PM	22 SystemOne New Starter Non-Prescriber PM EMIS New Starter Admin AM SystemOne Intro to Optimisation AM	23 SystemOne New Starter Admin PM SystemOne Short Sessions AM	24 SystemOne New Starter Admin AM
	27 SystemOne New Starter Admin PM	28 SystemOne New Starter Admin AM SystemOne New Starter Clinical PM Summarising Guidance AM	29 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions PM EMIS Short Sessions AM EMIS Intro to Optimisation PM	30 SystemOne Short Sessions AM EMIS New Starter Clinical AM SystemOne Intro to Optimisation PM	



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DECEMBER 2023					1 EMIS New Starter Admin AM
	4 SystemOne Short Sessions PM	5 SystemOne New Starter Admin AM SystemOne New Starter Clinical PM SystemOne Short Sessions AM	6 SystemOne New Starter Admin PM SystemOne New Starter Non-Prescriber AM SystemOne Intro to Optimisation AM	7 SystemOne Registrar/F2 PM EMIS New Starter Admin AM eRS Training AM	8 SystemOne Registrar/F2 AM EMIS New Starter Non-Prescriber AM
	11 SystemOne Registrar/F2 AM EMIS New Starter Admin AM	12 SystemOne New Starter Admin AM/PM SystemOne Registrar/F2 AM SystemOne Intro to Optimisation PM	13 SystemOne Short Sessions AM/PM Data Entry PM EMIS Intro to Optimisation AM	14 SystemOne New Starter Non-Prescriber PM SystemOne Registrar/F2 PM EMIS New Starter Clinical AM EMIS Short Sessions AM	15 SystemOne New Starter Clinical AM
	18 EMIS New Starter Non-Prescriber PM	19 SystemOne New Starter Admin AM EMIS New Starter Admin PM Summarising Guidance AM	20 SystemOne New Starter Non-Prescriber PM	21 SystemOne New Starter Admin PM SystemOne New Starter Clinical AM SystemOne Intro to Optimisation AM	22
	25 Christmas Day	26 Boxing Day	27	28	29



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JANUARY 2024	1 New Years Day	2 SystemOne New Starter Clinical PM EMIS New Starter Admin PM	3 SystemOne New Starter Non-Prescriber PM SystemOne Short Sessions AM eRS Training AM SystemOne Intro to Optimisation PM	4 SystemOne New Starter Admin AM/PM EMIS Short Sessions PM EMIS Into to Optimisation AM	5 SystemOne Short Sessions AM EMIS New Starter Clinical AM
	8 SystemOne New Starter Clinical PM	9 SystemOne Short Sessions AM EMIS New Starter Non-Prescriber PM SystemOne Intro to Optimisation AM	10 SystemOne New Starter Non-Prescriber PM EMIS New Starter Admin AM	11 SystemOne New Starter Admin PM SystemOne Short Sessions PM Data Entry AM	12 SystemOne New Starter Admin AM
	15 EMIS New Starter Clinical PM	16 SystemOne New Starter Clinical PM SystemOne Short Sessions PM EMIS New Starter Admin AM EMIS Into to Optimisation AM	17 SystemOne New Starter Non-Prescriber PM SystemOne Intro to Optimisation PM	18 SystemOne New Starter Admin PM SystemOne Short Sessions AM EMIS Short Sessions AM	19 SystemOne New Starter Admin AM
	22 SystemOne New Starter Admin PM	23 SystemOne New Starter Admin AM SystemOne New Starter Clinical PM SystemOne Intro to Optimisation AM	24 SystemOne New Starter Non-Prescriber PM SystemOne Short Sessions AM/PM	25 EMIS New Starter Admin PM EMIS New Starter Non-Prescriber AM Summarising Guidance AM	26
	29 SystemOne Short Sessions PM	30 SystemOne New Starter Admin AM/PM	31 SystemOne New Starter Clinical AM EMIS New Starter Clinical PM SystemOne Intro to Optimisation PM		



