Primary Care Systems Training Schedule

The Primary Care Systems Training team offer SystmOne and EMIS Web courses that are delivered using Microsoft Teams. Please see below, training schedule for **May and August 2025.**

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

MAY 2025			
	Course Name	**Date**	**Time**
SYSTMONE	SystmOne Reporting - Basic & Advanced	23/05/2025	10:00 - 12.30
SYSTMONE	SystmOne Registration & Demographic Details	22/05/2025	10:00 - 13:00
EMIS	Emis Web Adding Users	29/05/2025	10:00 - 11:00
EMIS	EMIS Web: Appointment Booking Overview	23/05/2025	13:30 - 14:30
JUNE 2025			
	Course Name	**Date**	**Time**
SYSTMONE	SystmOne Reporting - Basic & Advanced	20/06/2025	10:00 - 13:00
SYSTMONE	SystmOne for Beginners (Practice & PCN staff)	05/06/2025	10:00 - 13:00
SYSTMONE	SystmOne – Clinicians	13/06/2025	10:00 - 13:00
SYSTMONE	SystmOne E-RS Worklist Training	11/06/2025	10:30 - 12:00
SYSTMONE	SystmOne Administrators – EDI Links	12/06/2025	14:00 - 16:00
SYSTMONE	SystmOne Appointment Setup & Configuration	23/06/2025	11:00 - 12:00
SYSTMONE	SystmOne E-RS Training (Referrals)	27/06/2025	10:30 - 12:00
SYSTMONE	SystmOne GP2GP	27/06/2025	13:00 - 14:40
EMIS	EMIS Web for Beginners	06/06/2025	10:00 - 13:00
EMIS	EMIS Web for Clinical Staff	26/06/2025	10:00 - 13:00
EMIS	Emis Web Tasks	06/06/2025	13:30 - 14:30
EMIS	Emis Web QOF Management	12/06/2025	10:00 - 12:00
EMIS	EMIS Web e-RS Referral Worklist Training	04/06/2025	10:00 - 12:00
EMIS	EMIS Web Introduction to Searches & Reports	19/06/2025	10:00 - 11:00
JULY 2025			
	Course Name	**Date**	**Time**
SYSTMONE	SystmOne Reporting - Basic & Advanced	04/07/2025	10:00 - 13:00
SYSTMONE	SystmOne for Beginners (Practice & PCN staff)	03/07/2025	10:00 - 13:00
SYSTMONE	SystmOne – Clinicians	17/07/2025	10:00 - 13:00
SYSTMONE	SystmOne ICE Training	07/05/2025	11:00 - 12:00
SYSTMONE	SystmOne for Administrators - EDI Links	10/07/2025	10:00 - 12:00
SYSTMONE	SystmOne Coding	07/07/2025	12:30 - 14:00
SYSTMONE	SystmOne - QOF Management	18/07/2025	12:00 - 14:00
SYSTMONE	SystmOne Registration & Demographic Details	24/07/2025	11:00 - 12:30
SYSTMONE	SystmOne Airmid	11/07/2025	13:30 - 14:30
EMIS	EMIS Web for Beginners	11/07/2025	10:00 - 13:00
EMIS	EMIS Web for Clinical Staff	24/07/2025	10:00 - 13:00
EMIS	Emis Web Adding Users	10/07/2025	14:00 - 15:00
EMIS	EMIS Web Setting up the Appointment Book	15/07/2025	11:00 - 12:00
EMIS	EMIS Web: Appointment Booking Overview	04/07/2025	13:30 - 14:30
EMIS	EMIS Web ICE Training	07/07/2025	10:00 - 11:00

EMIS	EMIS Web e-RS Training (Referrals)	25/07/2025	10:00 - 11:30
	AUGUST 2025		
	Course Name	**Date**	**Time**
SYSTMONE	SystmOne Reporting - Basic & Advanced	22/08/2025	10:00 - 13:00
SYSTMONE	SystmOne for Beginners (Practice & PCN staff)	01/08/2025	10:00 - 13:00
SYSTMONE	SystmOne – Clinicians	08/08/2025	10:00 - 13:00
SYSTMONE	SystmOne Appointment Setup & Configuration	29/08/2025	13:00 - 14:00
SYSTMONE	SystmOne Appointment Skill	18/08/2025	13:00 - 14:00
SYSTMONE	SystmOne E-RS Training (Referrals)	28/08/2025	10.30 - 12:00
SYSTMONE	SystmOne E-RS Worklist Training	29/08/2025	10.30 - 12:00
SYSTMONE	SystmOne Administrators – Advanced	21/08/2025	13:00 - 14:00
SYSTMONE	Course: SystmOne Tasks and Messaging	14/08/2025	10:00 - 11:00
EMIS	EMIS Web for Beginners	07/08/2025	10:00 - 13:00
EMIS	EMIS Web for Clinical Staff	15/08/2025	10:00 - 13:00
EMIS	EMIS Web Introduction to Searches & Reports	12/08/2025	11:00 - 12:00
EMIS	Emis Web Tasks	15/08/2025	14:00 - 15:00
EMIS	EMIS Web e-RS Referral Worklist Training	21/08/2025	10:00 - 12:00

