



# GENERAL PRACTICE ASSISTANT (GPA)

## LEVEL 4 COURSE

## FUNDED PLACES FOR FEBRUARY 2025 AVAILABLE

**Expressions of interest: Please note that places are extremely limited and we ask that only those who are serious about completing the GPA Competency framework document and who are supported fully by their practices should apply.**

### CRITERIA

#### Practice

Supporting General Practice in the smooth running of their surgery by handling the routine administration and some basic clinical duties enabling the GP to focus on the patient.

#### GPA

This course is open to existing staff in roles such as receptionists, administrators, phlebotomists, secretaries, and new HCA. Not suitable for experienced HCA.

#### Course

Upon completion of all five domains, the GPA will be awarded with a certificate 'GP Assistant Skills Certificate' which is equivalent to 10 credits at a Level 4

Completed in 6 months

The accredited GPA programme is based on the GPA framework, and you will work through the competencies within the framework, which covers five domains (2 clinical and 3 non-clinical).

- Care (Clinical)
- Clinical (Clinical)
- Communications (non-clinical)
- Administration (non-clinical)
- Managing health records (non-clinical)
- The learner will work through each domain via an online ePortfolio, which is then signed off by their GP mentor and verified.

**Course funded by NHS England via  
Buckinghamshire New University**

**For further information, contact Katyon Warrick  
Course Leader**

Applications close on  
**January 1<sup>st</sup> 2025**  
**Interview: 24.01.2025**

FIND OUT MORE



[bnu.ac.uk/courses/short/general-practice-assistant](https://bnu.ac.uk/courses/short/general-practice-assistant)

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