

# Super HCA (Medical Assistant) Training Programme

As part of the Five Year GPFV the CCG Primary Care Workforce Team have collaborated to develop a Super HCA (Medical Assistant) training pathway. The blended learning will take 9 months in total with online Care Certificate, ten taught days (out of practice) and a workbook to complete. The course is fully funded by the CCG if the following criteria are met:

## Entry Requirements—Learners should have:

- Six months working in General Practice (Receptionist / HCA / Medical Administrator)
- Permanent employment in a GP Practice (minimum of 20 hrs per week)
- GCSE Maths and English or equivalent
- Enthusiasm and commitment to the course

## Commitment to Development—Practices should:

- Enrolled learner on Blue Stream Academy Care Certificate, prior to introductory course
- Permission for day release for all 10 days out of Practice (clinical and coding element)
- Teach Mandatory Training\* as part of the learner's role

\*Mandatory Training, for this purpose, is defined as Safeguarding, Information Governance, Fire Safety, Equality and Diversity, Basic Health and Safety and Infection Control, by e-learning for health, Bluestream or face-to-face learning

## The Super HCA (Medical Assistant) course runs as follows:

Cohort 1	Introduction	-	September 2018 (2 days – Wednesday & Thursday)	Peterborough
	Main course	-	October 2018 – May 2019 (1 day per month – last Thursday of the month)	Peterborough
Cohort 1	Introduction	-	March 2019 (2 days - Wednesday & Thursday)	Huntingdon
	Main course	-	April 2019 – November 2019 (1 day per month - last Thursday of the month)	Huntingdon

## Next steps

On completion of the course learners will be able to pursue a Level 3 qualification in Health Care Support Work (and beyond that the Nursing Pathway) or Medical Administration Level 3.

## Places are limited, if you're interested please contact:

**Sallyann Woodthorpe**  
Primary Care Workforce Development Advisor  
Cambridgeshire & Peterborough CCG  
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**Deadline for interest is the 31<sup>st</sup> May 2018**

# Super HCA (Medical Assistant) Training Programme

We are pleased to be able to offer the following modules and more as a part of the Super HCA Training programme:

1. Medical terminology
2. Communication skills
3. Baseline observations - including pulse, temperature, blood pressure, respiratory rate, peak flow, urinalysis
4. Chronic disease information gathering, baseline checks and escalation guidelines for:
  - Essential Hypertension
  - Asthma
  - COPD
  - Atrial Fibrillation
  - Thyroid
  - Epilepsy
  - Diabetes
  - Coronary heart disease
  - Dementia
  - Depression
  - Mental Health
  - Learning Disabilities
  - Understanding QOF alerts and requirements and helping to achieve quality outcomes
5. Clinical letter reading and coding - within a safe governance system
6. Chaperone training
7. Promoting self-care
8. Health promotion

**By the end of the programme your Super HCA will have developed their professional and clinical skills to be a fully competent member of your practice team.**

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