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 **December 2025, January 2026, and February 2026.**

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

December 2025		
Course Name	**Date**	**Time**
SystmOne Reporting - Basic & Advanced	18/12/2025	10:00 - 13:00
SystmOne for Beginners	04/12/2025	10:00 - 13:00
SystmOne for Clinical Staff	12/12/2025	10:00 - 13:00
SystmOne Administrators – EDI Links	08/12/2025	12:00 - 14:00
SystmOne Communication Annex	05/12/2025	10:00 - 12:00
SystmOne Configuring Teams	19/12/2025	11:00 - 12:00
SystmOne Creating Letters	11/12/2025	10:30 - 11:30
SystmOne Document Management (Scanning)	19/12/2025	13:00 - 15:00
SystmOne E-RS Training (Referrals)	01/12/2025	12:30 - 14:30
SystmOne E-RS Worklist Training	15/12/2025	10:00 - 12:00
SystmOne Recalls	10/12/2025	11:00 - 12:30
EMIS Web for Beginners	05/12/2025	10:00 - 13:00
EMIS Web for Clinical Staff	11/12/2025	10:00 - 13:00
EMIS Web Introduction to Searches & Reports	17/12/2025	11:00 - 12:30
Emis Web Adding Users	10/12/2025	11:00 - 12:30
Emis Web Tasks	12/12/2025	13:30 - 14:30
January 2026		
Course Name	**Date**	**Time**
SystmOne Reporting - Basic & Advanced	30/01/2026	10:00 - 13:00
SystmOne for Beginners	07/01/2026	10:00 - 13:00
SystmOne for Clinical Staff	15/01/2026	10:00 - 13:00
NEW SystmOne Prescribing for Administrators	09/01/2026	11:00 - 12:30
NEW SystmOne Advanced Configuration	22/01/2026	10:00 - 12:00
SystmOne Administrators – EDI Links	08/12/2025	11:00 - 13:00
NEW SystmOne Basic Configuration	16/01/2026	13:30 - 14:30
SystmOne - QOF Management	19/01/2026	12:30 - 14:30
SystmOne Communication Annex	23/01/2026	12:00 - 14:00
SystmOne Document Management (Scanning)	23/01/2026	10:00 - 12:00
SystmOne GP2GP	29/01/2026	11:00 - 12:30
SystmOne ICE Training	29/01/2026	11:00 - 12:00
EMIS Web for Beginners	14/01/2026	10:00 - 13:00
EMIS Web for Clinical Staff	16/01/2026	10:00 - 13:00
EMIS Web Introduction to Searches & Reports	15/01/2026	10:30 - 12:00
EMIS Web e-RS Referral Worklist Training	12/01/2026	10:00 - 12:00
Emis Web QOF Management	12/01/2026	12:30 - 14:30
EMIS Web ICE Training	22/01/2026	13:00 - 14:00

February 2026			
	Course Name	**Date**	**Time**
	SystmOne Reporting - Basic & Advanced	12/02/2026	10:00 - 13:00
	SystmOne for Beginners	04/02/2026	10:00 - 13:00
	SystmOne for Clinical Staff	06/02/2026	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)	20/20/2026	10:00 - 12:00
	SystmOne E-RS Worklist Training	20/02/2026	10:00 - 12:00
	NEW SystmOne Appointment Invitations	26/02/2026	10am-12am
	EMIS Web for Beginners	02/02/2026	10:00 - 13:00
	EMIS Web for Clinical Staff	05/02/2026	10:00 - 13:00
	EMIS Web Introduction to Searches & Reports	11/02/2026	10:30 - 12:00
	EMIS Web Setting up the Appointment Book	06/02/2026	13:30 - 15:00
	NEW EMIS Web Coding	27/02/2026	10:00 - 11:30
	EMIS Web e-RS Training (Referrals)	26/02/2026	11:00 - 12:30

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	08/12/2025	10:00 - 11:00
NWL Learning Hub Training	19/01/2026	11:00 - 12:00
NWL Learning Hub Training	09/02/2026	11:00 - 12:00

****

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	15/12/2025	13:30 - 15:00
NHS App Training	22/01/2026	13:00 - 14:30
NHS App Training	27/02/2026	12:30 - 14:00

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