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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 Coordinator  PCN Administrator  Etc. | Supports patient recruitment/GC appointments & communication  Embeds 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 Prescriber  Link Worker  Care Navigator  Health & Wellbeing Coach  Health Care Assistant  Etc. | Populate discussion board pre session  Manages the flow of the session  Welcomes and introductions  Ask 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 wellbeing  Supports clinician to deliver one-to-one care  Manages the time |
| **Clinician** | 2-3 per PCN, with a minimum of 2 | GP  Practice Nurse  Pharmacist  Dietitian  Etc. | Provide one-to-one care within a group setting  Work in partnership with the facilitator to deliver a session  Deal with clinical queries  Provide clinical and lifestyle advice  Type up clinical notes in GP record after session  Only present for half of the session |