

# Cyprus Medical Association Training of Family Practitioners for NHIS

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**FINAL**

## PROPOSAL FOR TRAINING FAMILY PRACTITIONERS IN CYPRUS IN PREPARATION FOR THE NATIONAL HEALTH INSURANCE SCHEME (NHIS)

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### INTRODUCTION

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Following a meeting of the Cyprus Medical Association Education Committee on 24th February and a follow up meeting on 28th February to Committee decided to commission Andy Leonidou, Consultant in Human Resource Management, as an External Coordinator to develop a proposal for the planning and delivery of a training programme for doctors who wish to practice as a Family Practitioners in the NHIS

During those two meetings it was agreed that this training programme, will consist of six short training modules as follows

1. An introduction to the principles, structure and processes of the Cyprus NHIS and the roles and responsibilities of Family Doctors within the Cyprus NHIS
2. Medical Audit
3. Communication and Consultation Skills
4. Setting up of a Family Doctors Practice and group practice including mini-clinics. Prescribing in an evidence based and cost effective practice and patient referral pathways to other provider segments.
5. Management of a Family Doctors Practice (GP Practice)
6. The role of IT in Family (General) Practice Medicine

The duration of the each module will be 2.5 hours taught. Two different modules can be delivered in one day usually during the afternoon and early evening in order to facilitate attendance without the doctors having to lose or give up working time. In addition a personal study of 72 hours altogether will be necessary. The programme is structured in such a way that it would enable some of the course participants to attend their modules during the weekend. About 60% of the programme will be delivered during weekends (Saturday and Sunday)

The Medical Council will require all doctors who wish to practice as Family Practitioners to attend all the modules and will issue a certificate of attendance on completion of all six modules. In that sense attendance for all modules is an essential requirement before doctors are allowed to practice as Family Practitioners

According to the Agreement between the Cyprus Ministry of Health and TROICA the implementation of the NHIS will begin in June 2015. In order to implement the system effectively there is a need for approximately 800 Family Practitioners. The timetable for the

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delivery of the proposed training programme is due to start at the beginning on 16 October 2014 and complete before the end of May 2015.

## DESCRIPTION OF MODULES

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### Module 1

**An introduction to the principles, structure and processes of the Cyprus NHIS and the roles and responsibilities of Family Doctors within the Cyprus NHIS.**

#### Module Co-ordinators

**Theodora Zachariadou (Module Leader)**

**Phlios Phylaktou**

**Andreas Polynikis**

#### Module Descriptor:

This module explores the principles of the Cyprus National Health Insurance Scheme and the professional roles and responsibilities of Family Doctors providing primary healthcare. Themes will include:

The structure, process and quality assurance of communication and access between the Family Doctors, the Specialists, the statutory Organizations and the allied Healthcare Professionals, to clarify and co-ordinate the pathways of healthcare for the people of Cyprus. .

Practical issues for contracting, recording, communication with all stakeholders and the integration and implementation in the practice of the Family Doctor, with the Information Management Technology implications, will be explored.

#### The Module aims:

To enable the Family Doctors working in Primary healthcare within the NHIS in Cyprus to:

- Achieve a shared vision of the structure, process and quality assurance of communication and access between the Family Doctors, the Specialists, the statutory Organizations and the allied Healthcare Professionals, to clarify and co-ordinate the pathways of healthcare for the people of Cyprus.
- Understand contracting, communication and financial accounting principles with the Health Insurance Organisation, including understanding of the quality data requirements and their implementation in practice, particularly the implications for information technology.
- The coding of medical problems (ICD-10) and procedures (International Classification of Health Interventions) and the integration to practice.
- International comparisons and how we differ
- Preventative medicine and screening and their importance to cost effective health care
- Winning the approval/confidence of the general population to the proposed changes "changing the health seeking behaviours" (real challenge for Cyprus)

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## Module 2

### Clinical Audit

#### Module Co-ordinators

**Philios Phylaktou (Module Leader)**

**Mary Avraamidou**

**Theodora Zachariadou**

**Andreas Eliades**

**Betros Kiountenian**

**Evi Missouri**

#### Module Descriptor

This module will examine the relationship between education and audit and its relevance to medical education. It explores methods for defining standards and the use of evidence based medicine.

