

Dear Colleagues,

Please find attached our latest LMC Training Schedule, which runs from January to March 2018. I have enclosed a booking form to use if wishing to reserve a specific course. If you are interested in any of the training sessions advertised, either for yourself or a staff member in your practice or team, please fill in all sections that are required on the booking form and fax it to (0141) 332 6798. You can also e-mail an electronic copy back to the office to [elaine.mclaren@glasgow-lmc.co.uk](mailto:elaine.mclaren@glasgow-lmc.co.uk).

Once your booking request has been reserved, we confirm this by sending an e-mail to the Practice Manager and a confirmation letter is also posted to the postal address that we require to be supplied on the booking form.

If there are no places available on the date you request, you will either be offered the next available date on the schedule, or placed in our back-up list until a new date can be arranged. Depending on how high a demand we get for a course, this can sometimes take your request into the following quarter.

I have been asked what each course contains and who they are for. The following is a brief description of the course content for this quarter.

**EMIS Courses** we are offering January to March 2018:

- Basics for Receptionists – Registration (not GP Links). Producing Repeat Prescriptions and using the appointment book. **For New Receptionists**
- Medical Records – Data entry by various methods and a tour of the medical record part of EMIS. **For Non Clinicians who do data entry**
- Appointment Configuration – Setting up and managing the appointment book. **For staff members who use the Appointment book**
- Prescribing – A look at the whole prescribing module, configuration and prescribing, including prescribing management. **Mainly for GPs, Nurse Prescribers, Pharmacists and possibly Managers**
- Searches and Reports – Starting with the basics and learning how to design searches in EMIS. Working with the search outputs and then the different reporting options available.
- Consultation Mode – Going through a typical consultation in EMIS with an emphasis on prescribing. Also touching on useful parts of the medical record.
- Administration – Covering the uses of User Manager, Locations Manager, Security Profile and Audit Trail. **For System Administrators**

**Vision Courses**

- Vision Consultation Manager – Going through a typical consultation in Vision, with an emphasis on prescribing. Also touching on useful parts of the medical record.
- Vision Searches – Working through the Searches module in Vision.

**Office Courses**

The following training ie Basic, Intermediate & Advanced levels, are on offer for Microsoft Word & Excel courses.

The first level of training is the only level we offer for Microsoft Access & PowerPoint courses

The list below lets you see in full what's offered from Microsoft Office 2007 sessions: -

- Microsoft Word – Basic, Intermediate and Advanced (**full day, lunch provided**)
- Microsoft Excel – Basic, Intermediate and Advanced (**full day, lunch provided**)
- Microsoft Access – Basic (**full day, lunch provided**)
- Microsoft PowerPoint – Basic (**full day, lunch provided**)
- Mail Merge – Half Day

These modular courses are included in our training schedule. If you are in the backup list waiting for a specific reservation, you will be offered a place on the next available course date.

The running times offered for the EMIS, Vision and Mail Merge courses, which are all **Half Day** sessions, run from 9:30am to 12:30pm

The remaining Microsoft courses advertised on our schedule are all **Full Day** sessions, 9:30am to 4:30pm with a **lunch provided**.

If you have any questions about the training we offer, please contact me. Thanks for your continued support, which enables us to run this service for you.

Regards

Ian