

FACULTY OF SEXUAL AND REPRODUCTIVE HEALTHCARE

of the Royal College of Obstetricians and Gynaecologists
27 Sussex Place, Regent's Park, London NW1 4RG
Tel: 020 7724 5620 Website www.fsrh.org

Faculty Nurse Registered Trainer (Subdermal Implants) (SDI) Interview Assessment Report

Introduction: To be completed for all candidates wishing to apply to be a Faculty Nurse Registered Trainer (SDI).

You must be a current Faculty Associate member.

Instructions: Follow the steps listed below.

- You will need to ensure that steps 1 to 6 are completed and send this form with the checklist, appendix A and supporting documentation to the Faculty Nurse Training Coordinator as stated in Step 7.
- Step 8: The documentation will then be assessed and if successful this will be returned to you, together with a Faculty Nurse Registered Trainer number. Once this has been received you may start training. But NOT as a Primary Trainer. 'On receipt of your FNRT number you have 18 months to complete the process'.
- Once you have undertaken sufficient training to complete step 9 you may approach your nominated mentor to sign step 12. Once completed, you sign step 13 and return the form again to the Faculty with the **appropriate fee (Please refer to Fees & Subscription at [http://www.fsrh.org/pages/Letter_of_Competence_\(LOC\).asp](http://www.fsrh.org/pages/Letter_of_Competence_(LOC).asp))**
- You will then be registered as a Faculty Nurse Registered Trainer and you may be a primary trainer for doctors training for LoC SDI. Any training you undertake in this role must be for Faculty qualifications and as part of a Faculty general training programme. You may not use your training number for any other form of training.

Please write clearly with black ink.

Step 1 Core Information:

Name of applicant:	
<hr/>	
NMC No:	Expiry date:
<hr/>	
Address:	
<hr/>	
County:	Postcode:
<hr/>	
Tel:	email:
<hr/>	
Main Employer (if applicable):	
<hr/>	
Type of service (i.e. CASH / GP practice):	
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Step 2

The evidence needed to support your application is detailed in the checklist, (Appendix A) at the back of this document. Make sure you keep a copy of everything you send.

Step 3

Contact your Local Faculty General Training Programme Director who is supporting this application. S/he should complete the box below –**step 4** – and will nominate a Faculty Registered Trainer to act as nominated mentor to supervise your FNRT

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Step 4

Name of Faculty General Training Programme Director who recommends candidate to be a trainer for Faculty LOC SDI qualifications:

Name: _____ LoCMEd No: FI/DI: _____

Deanery Region: _____ GTP No: _____ Date: _____

Name of Faculty Registered Trainer to act as nominated mentor:

Step 5

Completed by the Faculty Registered Trainer acting as nominated mentor to supervise the FNRT

I AM / AM NOT **[delete as appropriate]** satisfied that (name of candidate) has:

- (a) the required knowledge of the syllabus, Faculty regulations and logbook or e-portfolio for Faculty qualifications

and

- (b) satisfactorily met the requirements to become a Faculty Nurse Registered Trainer (SDI)

Name of nominated mentor:

Deanery Region: LoC MEd No: FI/DI:

Signature:..... Date:

Nominated Mentor's training programme number: TP

Step 6 Candidate

On successful assessment of this signed form, you will be sent a Faculty Nurse Registered Trainer Number. This must be received before training commences and must be used in all correspondence and on all faculty forms. Note initially you cannot act as a Primary trainer.

Candidate: I have read and understood the notes in steps 9 to 11 and agree to abide by them.

Signed: Date:.....

Step 7

Post this form with all supporting documentation, (Appendix A) to the Faculty Nurse Training Coordinator, General Training Committee, Faculty of Sexual & Reproductive Healthcare, 27 Sussex Place, London, NW1 4RG

(Keep a copy of all documents. You do not need to re-send supporting evidence as listed in Appendix A)

Step 8 Completed by the Faculty Nurse Training Coordinator

I have reviewed the documentation provided by and
I agree this candidate has the required experience to undertake training as a Faculty Nurse Registered
Trainer for the LoC SDI.

Name FNTC:.....

Signature FNTC:.....

Date:.....

Form returned to candidate on:

FNRT No:.....

Step 9

- When you receive your Faculty Nurse Registered Trainer number you can then arrange to work as a trainer for 2 trainees* under the guidance of the local primary trainer(s).
- You must cover all 5 aspects: theory, model arm, local anaesthesia, practical insertion and practical removal with both trainees i.e. you must carry out each of the 5 aspects at least twice *
- 'Trainees must have completed e-srh module 17 (Additional training in Subdermal Contraceptive Implants) prior to attending for model arm and live patient training and the certificate must be shown to the nominated mentor. NB This must have been completed within the previous 2 years.
- You must do a knowledge check of the learning from module 17, to include both the theoretical and local anaesthetic components
- 'If trainees have completed the model arm training as part of a 'Course of 5', the certificate of successful completion must be shown to the nominated mentor. NB This must have been completed within the previous 2 years.
- The summative assessment of the SDI medical trainee(s) must be completed by the primary trainer.
- The Faculty Nurse Registered Trainer (SDI) must complete feedback forms (Form 1) detailing their teaching and assessing experiences with each trainee. This should include the name (or other unique identifying information) of the trainees, the dates, times and content of the training sessions and contain evidence of evaluation of the overall experiences; these must be discussed with your nominated mentor, prior to sign off at step 12.
- The Faculty Nurse Registered Trainer (SDI) must ensure that each medical trainee completes a feedback form (form 2); these must be discussed with the nominated mentor, prior to sign off at step 12.
- The nominated mentor must complete a feedback form (form 3); prior to sign off at step 12.
- The Faculty Nurse Registered Trainer (SDI) must send all completed feedback forms to the Faculty Nurse Training Coordinator.
- On receipt of your FNRT NUMBER you have 18 months to complete the process, after which time your application will be destroyed.

