



Community

Pharmacy





Community Optometry

INTRODUCTION & PROGRAMME OUTLINE

Introduction

Lancashire and South Cumbria Primary Care Training Hub (L&SC PCTH) in partnership with

- Department for Work and Pensions (DWP)
- PHX Training

developing a 6-week Step into Primary Care Programme for Primary Care organisations including

- General Practice
- Community Pharmacists
- Dental Surgeries
- Community Optometry

to utilise recruiting into non-clinical roles with the potential of progressing onto clinical apprenticeship roles within General Practice i.e. Student Nursing Associate or General Practice Assistant.

The overall aim of Step into Primary Care is to support candidates to develop employability skills and qualities in order to secure health and social care roles, through a blended approach of work placements and training which takes place over a fixed period of time



Programme Outline



This programme equips learners with a solid baseline on understanding of roles within primary care organisations. The programme is for candidates aged 18-30 years old and will consist of 3-weeks of accredited training via PHX Training and a 3-weeks practice placement in a non-clinical role.

3 weeks accredited training:	3 weeks practice placement:
 Tailored training to meet the needs of the organisation Customer Service Award Level 1, Mental Health Awareness Level 1, Safeguarding and Prevent Level 2 Difficult Conversation Training eLearning for Health Mandatory Training 90 minutes EMIS training NHS Values Overview A Persons Holistic Journey through Health and Social Care Tutor feedback provided to each practice 	 Candidates have the opportunity to experience working in a Primary Care organisation 2 week review Candidates must have a guaranteed interview for a job role within the organisation once placement is complete (no obligation for the organisation to hire candidates)

Week 1	Training
18th & 19th November 2024	Enrolment Days Initial Assessments including Maths, English and ICT skills Skills Scan (current skills)
21st November 2024	Introduction to the Programme What is Primary Care - A Persons Holistic Journey Through Health and Social Care What roles are available at entry-level within Primary Care and progression NHS Track PHX Accredited Training Customer Service Level 1 • Unit 1 Customer Service Principles • Unit 2 Understanding How to Work in a Customer Service Role
Week 2 & 3	PHX Accredited Training Mental Health Level 1 • Unit 1 Award in Mental Health Awareness Mid Point Reviews held with tutor, candidate & Sam Jefferies Safeguarding Level 1 • Unit 1 Understanding the Prevent Duty • Unit 2 Understanding Safeguarding • Unit 3 Understanding Online Safety CV Building and Interview Techniques EMIS Training eLearning for Health modules Difficult Conversation Training Skills Scan (Progress)
16th December 2024	Week 1 of work placement for 2 candidate's
6th January 2025	Week 2 of Work Placement for 2 candidate's
13th January 2025	Week 3 of work placement for 2 candidate's & guaranteed interview (no obligation to hire)



6 week Step Into Primary Care Overview

Flow Chart for the Development and Delivery of Step into Primary Care Programme

Expression of Interest

Primary Care organisations to complete an expression of interest form or contact Lancashire and South Cumbria Primary Care Training Hubs Project Manager to register their vacancies for the Step into Work Programme

Application Process

L&SC PCTH Team confirms the placement to the candidates

Honorary Contract/ Partnership Agreement to be signed by both parties ie candidate and practice

Practice Placement allocation and dates confirmed

Live or Potential Vacancies within Organisation

Lancashire & South Cumbria Primary Care Training Hub Programme Manager will contact organisation to arrange a meeting and/or visit to discuss the vacancy and programme in preparation for supporting candidates

Training Process

All successful candidates will attend a 3 week accredited training, either virtually or face-to-face provided by PHX Training. Candidates are expected to attend all training days in a professional manner

Candidates to complete EMIS and organisation mandatory training

Timetable to be organised for the candidates

Risk Assessment Placement completes a risk assessment for their placement area in preparation for taking the candidates on placement

Work Placement

All candidates on completion of training will attend 3 week work placement of 30 hours
Placement completes an induction which includes completion of induction checklist on first day of placements

Recruitment Process Recruitment process to be conducted by L&SC PCTH Programme Manager in partnership with Primary Care organisations, Department for Work and Pensions (DWP) and the training provider

Placement Supervision L&SC PCTH Programme Manager in partnership with the training provider and DWP to hold x 2 reviews during the programme with candidates

Placement to ensure supervision of the candidates whilst on placement

Confirmation of Programme Locality DWP will hold open days for candidates to apply for the positions available. L&SC PCTH Programme Manager will attend the open days to deliver an overview of the programme, expectations from the candidates and the organisations to all attendees

Completion of Programme Placement to offer guaranteed interview (no obligation to hire the candidates)
Candidates to complete an evaluation form
Candidate to receive certificate of completion

Thankyou



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