Primary Care Systems Training Schedule

The Primary Care Systems Training team offer SystmOne and EMIS Web courses, delivered via Microsoft Teams. Please see below the training schedule for **February, March, April and May 2026.**

The below courses can be booked via the NWL Learning Hub.

February 2026		
Course Name	**Date**	**Time**
SystmOne Reporting - Basic & Advanced	12/02/2026	10:00 - 13:00
NEW SystmOne Tasks and Messaging	11/02/2026	13:00 - 14:00
SystmOne Administrators – EDI Links	13/02/2026	11:00 - 13:00
SystmOne Registration & Demographic Details	19/02/2026	10:00 - 12:00
SystmOne E-RS Training (Referrals)	20/02/2026	10:00 - 12:00
SystmOne E-RS Worklist Training	18/02/2026	10:00 - 12:00
NEW SystmOne Appointment Invitations	26/02/2026	10:00 - 12:00
SystmOne Appointment Setup & Configuration	26/02/2026	10:00 - 11:00
SystmOne Appointment Skill	23/02/2026	11:00 - 12:00
SystmOne - QOF Management	26/02/2026	12:30 - 14:30
EMIS Web Introduction to Searches & Reports	11/02/2026	10:30 - 12:00
NEW EMIS Web Coding	27/02/2026	10:00 - 11:30
EMIS Web e-RS Training (Referrals)	26/02/2026	11:00 - 12:30
Emis Web QOF Management	23/02/2026	12:30 - 14:30
March 2026		
Course Name	**Date**	**Time**
SystmOne Reporting - Basic & Advanced	09/03/2026	10:00 - 13:00
SystmOne for Beginners	06/03/2026	10:00 - 13:00
SystmOne for Clinical Staff	12/03/2026	10:00 - 13:00
SystmOne GP2GP	02/03/2026	11:00 - 12:30
SystmOne Prescribing for Clinicians	04/03/2026	11:00 - 12:00
SystmOne Online Configuration	16/03/2026	12:30 - 14:00
SystmOne Configuring Teams	19/03/2026	10:00 - 11:30
SystmOne Creating Letters	18/03/2026	11:00 - 12:00
SystmOne Prescribing for Administrators	18/03/2026	12:30 - 14:00
SystmOne ICE Training	20/03/2025	10:00 - 11:00
SystmOne Recalls	25/03/2026	11:00 - 12:30
EMIS Web for Beginners	05/03/2026	10:00 - 13:00
EMIS Web for Clinical Staff	13/03/2026	10:00 - 13:00
EMIS Web Introduction to Searches & Reports	19/03/2026	10:00 - 11:00
EMIS Web: Appointment Booking Overview	11/03/2026	11:30 - 12:30
Emis Web Adding Users	26/03/2026	10:00 - 11:00
EMIS Web e-RS Referral Worklist Training	25/03/2026	10:00 - 12:00
EMIS Web ICE Training	06/03/2026	13:30 - 14:30
Emis Web Tasks	20/03/2026	12:30 - 13:30
April 2026		
Course Name	**Date**	**Time**
SystmOne Reporting - Basic & Advanced	15/04/2026	10:00 - 13:00
SystmOne for Beginners	02/04/2026	10:00 - 13:00

	Course Name	Date	Time
	SystmOne for Clinical Staff	16/04/2026	10:00 - 13:00
	SystmOne e-RS Training (Referral)	01/04/2026	10:00 - 12:00
	SystmOne Communication Annex	08/04/2026	12:00 - 14:00
	SystmOne E-RS Worklist Training	13/04/2026	10:00 - 12:00
	SystmOne Administrators – EDI Links	20/04/2026	10:00 - 12:00
	SystmOne Airmid	22/04/2025	11:00 – 12:00
	SystmOne Basic Configuration	23/04/2026	10:00 - 11:00
	SystmOne Advanced Configuration	23/04/2026	12:00 - 14:00
	SystmOne - QOF Management	24/04/2026	10:00 - 12:00
	SystmOne Document Management (Scanning)	29/04/2026	10:00 - 12:00
	EMIS Web for Beginners	09/04/2026	10:00 - 13:00
	EMIS Web for Clinical Staff	17/04/2026	10:00 - 13:00
	EMIS Web Introduction to Searches & Reports	16/04/2026	10:00 - 11:00
	Emis Web QOF Management	24/04/2026	12:30 - 14:30
	EMIS Web Coding	27/04/2026	11:00 - 12:30
	Emis Web Configuring the Appointment Book	30/04/2026	10:00 - 11:30
	EMIS Web e-RS Training (Referrals)	10/04/2026	11:00 - 12:30