#### Module Aims

Defining standards and measuring outcomes (1st part of audit cycle)

Clinical records and audit trails including introduction of clinical IT systems

correcting practice to achieve improved performance and then re-measuring outcomes/resetting standards (2nd part of the audit cycle)

Using this information to target educational input and the development of personal development plans linked to annual appraisal

Concept of performance linking rewards

## Module 3

### Communication and Consultation Skills

#### Module Co-ordinators

**Andreas Polynikis (Module Leader)**

**Nicos Skordis**

**Irene Cotter**

**Betros Kioutenian**

#### Module Descriptor

This module will enable participants to understand, rehearse and put into clinical practice the theory, principles and behaviour required to ensure high standards of consulting in the context of the doctor-patient interaction

#### Module Aims

To ensure participants understand the principles of human communication and the influences that human emotions and professional attitudes have upon the process.

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To help participants explore the significance of verbal and non-verbal behaviour in the consultation and to identify their own skills and behaviour in this field.

To enable participants to explore different models of the consultation in general practice and learn how to assess the effectiveness of a doctor-patient interaction.

To enable participants to rehearse and develop their own consulting styles in the context of the theoretical inputs of the module.

## **Module 4**

**Setting up of a Family Doctors Practice and group practice including 'mini' clinics. Prescribing in an evidence based and cost effective practice and patient referral pathways to other provider segments.**

### **Module Co-ordinators**

**George Athanasiou (Module Leader)**

**Yioulla Hadjikakou**

**Eugenia Christodoulou**

**Michalis Iasonidis**

**Panayiota Marouchou**

### **Module Descriptor:**

This module will assist doctors to acquire the knowledge, skills and attitudes to organise and manage their own Family Practice, in conjunction with other health care professionals, in order to provide an effective service for their registered patients.

The module will assist doctors to establish the principles of evidence based and cost effective prescribing and medicines and medicines management.

The module will assist doctors to formalise their relationships with the outpatient Specialist and allied healthcare Professionals.

### **Module Aims**

Setting up a successful practice- the concept of a "registered list" who access their health care via primary care and a doctor who takes overall responsibility

Working with others -establishing relationships that allow group working with both the ability to offer a wide range of services and enjoy cost benefits of scale. The concept of a "Group Practice" with a sharing of skills and the ability to offer an enhanced range of services

Developing relationships with secondary care, outpatient specialist, allied healthcare professionals , including the referral cycle and other providers of care services/social care

Developing a wider range of services in the community , based on primary care but incorporating the skills of specialists where appropriate (classical example is diabetic care)

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To address issues relating to the documentation , data management and record keeping for a range of professionals.

## **Module 5**

### **Management of a Family Doctors Practice (GP Practice)**

#### **Module Co-ordinators**

**Nicos Panayides**

**Tasos Mpagourdis**

**Eleni Ioannou**

**Andreas Polynikis**

#### **Module descriptor**

This module will examine the management aspects of the family doctor practice including premises, personnel, equipment , finance and business planning

#### **Module Aims**

To provide a learning vehicle for doctors in general practice and enable them to understand the management issues confronting the development of the family doctor practice

To enable understanding of the need for effective integration of development in primary care and the overall healthcare system

To provide knowledge concepts of business policy and planning, approaches to strategic planning and primary care service delivery

To provide a framework for running a family (general) practice as a business

## **Module 6**

### **The role of IT in Family (General) Practice Medicine**

#### **Module Co-ordinators**

**Maria Kythreotou**

**Athos Tsenontides**

#### **Module Descriptor**

This module will examine the use of IT in Family Practice Medicine, how it links with the overall IT systems in the NHIS and the role of a range of professionals in its application

#### **Module Aims**

To enable an understanding of the role of IT in a Family Practice setting and how it speeds up communications between the Family Practitioners, Outpatient Specialist Hospital doctors and other healthcare and other professionals.

