

**New to GP Partner Training Programme
Course Outline**

Session	Topic	Summary	DATE
Introduction: Getting Oriented			
1	<i>Getting started</i>	Introductions, getting to know each other, how the course will work	Thursday 16th Sept / 13:00-14:30 (90min)
2	<i>Becoming a GP partner</i>	Case study 1 (a GP will share their experiences of becoming a partner, and what they have learned along the way)	Thursday 30th Sept / 13:00-14:00
Section 1: Internal - Understanding the business			
3	<i>Success Measures</i>	What constitutes success for the practice? Is the practice there to serve patients or to make money? What does independent contractor status really mean?	Thursday 14th October / 13:00-14:00
4	<i>Partnership</i>	What is a partnership; why partnership agreements are important; what makes a good partnership agreement; building a strong partnership team; "last man standing" and strategies for dealing with it.	Thursday 28th October / 13:00-14:00
5	<i>Finances</i>	Partner financial responsibilities; dealing with accountants; understanding cash flow; how to manage the finances.	Thursday 11th November / 13:00-14:00
6	<i>People</i>	How to lead people, how to manage people (and understanding the difference!); dealing with difficult people (including other partners!); staff appraisals; staff surveys; team meetings; the importance of coffee.	Thursday 25th November / 13:00-14:00
7	<i>Processes</i>	Appointment systems: the good, the bad and the ugly; DNAs; workflow redirection; active signposting. How to implement change within the practice; list based vs practice based.	Thursday 9th December / 13:00-14:00
Christmas Break			
8	<i>Property</i>	Understanding premises; types of ownership of property; leases and rent reimbursement; working with NHS Property Services.	Thursday 13th January / 13:00-14:00
9	<i>Practice Manager</i>	What to expect from your practice manager; how to get the best out of them; understanding the difference between the role of the practice manager and the role of	Thursday 27th January / 13:00-14:00

		a GP partner; how to know if you need to change your practice manager and how to do it.	
10	Review session	What have we learned so far? Key messages, questions and answers	Thursday 10th February / 13:00-14:00
11	<i>Becoming a GP partner</i>	Case study 2 (GP to share their experiences of becoming a partner, and what they have learned along the way)	Thursday 24th February / 13:00-14:00
Section 2: External - Understanding the environment			
12	<i>NHS</i>	Understanding where GP practices fit within the NHS; the different structures and types of organisation within the NHS and how they impact on GP practices.	Thursday 10th March / 13:00-14:00
13	<i>Commissioners</i>	Friend or foe? Understanding the GP contract and how it works; understanding the different commissioners; how to build effective relationships with commissioners.	Thursday 24th March / 13:00-14:00
14	<i>Regulators</i>	The role of the CQC; surviving inspections	Thursday 7th April / 13:00-14:00
15	<i>Primary Care Networks</i>	What is a Primary Care Network (PCN); how to build relationships with other GP practices in the PCN; overcoming history and other barriers to joint working.	Thursday 21st April / 13:00-14:00
16	<i>Integrated Care - PCN external</i>	What is integrated care? What is an Integrated Care System? What does it mean for my practice? Is building relationships with other organisations, such as community pharmacy, community trust, local voluntary organisations, local council, local hospital important? Who to prioritise; how to do it.	Thursday 5th May / 13:00-14:00
Section 3: Future - Understanding the risks			
18	<i>Strategic Change</i>	Understanding strategic options for your practice for the future; the changing NHS; the new (2019) GP contract; how to develop options; how to implement them.	Thursday 19th May / 13:00-14:00
2-Weeks Gap Due To Bank Holiday (Queen's Jubilee 2022)			
19	<i>Practice mergers</i>	When to consider it, when not to, and how to do it successfully.	Thursday 9th June / 13:00-14:00
20	Review Session	Distilling the learning; preparing for the future.	Thursday 23rd June / 13:00-14:00