

GP2GP transfer version 1.1 training information

This product information sheet explains EMIS GP2GP transfer training. The training consists of an on-site training package that enables you to use this innovative product most effectively.

The GP2GP function for EMIS LV enables you to exchange electronic patient records securely between practices. Using GP2GP to transfer records to and from your practice, you do not have to wait for paper records to be sent by post, or spend time inputting patient data.

Why is training important?

It is important that you have training from an accredited source to ensure that the quality of information is consistent, correct and up-to-date. Do not teach yourself bad habits. Training will confirm and consolidate knowledge, improving your confidence in learning new skills.

Objectives

This training enables delegates to use EMIS LV GP2GP version 1.1 for the transfer of patient records. On successful completion delegates will be:

- n Able to use GP2GP to facilitate the transfer of electronic patient records between practices.
- n Able to use Workflow Manager.
- n Aware of inbound medication tasks and the relevant required action.
- n Aware of the impact of data quality.
- n Able to measure the effectiveness of the training by completing the validation exercises.

Pre-training requirements

For the training to take place, you need to:

- n Have EMIS LV 5.2 frame installed on your PC.
- n Ensure all appropriate staff members have been issued with and are using their smartcard and personal identification number (PIN). For example, staff members who register patients will need a smartcard and PIN.
- n Be Choose and Book (CAB) enabled.
- n Have a Java-enabled browser; compatible with CAB, on at least one PC; if you are running CAB this is usually already set up.

Note: EMIS will contact you to complete an end-to-end test of the GP2GP software. To facilitate the end-to-end test, EMIS will need to use a terminal in your practice for up to an hour; your help is greatly appreciated on this matter. Certain early sites may receive this call after the training date.

Who should attend the training session?

EMIS recommends that one person from any of the following roles attends the whole session:

- n Practice or IT manager.
- n Staff who register patients every day.
- n GP/nurse prescribers – 45 minutes when convenient if unable to attend the first two sections.
- n Notes summarisers.

Note: Data quality will only be discussed when the appropriate staff members are present.

Areas covered

This session covers:

- n Introduction
- n Benefits
- n GP2GP software overview
- n Changes to workflows
- n Training issues
- n Using smartcards
- n Registering new patients
- n Checking data received

The training

The GP2GP training session is a full day (six hour session) and training will cover the various aspects and subsidiary effects of the GP2GP module. Training is delivered to a maximum of four delegates per session and complemented with relevant training handouts and course notes.

In addition, a specially designed e-learning tool enables delegates to see and use simulations of the GP2GP software. The tool, built by EMIS:

- n Enables hands-on experience of GP2GP in a safe environment.
- n Improves delegate confidence in learning vital new skills, as there are no concerns over accidentally amending or removing key patient data.
- n Can be used at your convenience.
- n Can be used to train other members of the practice team after the EMIS training day.

Whilst on site the EMIS operations manager will discuss the importance of data quality and the impact of sharing data through the use of GP2GP. The operations manager will provide suggestions on how your practice could look at improvements in data quality. As each practice will have different requirements, the training will seek to address the areas of most relevance to your practice in the time available. This will take place as data quality issues and answering questions raised during the natural progression of the training.

More information

NHS Connecting for Health has issued a Briefing Pack to PCTs which contains useful information on GP2GP. There may also be a GP2GP awareness day in your area.

Please contact EMIS Field Operations Support on 0845 123 4455 if you require any further information.

Every effort is made to ensure that your EMIS documentation is up to date, but our commitment to constantly improve our software and systems means that there may have been changes since this document was produced.

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