

**Swindon GP Training Programme - Office Team - Who does what Guide (May 2022)**

Michala King GP Training Programme Manager	Kim Taylor SET Administrator	Tamara Turchet Senior GP Education Administrator	Adela Wills GP education Administrator
Mon/Wed/Thurs	Tues/Weds/Thurs	Weds/Thurs/Fri	Mon/Tues/Weds
<a href="mailto:michala.king1@nhs.net">michala.king1@nhs.net</a>	<a href="mailto:Kim.taylor18@nhs.net">Kim.taylor18@nhs.net</a>	<a href="mailto:Tamara.turchet@nhs.net">Tamara.turchet@nhs.net</a>	<a href="mailto:Adela.wills@nhs.net">Adela.wills@nhs.net</a>
Rotations/placements	SET events	Study Leave	Teaching Admin Attendance Joining links Feedback
QA feedback & Panels	SET Website	QA feedback & Panels	Venue bookings Catering bookings
HR/OH issues	SET Accounts	ES/CS and new practice visits	Change Forms
Funding/finance issues	Sessional GPs Group	GP training programme website	New DiTs induction admin
Recruitment issues	ARCP Panels admin	GDPR Issues	ARCP Panels admin
ARCP Panels admin		ARCP Panels admin	
LTFT queries		ePortfolio enquiries	
Team Appraisals		Change Forms	
Exam correspondence		Exams spreadsheet (Sharepoint)	
Returns' correspondence		New DiTs induction admin	
ePortfolio enquiries		Mentor Groups updates	
HEE reporting/liaison			
Change Forms			
Deanery Reports			