NWL Learning Hub Navigation Training		
Course Name	**Date**	**Time**
NWL Learning Hub Training	31/03/2025	11:00 - 12:00
NWL Learning Hub Training	09/06/2025	11.00 - 12.00
NWL Learning Hub Training	03/07/2025	12:00 - 13:00

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Additional Training

Transgender Healthcare

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 course, please contact Dr Joanna Lovett - joanna.lovett1@nhs.net and if you have any queries regarding 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	09/06/2025	12:00 - 13:30
Session 1 - Transgender Healthcare for Non Clinical Staff	11/08/2025	12:00 - 13:30
Session 1 - Transgender Healthcare for Non Clinical Staff	12/11/2025	12:00 - 13:30
Session 2 - Transgender Healthcare for Non Clinical Staff	16/06/2025	12:00 - 13:30
Session 2 - Transgender Healthcare for Non Clinical Staff	18/08/2025	12:00 - 13:30

Session 2 - Transgender Healthcare for Non Clinical Staff	19/11/2025	12:00 - 13:30
Transgender Healthcare for Clinical Staff		
Course Name	**Date**	**Time**
Session 1 - Transgender Healthcare for Clinical Staff	09/07/2025	12:00 - 13:30
Session 1 - Transgender Healthcare for Clinical Staff	08/10/2025	12:00 - 13:30
Session 2 - Transgender Healthcare for Clinical Staff	16/07/2025	12:00 - 13:30
Session 2 - Transgender Healthcare for Clinical Staff	15/10/2025	12:00 - 13:30

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Safeguarding Adults Level 3 Training

All care staff who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns (as appropriate to role) are expected to complete level 3 training Over a 3-year period, professionals at this level should receive training equivalent to a minimum of 8 hours. This training is aimed at NWL ICB staff and Primary Care Colleagues

Session will be hosted via Microsoft Teams, please see session dates/times below:

Wednesday 21st May 2025 - 09.30-16:30

To book on this training, please contact: **nhsnwl.safeguardingtraining@nhs.net**

Please indicate which of the date you wish to attend, include your full name, role, trust/workplace, and contact details.

To see further details, click **here**

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Domestic Abuse Training for Primary Care

Aim -To enhance knowledge, skills and confidence in understanding Domestic Abuse (DA)

Objectives:
- Explore DA Concepts: Understand the different forms of domestic abuse (physical, emotional, psychological, economic, etc.).
- Legislative Framework: Apply relevant laws and legislation that address DA.
- Prevalence Awareness: Be aware of the widespread nature and statistics related to DA.
- Recognise Indicators: Identify signs and indicators of DA to improve detection and intervention.
- Community Impact: Understand how DA affects individuals, communities, and society, with a focus on the health and well-being of the child, victim, and perpetrator

Session will be hosted via Microsoft Teams, please see session dates/times below:

- **May 21st 1-3pm**
- **July 2nd 1-3pm**

To book on to this training:

Please email nhsnwl.safeguardingtraining@nhs.net including your full name, role, trust/workplace, and contact details.

Please note: 48 hour cancellation if unable to attend

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Mental Capacity Act Bite Size Training

Join us in raising awareness about the Mental Capacity Act - CNWL are presenting a series of lunchtime webinars covering different aspects of the MCA to both educate and raise awareness of the MCA in its 20th anniversary year, which will count towards safeguarding training hours. **The programme are listed below (all sessions are 12pm - 1pm):**

- **Monday 19th May:** The 5 key principles of the MCA and what they mean for decision making
- **Tuesday 20th May:** The MCA and safeguarding children: applications of the MCA to 16-17 year olds
- **Wednesday 21st May:** The MHA and the MCA: how do they complement each other?
- **Thursday 22nd May:** Domestic Abuse and the impact of the MCA
- **Friday 23rd May:** Completing an MCA assessment.

Please find the link and meeting details ahead of MCA week (we have the same link for each session, and there is no requirement to book): Microsoft Teams - Join the meeting now

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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