

**TWEEDDALE MEDICAL PRACTICE**

**PRE MIGRATION PRACTICE TRAINING PLAN FOR VISION CONVERSION**

\* = familiarisation training using trial data & training guides

\*\* = supplier training dates = .....

<b>TRAINING</b>	<b>By 2wks Prior to go live (familiarisation)</b>	<b>By official training dates</b>	<b>By go live date</b>	<b>By End Week 1</b>	<b>By End Month 1</b>	<b>By End Month 3</b>	<b>Lead Person</b>	<b>Comments</b>
<b>Appointments System</b>								
making appointments	Rec Sup Rec x 1	AllRecs/IT	Mgt	Secretary	PN/HCA		Rec Sup	<b>EXAMPLE</b>
Appointment Templates	IT Mang Rec x 1	Rec Sup	Mg		All Recs		IT Manager	<b>EXAMPLE</b>
<b>Repeat Prescribing</b>								
issuing repeats (admin)								
issuing repeats/acutes (GP's)								
adding/amending (admin)								
adding/amending (GP's)								
formularies								
<b>Ordering</b>								
summaries (admin)								
ordering consultations (GP's)								
ordering consultations (Nurses/HCA)								

**Handout 1 - Switching Clinical Systems  
SCIMP 2009 Workshop**

<b><i>RAINING</i></b>	<b><i>By 2wks Prior to go live</i></b>	<b><i>By official training dates</i></b>	<b><i>By go live date</i></b>	<b><i>By End Week 1</i></b>	<b><i>By End Month 1</i></b>	<b><i>By End Month 3</i></b>	<b><i>Lead Person</i></b>	<b><i>Comments</i></b>
<b>ncounters</b>								
ncounters (GP's)								
ncounters (Nurse/HCA)								
<b>OF Data Entry</b>								
OF data entry & admin								
<b>atient List Admin</b>								
IP/TR etc Regs								
SD deduction/additions								
-Links								
<b>ytology</b>								
ytology Admin (SCCRS)								
<b>ther Admin</b>								
ser admin								
earches								
<b>eferrals</b>								
CI - Gateway								
ail Manager/Tasks								
<b>dd-ons</b>								
ocman								
<b>XS</b>								
ab-links								
luebay								