* It may not be possible to cover all 5 aspects of training with each of the 2 individuals. More than 2 individuals are acceptable. Note this in your evaluation

Step 10

If your nominated mentor is satisfied, they complete step 12 to notify the General Training Programme Director (if not involved already) and the Faculty Nurse Training Coordinator that the Faculty Nurse Registered Trainer (SDI) can now work as a primary trainer in SDI training.

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Step 11

In order to continue to train a, Faculty Nurse Registered Trainer (SDI) must hold current NMC registration and Associate Nurse Faculty membership and maintain their qualification / accreditation in Contraception and Sexual Health, RCN SDI (or other previously agreed training programme) and nursing education. Should this no longer be the case they should inform the Faculty and they will no longer be recognised as a Faculty Nurse Registered Trainer (SDI).

Evidence of continuing work as a Faculty Nurse Registered Trainer (SDI) and personal development relevant to this role should be included in the Faculty Nurse Registered Trainers annual appraisal.

Fees and expenses related to any training undertaken should be charged to the employer of the person being assessed and should be agreed before any visit.

Step 12

As the nominated mentor, I confirm that (name)..... FNRT no. has been assessed as competent to work as a Primary trainer in SDI training, but only for doctors who are registered on Faculty endorsed local training programmes, coordinated by Faculty Training Programme Directors.

Signed: Name:

Date: Faculty Registered Trainer no:

Please give signed form back to the Faculty Nurse Registered trainer

Step 13

On completion of step 12, the Faculty Nurse Registered Trainer (SDI) should forward this completed Form E4N/12 to: The Faculty Nurse Training Coordinator, General Training Committee, Faculty of Sexual & Reproductive Healthcare, 27 Sussex Place, London, NW1 4RG, with the appropriate fee (Please refer to Fees & Subscription at [http://www.fsrh.org/pages/Letter_of_Competence_\(LOC\).asp](http://www.fsrh.org/pages/Letter_of_Competence_(LOC).asp))

The Faculty Nurse Registered training number remains the same.

You MUST take a photocopy of the completed form prior to its dispatch.

Candidate: I have read and understood the notes in step 11 and agree to abide by them and enclose the fee of £35.00

Signed: Date:.....

Step 14 Completed by the Faculty Nurse Training Coordinator.

I have reviewed the feedback forms and I confirm this candidate may now act as a Primary Trainer for LoC SDI trainees only.

Name FNTC:.....

Signature FNTC..... Date:.....

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Following sign off by the Faculty Nurse Training Coordinator at step 14 **you will receive a letter confirming that you may then act as a Primary Trainer for LoC SDI trainees only**, and these trainees must be registered on Faculty endorsed local training programs, coordinated by Faculty Training Programme Directors.

APPENDIX A

CHECKLIST

Applications must be signed by the applicant and must be supported by ALL of the evidence on this checklist.

ITEM	Please Tick
Complete steps 1 to 6 of this form (E4N/12)	
Photocopy of current NMC PIN number	
Photocopy of certificate showing contraception/sexual health training course: e.g. ENB 900, 901, R71, 8103, S103, A08. (if another equivalent course was undertaken, please supply the programme and learning outcomes of the course) <ul style="list-style-type: none"> • Certificate • Programme (if applicable) • Learning outcomes (if applicable) 	
Photocopy of in-date and current RCN accreditation in SDIs (or other previously agreed training programme)	
UPDATING EVIDENCE <ol style="list-style-type: none"> 1. Photocopy of successful completion of the e-SRH module 17 'Additional training in Sub dermal Contraceptive Implants', within the last 2 years 2. Evidence to demonstrate updating in currently used SDIs 3. Evidence of a minimum of 8 hours updating in general contraception knowledge within the last 2 years; which could be any approved e-learning or attended courses in contraception and sexual health (this is in addition to the above SDI specific updating) 	
Photocopy of current accredited trainer/teacher's course e.g. ENB 998 / City and Guilds 730 / NMC Practice teacher/NMC mentorship course.	
Photocopy of current Faculty Associate membership	
<i>NB: You need to attain the following information. This may be as one or two letters. It is not necessary to ask the same person to do different letters covering the points below.</i>	
<ol style="list-style-type: none"> 1. A letter from <u>your employer</u> covering these 4 points: <ul style="list-style-type: none"> • that there is a proven need for a nurse trainer in SDIs in your area of practice. • that they support you as an individual in your application • that you are currently employed for at least 2 sessions (6 hours) per week (if in a CASH service) or undertake a minimum of 18 contraception, sexual and reproductive health consultations weekly (If in a GP practice or other type of service). • confirms that you have the knowledge of the relevant Faculty regulations regarding training doctors. 	
<ol style="list-style-type: none"> 2. A letter from the <u>Faculty General Training Programme Director</u> supporting you as an individual in your application and nominating a mentor to supervise your training 	
Declaration I declare that the information given on this form, and the evidence I have submitted in support of my application to become a Faculty Nurse Registered Trainer (SDI) is correct. Signature: Date: Please submit this entire form and all supporting documents by post to:	

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The Faculty Nurse Training Coordinator, General Training Committee, Faculty of Sexual and Reproductive Healthcare of the Royal College of Obstetricians and Gynaecologists, 27 Sussex Place, Regent's Park, London NW1 4RG	
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