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To explore the use of IT in the documentation, data management and record keeping for a range of professionals

To gain an appreciation of the paperless Family Practice setting and explore ways of moving towards this goal.

To provide knowledge on the use or anticipated use of the electronic patient record management system

To explore ways of moving towards the most common clinical application in Europe which is the automation of medication prescriptions

## **LEARNING OUTCOMES:**

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Upon successful completion of all the above modules participants will be able to:

- Understand how to set up and run a family practice in an efficient and businesslike manner
- Develop effective and integrated pathways, communication and access of patient care with Specialist doctors, Hospital and allied healthcare Professionals.
- Recognise, acknowledge and effectively utilise the roles and competencies of these other healthcare professionals
- Understand how to establish a secure and reliable data base of patient records, taking care to maintain confidentiality and ethical principles
- Understand the clinical audit cycle and its relevance to medical education and continuing professional development.
- Understand the appropriate use of Information Technology, not only in clinical matters, data management, contractual communication requirements and their quality assurance, but for their personal Continuing Medical Education
- Consider the quality assurance processes and clinical governance, including health and safety aspects of practice
- Consider personal professional development planning to address the contemporary issues of the evidence, ethical and values basis of healthcare related to their own practice and quality standards of the Cyprus NHIS.

## **TEACHING AND LEARNING STRATEGIES:**

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A variety of interactive methods will be used with emphasis placed on creating a safe environment for experiential work in order to facilitate reflection and learning from experience. Participants will be involved in the planning and establishment of ground rules and working relationships.

Teaching and learning activities will include discussion groups, micro lectures, directed reading, peer-led sessions, facilitated tutorial groups and practice.

Participants will be required to maintain a reflective journal of their learning during the programme as a formative assessment contributing to the certification of attendance.

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Groups will normally be of 25 participants, but limited to a maximum of 30 participants. A consistent group participant programme is recommended, but a repeated cycle, enables participants to access modules that they cannot attend

## ASSESSMENT STRATEGY

A formative approach to assessment is to be used: Evidence to provide Certification of Satisfactory Completion of the programme will require:

- Registered attendance at all six modules
- Undertaking an audit. A peer assessment method will be adopted for the audit
- Maintaining a reflective learning journal

The programme also needs to demonstrate that learning has occurred (entry and exit questionnaires would be one method of achieving this)

## PROPOSED TIMETABLE FOR THE DELIVERY OF MODULES

Data from information provided by the Cyprus Ministry of Health indicate that there are 800 doctors who would be interested in becoming Family Practitioners. They fall into four separate categories and these are shown in table 1 below:

**Table 1. Categories and numbers of doctors who are expected to become FDs**

CATEGORY	NUMBER OF DOCTORS
Cyprus GPs with FD like experience	200
Internists	200
Paediatricians becoming FDs for children (PFDs)	200
Doctors without any Specialty	200
<b>Total</b>	<b>800</b>

It is proposed to divide the 800 doctors into 30 separate groups. Each group would consist of 25 to a maximum of 30 doctors and they will attending each module together The 30 groups will then be sub-divided into 3 larger groups and the delivery of the programme organised in two month cycles as shown in table 2 below:

**Table 2 Timetable for delivery of training programme in 3 cycles**

CYCLE	GROUPS	TIMETABLE
<b>First Cycle</b>	Groups 1 to 10	October and November 2014
<b>Second Cycle</b>	Groups 11 to 20	January to March 2015*
<b>Third Cycle</b>	Groups 21 to 30	April and May 2015

\* There will be a break in the programme with no course delivery during December 2014

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## PROPOSED TIMETABLE FOR GROUPS 1 to 10 (FIRST CYCLE)

### Module 1

**An introduction to the principles, structure and processes of the Cyprus NHIS and the roles and responsibilities of Family Doctors within the Cyprus NHIS.**

The proposed timetable for the delivery of Module 1 is shown in table 3 below:

**Table 3 Timetable for delivery of Module 1 during first cycle**

GROUPS	Thurs 16th October 2014*	Friday 17th October 2014*	Satur 18th October 2014*	Sunday 19th October 2014**
	Time	Time	Time	Time
Group 1	14.00 - 16.30			
Group 2	17.30 - 20.00			
Group 3		14.00 - 16.30		
Group 4		17.30 - 20.00		
Group 5			10.00 - 12.30	
Group 6			13.30 - 15.00	
Group 7			16.00- 18.30	
Group 8				10.00 - 12.30
Group 9				13.30 - 15.00
Group 10				16.00 - 18.30

**Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol**

### Module 2

#### Clinical Audit

The proposed timetable for the delivery of Module 2 is shown in table 4 below:

**Table 4 Timetable for delivery of Module 2 during first cycle**

GROUPS	Thurs 23rd October 2014*	Friday 24th October 2014*	Satur 25th October 2014*	Sunday 26th October 2014**
	Time	Time	Time	Time
Group 1	14.00 - 16.30			
Group 2	17.30 - 20.00			
Group 3		14.00 - 16.30		
Group 4		17.30 - 20.00		
Group 5			10.00 - 12.30	
Group 6			13.30 - 15.00	
Group 7			16.00- 18.30	
Group 8				10.00 - 12.30
Group 9				13.30 - 15.00
Group 10				16.00 - 18.30

**Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol**



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## Module 3

### Communication and Consultation Skills

The proposed timetable for the delivery of Module 3 is shown in table 5 below

**Table 5 Timetable for delivery of Module 3 during first cycle**

GROUPS	Thurs 30th October 2014*	Friday 31st October 2014*	Satur 1st Nov 2014*	Sunday 2nd Nov 2014**
	Time	Time	Time	Time
Group 1	14.00 - 16.30			
Group 2	17.30 - 20.00			
Group 3		14.00 - 16.30		
Group 4		17.30 - 20.00		
Group 5			10.00 - 12.30	
Group 6			13.30 - 15.00	
Group 7			16.00- 18.30	
Group 8				10.00 - 12.30
Group 9				13.30 - 15.00
Group 10				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

## Module 4

**Setting up of a Family Doctors Practice and group practice including ‘mini’ clinics. Prescribing in an evidence based and cost effective practice and patient referral pathways to other provider segments.**

The proposed timetable for the delivery of Module 4 is shown in table 6 below::

**Table 6 Timetable for delivery of Module 4 during first cycle**

GROUPS	Thurs 13th Nov 2014*	Friday 14th Nov 2014*	Satur 15th 9th Nov 2014*	Sunday 16th Nov 2014**
	Time	Time	Time	Time
Group 1	14.00 - 16.30			
Group 2	17.30 - 20.00			
Group 3		14.00 - 16.30		
Group 4		17.30 - 20.00		
Group 5			10.00 - 12.30	
Group 6			13.30 - 15.00	
Group 7			16.00- 18.30	
Group 8				10.00 - 12.30
Group 9				13.30 - 15.00
Group 10				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

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## Module 5

### Management of a Family Doctors Practice (GP Practice)

The proposed timetable for the delivery of Module 5 is shown in table 7 below:

**Table 7 Timetable for delivery of Module 5 during first cycle**

GROUPS	Thurs 20th Nov 2014*	Friday 21st Nov 2014*	Satur 22nd 9th Nov 2014*	Sunday 23rd Nov 2014**
	Time	Time	Time	Time
Group 1	14.00 - 16.30			
Group 2	17.30 - 20.00			
Group 3		14.00 - 16.30		
Group 4		17.30 - 20.00		
Group 5			10.00 - 12.30	
Group 6			13.30 - 15.00	
Group 7			16.00- 18.30	
Group 8				10.00 - 12.30
Group 9				13.30 - 15.00
Group 10				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

## Module 6

### The role of IT in Family (General) Practice Medicine

The proposed timetable for the delivery of Module 6 is shown in table 8 below:

