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| **Key responsibilities / role description****LEVEL 4 General Practice Assistant** |
| 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. The GPA Framework will provide candidates with the tools to offer a variety of services to support the GP. It is expected for the framework to be completed within 9 months. Whereby, the GPA would be competent in performing delegated clinical tasks, assisting with referrals and liaising with outside agencies, for example.HCAs or administration staff can be put forward for a GPA role by the GP, who will be mentoring them, and the Practice Manager. It would be expected that the candidate is already considered competent in good patient care from their experience as a member of a GP practice and be DBS checked to an enhanced level. This is experiential learning; however, the learner and the mentor have protected time: ½ a day teaching (working alongside the mentor) and ½ day uploading evidence against learning objectives.* Core Standards for Assistant Practitioners – Skills for Health
* Hold or working towards Foundation degree at level 5
* QCF level 5 diploma

More detailed training and education guidance is included in the [HCA Education & Training Pack](https://www.cmthub.co.uk/wp-content/uploads/2021/02/HCA-Education-Training-Pack.docx) |