

# PRACTICE INDEX



The leading resource for PMs now provides eLearning for the whole practice team

See staff progress and access certificates

Automatically reminds and re-enrols staff onto courses

Course	Enrolled	Started	Due/Completed	Automatic re-enrol
Information Governance <a href="#">Download certificate</a>	18/01/2019	20/01/2019	22/01/2019	12 months
Infection Control	18/01/2019	Not started yet	<b>! 18/02/2019</b>	24 months

Import Training Record

Export Training Record

Seamless transfer from your current provider

Quickly export staff training records in one click

# eLearning packages

All courses are RCGP accredited and CPD certified



Free



Essential



Masterclass



## Free package

- Having difficult conversations
- Leadership styles and approaches
- Managing yourself
- Managing others

Funded by



England



## Essential package

Includes over 45 courses to fulfil your statutory and mandatory requirements.

**£345** + VAT/year for all courses

Unlimited staff and unlimited use

25% discount for PLUS members 

Accessible Information Standard	Accident and Incident Reporting	Active Signposting / Care Navigation	Anaphylaxis	Appraisals	Basic Life Support (BLS)	Bullying and Harassment	Caldicott	Care Certificate
Chaperoning	Complaints	Confidentiality	Conflict Resolution	Consent	COSHH	Customer Care	Data Protection and Freedom of Information (FOI)	Data Security Awareness
Dementia Awareness	Deprivation of Liberty Safeguards (DOLS)	Display Screen Equipment (DSE)	Domestic Violence Awareness	Electrical Safety	Equality and Diversity	Fire Safety	General Data Protection Regulation (GDPR)	Hand Hygiene
Health and Safety	Induction	Infection Control (Clinical)	Infection Control (Non Clinical)	Information Governance	Maintaining the Cold Chain	Mental Capacity Act	Moving and Handling (Clinical)	Moving and Handling (Non Clinical)
Office Safety	Preparing for an Influenza Pandemic	Preventing Radicalisation	Privacy and Dignity	Safeguarding Adults (Levels 1 and 2)	Safeguarding Children (Levels 1, 2 and 3)	Sepsis	Whistleblowing	Working at Heights



## Masterclass package

Exclusive courses taught by the UK's leading GP practice managers, CQC experts and trainers.

**£295** + VAT/year for all courses

Unlimited staff and unlimited use

25% discount for PLUS members 

### GP Practice Management Masterclass

 6 modules  10 hours

Covering every topic you need to be a successful practice manager.

Improve your productivity, enhance efficiencies and develop your practice. By the end of this comprehensive Masterclass what you don't know as a PM, won't be worth knowing!



### CQC Masterclass: The Perfect Practice

 6 modules  4 hours

Are you prepared for your CQC inspection?  
If you aren't, then do not worry; you soon will be!

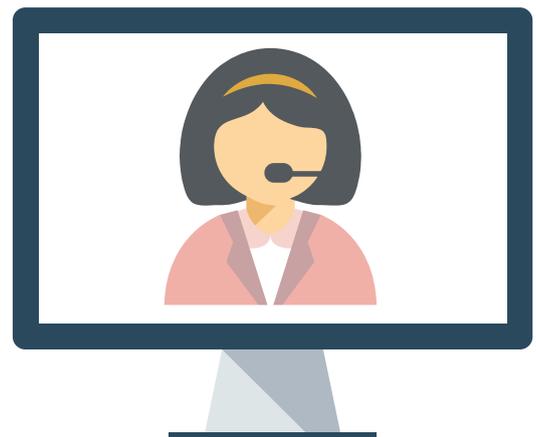
This Masterclass includes six exceptional modules of ammunition, enabling you to feel fully prepared for your inspection and set you on your way to 'Outstanding'.

### Receptionists in General Practice Masterclass

 4 modules  3 hours

Designed specifically for all GP receptionists, new and experienced.

This Masterclass focuses on 11 core subjects that receptionists face on a daily basis and develops the skills and knowledge that are vital in this front-line role.



# Customer feedback

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**"The HUB is really easy to use and it keeps track of everything for me. I no longer have to spend time updating my Excel document and chasing staff who are overdue."**

Sandra, PM in Brighton



**"Really easy to use, very user friendly. The staff just login when they have time or we do it all together. The receptionists loved their Masterclass course!"**

Julie, PM in NW London



**"Switching was easy. Courses are excellent and the reporting is the best I have seen."**

Simon, PM in Norfolk



**"Saves time, saves money, saves hassle, saved my sanity!"**

Mark, PM in Manchester

**For further information and enquiries please get in touch:**

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