**Table 8 Timetable for delivery of Module 6 during first cycle**

GROUPS	Thurs 15th Jan 2015*	Friday 16th Jan 2015*	Satur 17th Jan 2015*	Sunday 18th Jan 2015**
	Time	Time	Time	Time
Group 1	14.00 - 16.30			
Group 2	17.30 - 20.00			
Group 3		14.00 - 16.30		
Group 4		17.30 - 20.00		
Group 5			10.00 - 12.30	
Group 6			13.30 - 15.00	
Group 7			16.00- 18.30	
Group 8				10.00 - 12.30
Group 9				13.30 - 15.00
Group 10				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

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## PROPOSED TIMETABLE FOR GROUPS 11 TO 20 (SECOND CYCLE)

### Module 1

**An introduction to the principles, structure and processes of the Cyprus NHIS and the roles and responsibilities of Family Doctors within the Cyprus NHIS.**

The proposed timetable for the delivery of Module 1 is shown in table 9 below:

**Table 9 Timetable for delivery of Module 1 during second cycle**

GROUPS	Thurs 29th Jan 2015**	Friday 30th Jan 2015*	Satur 31st Jan 2015*	Sunday 1st Feb 2015**
	Time	Time	Time	Time
Group 11	14.00 - 16.30			
Group 12	17.30 - 20.00			
Group 13		14.00 - 16.30		
Group 14		17.30 - 20.00		
Group 15			10.00 - 12.30	
Group 16			13.30 - 15.00	
Group 17			16.00- 18.30	
Group 18				10.00 - 12.30
Group 19				13.30 - 15.00
Group 20				16.00 - 18.30

**Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol**

### Module 2

Clinical Audit

The proposed timetable for the delivery of Module 2 is shown in table 10 below:

**Table 10 Timetable for delivery of Module 2 during second cycle**

GROUPS	Thurs 5th Feb 2015**	Friday 6th Feb 2015*	Satur 7th Feb 2015*	Sunday 8th Feb 2015**
	Time	Time	Time	Time
Group 11	14.00 - 16.30			
Group 12	17.30 - 20.00			
Group 13		14.00 - 16.30		
Group 14		17.30 - 20.00		
Group 15			10.00 - 12.30	
Group 16			13.30 - 15.00	
Group 17			16.00- 18.30	
Group 18				10.00 - 12.30
Group 19				13.30 - 15.00
Group 20				16.00 - 18.30

**Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol**

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## Module 3

### Communication and Consultation Skills

The proposed timetable for the delivery of Module 3 is shown in table 11 below:

**Table 11 Timetable for delivery of Module 3 during second cycle**

GROUPS	Thurs 12th Feb 2015**	Friday 13th Feb 2015*	Satur 14th Feb 2015*	Sunday 15th Feb 2015**
	Time	Time	Time	Time
Group 11	14.00 - 16.30			
Group 12	17.30 - 20.00			
Group 13		14.00 - 16.30		
Group 14		17.30 - 20.00		
Group 15			10.00 - 12.30	
Group 16			13.30 - 15.00	
Group 17			16.00- 18.30	
Group 18				10.00 - 12.30
Group 19				13.30 - 15.00
Group 20				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

## Module 4

**Setting up of a Family Doctors Practice and group practice including 'mini' clinics.  
Prescribing in an evidence based and cost effective practice and patient referral  
pathways to other provider segments.**

The proposed timetable for the delivery of Module 4 is shown in table 12 below:

**Table 12 Timetable for delivery of Module 4 during second cycle**

GROUPS	Thurs 12th Mar 2015**	Friday 13th Mar 2015*	Satur 14th Mar 2015*	Sunday 15th Mar 2015**
	Time	Time	Time	Time
Group 11	14.00 - 16.30			
Group 12	17.30 - 20.00			
Group 13		14.00 - 16.30		
Group 14		17.30 - 20.00		
Group 15			10.00 - 12.30	
Group 16			13.30 - 15.00	
Group 17			16.00- 18.30	
Group 18				10.00 - 12.30
Group 19				13.30 - 15.00
Group 20				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

# Cyprus Medical Association Training of Family Practitioners for NHIS

## Module 5

### Management of a Family Doctors Practice (GP Practice)

The proposed timetable for the delivery of Module 5 is shown in table 13 below:

