

Productive General Practice - Quick Start Group / Practice Session Requirements

Timeline	(- 6 Weeks)	(- 2 Weeks)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Session Type	Group Based Session (Practice Manager Session)	Group Based Session	Practice Based Session	Practice Based Session	Practice Based Session	Group Based Session	Practice Based Session	Practice Based Session	Practice Based Session	Group Based Session (Wrap up session)
	Group based 1	Group based 2	Practice based 1	Practice based 2	Practice based 3	Group based 3	Practice based 4	Practice based 5	Practice based 6	Group based 4
Session outline	Overview of the programme and diary setting session	A group based session to give Practice Managers support around the change delivery programme	Practice based sessions focusing on your chosen module, this will be a briefing session	Practice based sessions focusing on your chosen module, this will be a briefing session	Practice based sessions focusing on your chosen module, this will be a briefing session	Group based session focusing on i) A specific module (AA, EM&I or EP) or ii) A shared learning session	Practice based sessions focusing on your chosen module, this will be a briefing session	Practice based sessions focusing on your chosen module, this will be a briefing session	Practice based sessions focusing on your chosen module, this will be a briefing session	Group based session wrap up session
Session Objective	All dates to be scheduled for the programme	Practice Managers to feel equipped and supported to start the programme	Implementation and understanding of your chosen work area	Implementation and understanding of your chosen work area	Implementation and understanding of your chosen work area	Implementation and understanding of your chosen work area or sharing best practice	Implementation and understanding of your chosen work area	Implementation and understanding of your chosen work area	Implementation and understanding of your chosen work area	debrief of the change delivery programme
Resource Required per session / Module Essential Desirable Optional	Practice Manager, Programme Lead & GP Lead	Practice Manager, Programme Lead & GP Lead	Module dependent	Module dependent	Module dependent	Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead	Module dependent	Module dependent	Module dependent	Practice Manager, Programme Lead & GP Lead
			Well Organised Practice: Practice Manager Identified area lead Area team member Other area team members Programme Lead	Well Organised Practice: Practice Manager Identified area lead Area team member Other area team members Programme Lead	Well Organised Practice: Practice Manager Identified area lead Area team member Other area team members Programme Lead		Well Organised Practice: Practice Manager Identified area lead Area team member Other area team members Programme Lead	Well Organised Practice: Practice Manager Identified area lead Area team member Other area team members Programme Lead	Well Organised Practice: Practice Manager Identified area lead Area team member Other area team members Programme Lead	
			Frequent Attenders: Session 1: System Super User Practice Manager Lead GP (last hour) Programme Lead	Session 2: System Super User Practice Manager MDT Staff for Exercise Lead GP Programme Lead	Session 3: Practice Manager Lead GP MDT Staff for Exercise Programme Lead		Frequent Attenders: Session 1: System Super User Practice Manager Lead GP (last hour) Programme Lead	Session 2: System Super User Practice Manager MDT Staff for Exercise Lead GP Programme Lead	Session 3: Practice Manager Lead GP MDT Staff for Exercise Programme Lead	
			Team Planning: Practice Manager Staff group lead Staff team member Programme Lead GP Lead	Team Planning: Practice Manager Staff group lead Staff team member Programme Lead GP Lead	Team Planning: Practice Manager Staff group lead Staff team member Programme Lead GP Lead		Team Planning: Practice Manager Staff group lead Staff team member Programme Lead GP Lead	Team Planning: Practice Manager Staff group lead Staff team member Programme Lead GP Lead	Team Planning: Practice Manager Staff group lead Staff team member Programme Lead GP Lead	
			Clear Job Standards: Practice Manager Members of area team Programme Lead Lead GP	Clear Job Standards: Practice Manager Members of area team Programme Lead Lead GP	Clear Job Standards: Practice Manager Members of area team Programme Lead Lead GP		Clear Job Standards: Practice Manager Members of area team Programme Lead Lead GP	Clear Job Standards: Practice Manager Members of area team Programme Lead Lead GP	Clear Job Standards: Practice Manager Members of area team Programme Lead Lead GP	
			Common Approach: Practice Manager Identified area lead Lead GP Programme Lead	Common Approach: Practice Manager Identified area lead Lead GP Programme Lead	Common Approach: Practice Manager Identified area lead Lead GP Programme Lead		Common Approach: Practice Manager Identified area lead Lead GP Programme Lead	Common Approach: Practice Manager Identified area lead Lead GP Programme Lead	Common Approach: Practice Manager Identified area lead Lead GP Programme Lead	
			Appropriate Appointments: Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead	Appropriate Appointments: Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead	Appropriate Appointments: Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead		Appropriate Appointments: Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead	Appropriate Appointments: Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead	Appropriate Appointments: Practice Manager Lead GP Other GPs Other Clinical team members Programme Lead	
			Emails, Meetings & Interruptions: Practice Manager Identified area lead Lead GP Other GPs Identified area lead	Emails, Meetings & Interruptions: Practice Manager Identified area lead Lead GP Other GPs Identified area lead	Emails, Meetings & Interruptions: Practice Manager Identified area lead Lead GP Other GPs Identified area lead		Emails, Meetings & Interruptions: Practice Manager Identified area lead Lead GP Other GPs Identified area lead	Emails, Meetings & Interruptions: Practice Manager Identified area lead Lead GP Other GPs Identified area lead	Emails, Meetings & Interruptions: Practice Manager Identified area lead Lead GP Other GPs Identified area lead	
			Efficient Processes: Practice Manager Identified area lead Staff team member Other area team members Programme Lead	Efficient Processes: Practice Manager Identified area lead Staff team member Other area team members Programme Lead	Efficient Processes: Practice Manager Identified area lead Staff team member Other area team members Programme Lead		Efficient Processes: Practice Manager Identified area lead Staff team member Other area team members Programme Lead	Efficient Processes: Practice Manager Identified area lead Staff team member Other area team members Programme Lead	Efficient Processes: Practice Manager Identified area lead Staff team member Other area team members Programme Lead	