May 2026

	Course Name	Date	Time
	SystmOne Reporting - Basic & Advanced	21/05/2026	10:00 - 13:00
	SystmOne for Beginners	07/05/2026	10:00 - 13:00
	SystmOne for Clinical Staff	15/05/2026	10:00 - 13:00
	SystmOne Appointment Skill	11/05/2026	12:30 - 13:30
	SystmOne Appointment Invitations	13/05/2026	10:00 - 12:00
	SystmOne Prescribing for Clinicians	14/05/2025	10:00 - 11:30
	SystmOne Appointment Setup & Configuration	18/05/2025	10:00 - 11:30
	SystmOne Coding	18/05/2026	12:00 - 14:00
	SystmOne Registration & Demographic Details	22/05/2025	10:00 - 12:00
	SystmOne Tasks and Messaging	22/05/2026	10:00 - 11:00
	EMIS Web for Beginners	06/05/2026	10:00 - 13:00
	EMIS Web for Clinical Staff	08/05/2026	10:00 - 13:00
	EMIS Web Introduction to Searches & Reports	21/05/2026	10:00 - 11:00
	EMIS Web e-RS Referral Worklist Training	27/05/2026	10:00 - 12:00
	EMIS Web ICE Training	01/05/2026	13:30 - 14:30
	Emis Web Tasks	28/05/2026	11:30 - 12:30

NWL Learning Hub Navigation Training		
This course is for anyone that would like to learn how to navigate around the NWL Learning Hub platform.		
Course Name	Date	Time
NWL Learning Hub Training	09/02/2026	11:00 - 12:00
NWL Learning Hub Training	02/03/2026	11:00 - 12:00
NWL Learning Hub Training	13/04/2026	13:30 - 14:30
NWL Learning Hub Training	11/05/2026	14:00 - 15:00

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Additional Training

NHS App Training

Want to know how the NHS App works, its key features, how to support patients in using the NHS App, and the benefits to both patients and your practice, join our NHS App Training. Suitable for all staff working in general practice.

Course Name	Date	Time
NHS App Training	27/02/2026	12:30 - 14:00
NHS App Training	19/03/2026	12:30 - 14:00
NHS App Training	30/04/2026	12:30 - 14:00
NHS App Training	22/05/2026	12:30 - 14:00

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Transgender Healthcare Training

Dr Joanna Lovett will be hosting Transgender training sessions for Clinical and Non-Clinical staff. This training will be to help improve primary care staffs knowledge and understanding of gender dysphoria, transgender and non-binary healthcare. The sessions are split into two 90 minute sessions.

To book your place on the training session and to find further information, please click on the relevant link below:

- Transgender Healthcare for Clinical Staff
- Transgender Healthcare for Non Clinical Staff

Any queries regarding the training please contact Dr Joanna Lovett - joanna.lovett1@nhs.net and if you have any queries regarding booking the sessions on the Learning Hub, please contact the IT service desk - nhsnwl.servicedesk@nhs.net.

Transgender Healthcare for Non Clinical Staff		
Course Name	Date	Time
Session 1 - Transgender Healthcare for Non Clinical Staff	16/03/2026	12:00 - 13:30
Session 2 - Transgender Healthcare for Non Clinical Staff	26/03/2026	12:00 - 13:30
Session 1 - Transgender Healthcare for Non Clinical Staff	13/05/2026	12:00 - 13:30
Session 2 - Transgender Healthcare for Non Clinical Staff	20/05/2026	12:00 - 13:30
Session 1 - Transgender Healthcare for Non Clinical Staff	06/07/2026	12:00 - 13:30
Session 2 - Transgender Healthcare for Non Clinical Staff	13/07/2026	12:00 - 13:30

Transgender Healthcare for Clinical Staff		
Course Name	Date	Time
Session 1 - Transgender Healthcare for Clinical Staff	22/04/2026	12:00 - 13:30
Session 2 - Transgender Healthcare for Clinical Staff	29/04/2026	12:00 - 13:30
Session 1 - Transgender Healthcare for Clinical Staff	15/06/2026	12:00 - 13:30
Session 2 - Transgender Healthcare for Clinical Staff	22/06/2026	12:00 - 13:30

Support
If you require further training sessions or on any other areas of the clinical system, please log a call with the IT service Desk and one of the Primary Care System teams will be in touch to arrange the training. Service Desk, please contact:

Telephone Number: 0203 350 4050 or **Email:** nhsnwl.servicedesk@nhs.net
NWL Learning Hub - https://www.nwllearning.nhs.uk