**Table 13 Timetable for delivery of Module 5 during second cycle**

GROUPS	Thurs 19th Mar 2015**	Friday 20th Mar 2015*	Satur 21st Mar 2015*	Sunday 22nd Mar 2015**
	Time	Time	Time	Time
Group 11	14.00 - 16.30			
Group 12	17.30 - 20.00			
Group 13		14.00 - 16.30		
Group 14		17.30 - 20.00		
Group 15			10.00 - 12.30	
Group 16			13.30 - 15.00	
Group 17			16.00- 18.30	
Group 18				10.00 - 12.30
Group 19				13.30 - 15.00
Group 20				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

## Module 6

### The role of IT in Family (General) Practice Medicine

The proposed timetable for the delivery of Module 6 is shown in table 14 below:

**Table 14 Timetable for delivery of Module 6 during second cycle**

GROUPS	Thurs 26th Mar 2015**	Friday 27th Mar 2015*	Satur 28th Mar 2015*	Sunday 29th Mar 2015**
	Time	Time	Time	Time
Group 11	14.00 - 16.30			
Group 12	17.30 - 20.00			
Group 13		14.00 - 16.30		
Group 14		17.30 - 20.00		
Group 15			10.00 - 12.30	
Group 16			13.30 - 15.00	
Group 17			16.00- 18.30	
Group 18				10.00 - 12.30
Group 19				13.30 - 15.00
Group 20				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

# Cyprus Medical Association Training of Family Practitioners for NHIS

## PROPOSED TIMETABLE FOR GROUPS 21 TO 30 (THIRD CYCLE)

### Module 1

An introduction to the principles, structure and processes of the Cyprus NHIS and the roles and responsibilities of Family Doctors within the Cyprus NHIS.

The proposed timetable for the delivery of Module 1 is shown in table 15 below:

**Table 15 Timetable for delivery of Module 1 during third cycle**

GROUPS	Thurs 16th April 2015*	Friday 17th April 2015*	Satur 18th April 2015*	Sunday 19th April 2015**
	Time	Time	Time	Time
Group 21	14.00 - 16.30			
Group 22	17.30 - 20.00			
Group 23		14.00 - 16.30		
Group 24		17.30 - 20.00		
Group 25			10.00 - 12.30	
Group 26			13.30 - 15.00	
Group 27			16.00- 18.30	
Group 28				10.00 - 12.30
Group 29				13.30 - 15.00
Group 30				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

### Module 2

#### Clinical Audit

The proposed timetable for the delivery of Module 2 is shown in table 16 below: **Table 16**

**Timetable for delivery of Module 2 during third cycle**

GROUPS	Thurs 23rd April 2015*	Friday 24th April 2015*	Satur 25th April 2015*	Sunday 26th April 2015**
	Time	Time	Time	Time
Group 21	14.00 - 16.30			
Group 22	17.30 - 20.00			
Group 23		14.00 - 16.30		
Group 24		17.30 - 20.00		
Group 25			10.00 - 12.30	
Group 26			13.30 - 15.00	
Group 27			16.00- 18.30	
Group 28				10.00 - 12.30
Group 29				13.30 - 15.00
Group 30				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

# Cyprus Medical Association Training of Family Practitioners for NHIS

## Module 3

### Communication and Consultation Skills

The proposed timetable for the delivery of Module 3 is shown in table 17 below:

**Table 17 Timetable for delivery of Module 3 during third cycle**

GROUPS	Thurs 30th April 2015*	Friday 1st May 2015*	Satur 2nd May 2015*	Sunday 3rd May 2015**
	Time	Time	Time	Time
Group 21	14.00 - 16.30			
Group 22	17.30 - 20.00			
Group 23		14.00 - 16.30		
Group 24		17.30 - 20.00		
Group 25			10.00 - 12.30	
Group 26			13.30 - 15.00	
Group 27			16.00- 18.30	
Group 28				10.00 - 12.30
Group 29				13.30 - 15.00
Group 30				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

## Module 4

**Setting up of a Family Doctors Practice and group practice including ‘mini’ clinics. Prescribing in an evidence based and cost effective practice and patient referral pathways to other provider segments**

