

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 **August, September and October 2025**.

The below courses can be booked via the [NWL Learning Hub](#).

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	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
SEPTEMBER 2025			
	Course Name	Date	Time
SYSTMONE	SystmOne Reporting - Basic & Advanced	18/09/2025	10:00 - 13:00
SYSTMONE	SystmOne for Beginners (Practice & PCN staff)	08/09/2025	10:00 - 13:00
SYSTMONE	SystmOne – Clinicians	19/09/2025	10:00 - 13:00
SYSTMONE	SystmOne Coding	15/09/2025	10:00 - 12:00
SYSTMONE	Systmone - Communication Annexe	15/09/2025	13:00 - 15:00
SYSTMONE	SystmOne Prescribing for Clinicians	12/09/2025	14:00 - 15:30
SYSTMONE	SystmOne Recalls	24/09/2025	11:00 - 12:30
SYSTMONE	SystmOne Creating Letters	05/09/2025	10:30 - 11:30
SYSTMONE	SystmOne Document Management (Scanning)	17/09/2025	10:00 - 12:00
SYSTMONE	SystmOne ICE Training	22/09/2025	11:00 - 12:00
SYSTMONE	SystmOne - QOF Management	11/09/2025	13:30 - 15:30
SYSTMONE	SystmOne Airmid	25/09/2025	14:00 - 15:00
EMIS	EMIS Web for Beginners	12/09/2025	10:00 - 13:00
EMIS	EMIS Web for Clinical Staff	25/09/2025	10:00 - 13:00
EMIS	EMIS Web e-RS Training (Referrals)	26/09/2025	10:00 - 11:30
EMIS	Emis Web QOF Management	11/09/2025	10:00 - 12:00
EMIS	EMIS Web ICE Training	22/09/2025	10:00 - 11:00
EMIS	EMIS Web: Appointment Booking Overview	18/09/2025	13:30 - 14:30
EMIS	EMIS Web Introduction to Searches & Reports	16/09/2025	11:00 - 12:00
EMIS	Emis Web Adding Users	19/09/2025	14:00 - 15:00

OCTOBER 2025			
	Course Name	Date	Time
SYSTMONE	SystmOne Reporting - Basic & Advanced	16/10/2025	10:00 - 13:00
SYSTMONE	SystmOne for Beginners (Practice & PCN staff)	03/10/2025	10:00 - 13:00
SYSTMONE	SystmOne – Clinicians	10/10/2025	10:00 - 13:00
SYSTMONE	SystmOne Administrators – EDI Links	13/10/2025	12:00 - 14:00
SYSTMONE	SystmOne GP2GP	10/10/2025	13:30 - 15:00
SYSTMONE	SystmOne Registration & Demographic Details	02/10/2025	10:00 - 12:00
SYSTMONE	SystmOne E-RS Training (Referrals)	20/10/2025	12:30 - 14:30
SYSTMONE	SystmOne E-RS Worklist Training	23/10/2025	10:00 - 12:00
SYSTMONE	SystmOne Tasks and Messaging	17/10/2025	14:30 - 15:30
EMIS	EMIS Web for Beginners	09/10/2025	10:00 - 13:00
EMIS	EMIS Web for Clinical Staff	17/10/2025	10:00 - 13:00
EMIS	EMIS Web Setting up the Appointment Book	16/10/2025	13:30 - 14:30
EMIS	Emis Web Tasks	03/10/2025	13:30 - 14:30
EMIS	EMIS Web Introduction to Searches & Reports	23/10/2025	14:00 - 15:00
EMIS	EMIS Web e-RS Referral Worklist Training	06/10/2025	12:30 - 14:30

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	22/08/2025	11:00 - 12:00
NWL Learning Hub Training	22/09/2025	13.00 - 14.00
NWL Learning Hub Training	06/10/2025	10:30 - 11:30

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	05/09/2025	12:30 - 14:00
NHS App Training	09/10/2025	14:30 - 16:00
NHS App Training	21/11/2025	13:30 - 15:00

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	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	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	08/10/2025	12:00 - 13:30
Session 2 - Transgender Healthcare for Clinical Staff	15/10/2025	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>