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| **Role and description** | **Number of staff required** | **Staff members that can undertake role** | **Overview of responsibilities** |
| --- | --- | --- | --- |
| **Lead Administrator** | 1 admin per PCN | Care CoordinatorPCN AdministratorEtc. | Supports patient recruitment/GC appointments & communicationEmbeds GCs into current administrative and operational process in the PCN ​Confirm patient identity, complete their consent, and check in patients |
| **Facilitator** | 2-3 per PCN, with a minimum of 2 | Social PrescriberLink WorkerCare NavigatorHealth & Wellbeing CoachHealth Care AssistantEtc. | Populate discussion board pre sessionManages the flow of the sessionWelcomes and introductionsAsk patients to type their first initial, surname and CONSENT – i.e., “J Smith, Consent” (to be recorded by administrator)Signals when the clinician will join ​Protects everyone’s wellbeingSupports clinician to deliver one-to-one careManages the time |
| **Clinician** | 2-3 per PCN, with a minimum of 2 | GPPractice NursePharmacistDietitianEtc. | Provide one-to-one care within a group settingWork in partnership with the facilitator to deliver a sessionDeal with clinical queriesProvide clinical and lifestyle adviceType up clinical notes in GP record after sessionOnly present for half of the session  |