The proposed timetable for the delivery of Module 4 is shown in table 18 below:

**Table 18 Timetable for delivery of Module 4 during third cycle**

GROUPS	Thurs 14th May 2015*	Friday 15th May 2015*	Satur 16th May 2015*	Sunday 17th May 2015**
	Time	Time	Time	Time
Group 21	14.00 - 16.30			
Group 22	17.30 - 20.00			
Group 23		14.00 - 16.30		
Group 24		17.30 - 20.00		
Group 25			10.00 - 12.30	
Group 26			13.30 - 15.00	
Group 27			16.00- 18.30	
Group 28				10.00 - 12.30
Group 29				13.30 - 15.00
Group 30				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

# Cyprus Medical Association Training of Family Practitioners for NHIS

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## Module 5

### Management of a Family Doctors Practice (GP Practice)

The proposed timetable for the delivery of Module 5 is shown in table 19 below:

**Table 19 Timetable for delivery of Module 5 during third cycle**

GROUPS	Thurs 21st May 2015*	Friday 22nd May 2015*	Satur 23rd May 2015*	Sunday 24th May 2015**
	Time	Time	Time	Time
Group 21	14.00 - 16.30			
Group 22	17.30 - 20.00			
Group 23		14.00 - 16.30		
Group 24		17.30 - 20.00		
Group 25			10.00 - 12.30	
Group 26			13.30 - 15.00	
Group 27			16.00- 18.30	
Group 28				10.00 - 12.30
Group 29				13.30 - 15.00
Group 30				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol

## Module 6

### The role of IT in Family (General) Practice Medicine

The proposed timetable for the delivery of Module 6 is shown in table 20 below:

**Table 20 Timetable for delivery of Module 6 during third cycle**

GROUPS	Thurs 28th May 2015*	Friday 29th May 2015*	Satur 30th May 2015*	Sunday 31st May 2015**
	Time	Time	Time	Time
Group 21	14.00 - 16.30			
Group 22	17.30 - 20.00			
Group 23		14.00 - 16.30		
Group 24		17.30 - 20.00		
Group 25			10.00 - 12.30	
Group 26			13.30 - 15.00	
Group 27			16.00- 18.30	
Group 28				10.00 - 12.30
Group 29				13.30 - 15.00
Group 30				16.00 - 18.30

Notes (1) \* Delivery in Nicosia (2) \*\* Delivery in Limassol



# Cyprus Medical Association Training of Family Practitioners for NHIS

## ENTRY REQUIREMENTS AND GEOGRAPHICAL DISTRIBUTION

Recruitment is from practicing doctors in Cyprus who are mature and well-established doctors with varying degrees of experience and are interested in becoming Family Practitioners in the NHIS. The minimum entry requirement is a medical degree with at least 5 years post registration experience.

The Cyprus Medical Association will invite all doctors who the relevant experience to express an interest in attending this programme. it should be noted that as stated at the introduction it is mandatory for all doctors who wish to become Family Practitioners in the NHIS to attend this programme prior commencement as FDs.

Clearly there will be doctors from all over the Island who would will be attending this programme and it is proposed to deliver the training in two Training Centres one in Nicosia and one Limassol. Doctors who live and work in Limassol will be able to attend the programme in Limassol and all the remaining doctors at a training centre in Nicosia. The proposed timetables described above will be adjusted when the geographical position of attendees is known.

## COURSE TUTORS AND TEACHING FACILITIES AND LOCATIONS FOR COURSE DELIVERY

The course will be taught in Greek and the Course Tutors will be selected by the Cyprus Medical Association from the group of doctors who previously attended a training the trainers course that was run by the Royal College of General Practitioners RCGP plus others with special skills and knowledge of certain specialist areas such as Information Technology.