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FEBRUARY 2024				1 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions AM EMIS Short Sessions PM EMIS Into to Optimisation PM	2 EMIS New Starter Admin AM
	5	6 SystemOne New Starter Admin AM SystemOne Short Sessions AM EMIS New Starter Non-Prescriber PM	7 SystemOne Short Sessions PM EMIS New Starter Admin AM eRS Training AM	8 SystemOne New Starter Admin PM SystemOne New Starter Non-Prescriber AM	9 SystemOne New Starter Clinical AM SystemOne Intro to Optimisation AM
	12 EMIS New Starter Admin PM	13 SystemOne Short Sessions PM EMIS New Starter Clinical AM EMIS Short Sessions AM Data Entry PM	14 SystemOne New Starter Admin PM SystemOne Intro to Optimisation PM	15 SystemOne New Starter Admin AM SystemOne New Starter Clinical PM SystemOne Short Sessions AM	16 SystemOne New Starter Non-Prescriber AM EMIS Into to Optimisation AM
	19 SystemOne New Starter Non-Prescriber PM	20 SystemOne Short Sessions AM/PM EMIS New Starter Admin AM	21 SystemOne New Starter Non-Prescriber AM SystemOne Intro to Optimisation PM	22 SystemOne New Starter Admin AM/PM	23 SystemOne New Starter Clinical AM
	26 SystemOne New Starter Non-Prescriber PM EMIS Into to Optimisation PM	27 EMIS New Starter Admin AM EMIS Short Sessions PM SystemOne Intro to Optimisation AM	28 SystemOne Short Sessions AM EMIS New Starter Clinical PM Summarising Guidance PM	29 SystemOne New Starter Admin AM/PM SystemOne Short Sessions PM	



About Us



How to Book Training



Access Support



Preparing for Your Session



New Starter Courses



Short Sessions



Data Quality Sessions




e-Referral Service





Training Calendar


Training Calendar - Available Sessions


Month	Monday	Tuesday	Wednesday	Thursday	Friday
MARCH 2024					1 SystemOne New Starter Clinical AM
	4 EMIS New Starter Non-Prescriber PM	5 SystemOne New Starter Non-Prescriber PM SystemOne Short Sessions AM	6 SystemOne New Starter Admin PM EMIS New Starter Admin PM SystemOne Intro to Optimisation AM	7 SystemOne New Starter Clinical PM SystemOne Short Sessions PM eRS Training AM	8 SystemOne New Starter Admin AM
	11 SystemOne New Starter Admin PM	12 SystemOne New Starter Clinical PM EMIS New Starter Clinical AM Data Entry AM	13 SystemOne Short Sessions AM/PM SystemOne Intro to Optimisation PM	14 SystemOne New Starter Admin AM SystemOne New Starter Non-Prescriber PM EMIS New Starter Admin PM EMIS Short Sessions AM	15
	18 SystemOne New Starter Admin PM	19 SystemOne New Starter Admin AM SystemOne New Starter Clinical AM SystemOne Short Sessions PM	20 SystemOne Intro to Optimisation PM EMIS Intro to Optimisation PM	21 SystemOne New Starter Non-Prescriber AM SystemOne Short Sessions PM EMIS New Starter Admin AM	22 EMIS New Starter Non-Prescriber AM
	25 EMIS New Starter Admin PM	26 SystemOne New Starter Admin AM/PM EMIS Short Sessions PM	27 SystemOne Short Sessions AM/PM Summarising Guidance AM	28 SystemOne New Starter Non-Prescriber PM EMIS New Starter Clinical AM SystemOne Intro to Optimisation AM SystemOne New Starter Clinical AM	29 Good Friday


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Preparing for Your Session
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Short Sessions
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Training Calendar

Bookings



For more information on courses or bookings, please contact the team on:



agcsu.gpsystemstraining@nhs.net



01277 695003



Available Monday to Friday between 09:00 – 16:00

Clinical Systems Support

If you require telephone support for **urgent** queries, please contact the team on:



01277 695222



Available Monday to Friday between 09:00 – 17:00