Normally there is a requirement for 3 course tutors to participate per module with a maximum of 30 trainees in order to facilitate small group work. however it is possible to run the programme with 2 course tutors with the external coordinators ,Andy Leonidou, acting as a third An illustration of the course tutors required is shown in table 21 below:

**Table 21 Distribution of course tutors required**

Modules	Number of course tutors	Number of weeks	Distribution
<b>Module 1</b> <b>Introduction to the principles, structure and process of Cyprus NHIS</b>	<b>2</b>	<b>6</b>	One week per month
<b>Module 2</b> <b>Setting up a Family Practice</b>	<b>2</b>	<b>6</b>	One week per month
<b>Module 3</b> <b>Communication and Consultation Skills</b>	<b>2</b>	<b>6</b>	One week per month
<b>Module 4</b> <b>Medical Audit</b>	<b>2</b>	<b>6</b>	One week per month
<b>Module 5</b> <b>Management of Family Doctors Practice</b>	<b>2</b>	<b>6</b>	One week per month
<b>Module 6</b> <b>The role of IT in Family Practice</b>	<b>2</b>	<b>6</b>	One week per month
<b>Total</b>	<b>12</b>	<b>36</b>	

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**Note : External co-ordinator will act as third course tutor facilitating group work where necessary**

In terms of teaching facilities there is a need to have one classroom that can seat up to 30 attendees for the delivery of lectures plus two smaller rooms that can accommodate up to 10 people for group work.

With regard to location for the delivery of the programme it has been decided that each module would be delivered in Nicosia for 3 days and in Limassol one day. Each module would begin on Thursday afternoon and run through to Sunday. During the weekdays the course would be delivered during the afternoon and evening and during weekends there will be three courses, one during the morning and two in the afternoon.

When doctors register for the course they will have the opportunity to select the time and day that they wish to attend each module. The choices would be 2.00 to 4.30 pm or 5.30 to 8.00 pm during weekdays. During Saturday and Sunday the courses would run from 10.00 am to 12.30 pm, then 1.30 pm to 3.00 pm and 4.00 pm to 6.30 pm. Each module can accommodate up to a maximum of 30 participants and this will be done on a first come first serve basis.

When attending the first module each course participant will be given a complete schedule of the dates that they would need to attend all 6 modules. The programme will have the in-built flexibility that if a course participant was unable to attend on a specific date and time he or she would be able to change with another colleague provided they both agree to the change.

## MANAGEMENT OF THE PROGRAMME

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It is proposed that the Cyprus Medical Association set up a course board with representatives from the specialties, MOH and health Insurance Organisation HIO to monitor and review progress with the delivery of this programme.

Dr Potamitis, President of the Education Committee of the Medical Association will be the Course Director of the Programme and Mr Andy Leonidou will act as External Coordinator and provide regular reports to the Board.

The Course Board should be meeting at least once after the end of each cycle and review progress and take decisions on the way forward. Other issues that need to be considered by the Course Board include:

- Assessment Strategy and the need to retake modules in the case where standards have not been met
- Issue of attendance certificates
- Review and agree of module content, method of delivery, teaching locations and any specific issues relating to the academic and practical aspects of the training programme
- Agree record keeping and information about doctors attending the training that would be required by the MOH and HIO
- Provide Official documents and other information that may be required by the team of trainers from the MOH and HIO and NHIS

# Cyprus Medical Association Training of Family Practitioners for NHIS

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## ROLE OF EXTERNAL COORDINATOR AND DELIVERABLES

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The role of the external coordinator will include the following

- Attend all modules and participate as facilitator as and when required
- Liaise regularly with the Course Director and Course Tutors and ensure the programme is running smoothly
- Set up a database of doctors attending the training programme and keep adequate records to meet the requirements agreed by the course board.
- Attend course board meetings and provide reports and recommendations for consideration by the board.
- Analyse end of module questionnaire and report back to course tutors and course board and make recommendations for modification and improvement
- Coordinate the module leaders and finalise the presentations and the material of the modules.

It should not be noted that the booking of teaching facilities and notification of attendees will be carried out by the Administration Department of the Cyprus Medical Association

Andy Leonidou

24th March 2014 (First draft)

Amended 30th June 2014 (Penultimate draft)

Amended 26th August 2014 (Penultimate draft 2)

Amended 1st September 2014 (Final draft)

Amended Final Document 26 September 2014