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Welcome

We’re delighted that you have decided to become a Facilitator for SRH Essentials for Primary Care.

This important course has been designed at a basic level of teaching to help reach a range of healthcare professionals who are engaged in SRH in Primary Care.

We hope you enjoy preparing and delivering the teaching and we value your feedback to improve the course even further.

The instructions within this document aim to support you to deliver a successful course, but do feel free to contact us with any questions at edofficer2@fsrh.org.

What is SRH Essentials for Primary Care?

SRH Essentials for Primary Care is an interactive course for healthcare professionals working in primary care settings. Essentials has been produced by the FSRH using current standards and practice and has been quality assured. The approaches taken are evidence-based where possible with the aim of improving clinical practice.

The Essentials Course is delivered to a maximum of 24 delegates by a minimum of 2 approved facilitators. All the teaching materials that you will need are provided. Essentials is a basic level course, tailored to the needs of primary care, and delegates may come from different healthcare professional groups with varied experience. It is not a competency-based course and it is not assessed.

This course is designed to provide basic information and understanding about STIs, Contraception and Emergency Contraception. At the end of the course, delegates will be able to:

- Perform a sexual health risk assessment.
- Undertake STI tests,
- Recommend an appropriate method of emergency contraception
- Reissue the COC, POP, and injection contraceptive methods

This course does not provide a "qualification" to deliver SRH services. Participants will need to follow this up with appropriate clinical experience and must always work within their level of professional competence.

Organising a course

Each course requires a minimum of two approved Facilitators, one of whom must act as the Lead Facilitator, who takes ultimate responsibility for the running of the course.

You will find a list of approved Essentials facilitators in MyFSRH, under ‘Course Administration’. Please note: upon application to become an Essentials facilitator, you consented for your contact details to be shared with other FSRH approved course facilitators. MyFSRH is a secure platform, and your details will not be shared with other parties. You can read more in our privacy policy.

In addition to these two facilitators, you may wish to recruit further support with facilitation
and administration. Those undertaking these roles do not require prior approval by the FSRH, but you must inform us of their participation within the post course documentation.

You may be contacted by potential facilitators who need to observe a course or wish to act as a supplementary facilitator to support their own application to become a facilitator. This is at your discretion, but you must ensure that any supplementary facilitators are adequately supervised by an approved facilitator when they are teaching.

There are set materials to adhere to but facilitators will have their own teaching style, and should play to their strengths. You can be flexible with the order of the sessions within a one-day programme, or you may wish to deliver the sessions over more than one day. This is up to you, as long as all the learning outcomes are covered. However, the order of contents in the Delegates Workbook follows the order on the official programme (See Appendix 1).

As Lead Facilitator, you will need to communicate and co-ordinate with the other facilitator(s) prior to the course. This will ensure that you are all aware and comfortable with your roles throughout the day. You will also need to agree payments for Facilitators and confirm if travelling expenses will be paid.

Here are a few things to think about when organising your course:

- Start by finding and booking your venue. Consider parking, access to public transport and any accessibility needs of delegates. You will need:
  - Room with seating for 24 delegates plus facilitators with space to move around
  - Laptop
  - Projector and screen
  - Flipchart and marker pens
- Book your other facilitators
- Inform FSRH about your course using the course registration form. We will list your course in the ‘events’ section of the FSRH website
- Arrange administrative support before and during the course, if required.
- Arrange catering- ask delegates about food allergies or other dietary restrictions
- Obtain the necessary Teaching Materials- full details in the ‘Teaching Materials’ document under Course Administration in MyFSRH

Please note: when enrolling delegates onto your course, please ensure that you have checked that they are GMC, NMC or PAMVR registered.
Preparing to teach

It is important that you remember whilst preparing and delivering SRH Essentials that this is a basic level SRH course. You should be delivering to the needs of the delegates in the room.

Consider how you can create a positive learning environment, e.g. room layout and temperature.

A maximum of 24 delegates are allowed on each course. It is important that delegates are able to move around to work in pairs, threes or groups of six or eight for the various exercises.

You must send the pre-course letter to delegates, which includes joining instructions and pre-course activity. This letter can be adapted to your particular programme. (See Appendix 1 for an example of this delegate letter, you can also download a Word version from MyFSRH.)

Please also familiarise yourself with the pre-course activity of visiting the FPA website (as noted in the pre-course letter).

Course Materials

You must familiarise yourself with the course materials and instructions in advance of the course, and we strongly encourage you to discuss with the other facilitator(s) exactly which sections each of you will be delivering.

You and other approved Facilitators will be able to access the course materials via your MyFSRH. (See instructions on how to access these materials in Appendix 2). You will however have to provide any supplementary Facilitators with the materials that they will need.

The course materials consist of:

PowerPoint Slide Set in 5 modules

Facilitator Notes for each of the modules

Teaching materials- equipment and signs which can be reused

Delegates workbook which you can print- 44 colour pages- or buy from the FSRH (see appendix 3)

PowerPoint Slide Set

1. Introduction – 15 minutes. Please amend the second slide to list your facilitators. There are 10 slides.

2. Sexually Transmitted Infections – This section will last 90 minutes. There are 63 slides in 7 sections:
   - What organisms cause STIs – 10 minutes
   - Vaginal discharge – 10 minutes
   - Testing for STIs – 15 minutes
• STI risk groups – 15 minutes
• Talking about STI risks – 15 minutes
• STI risk assessment – 15 minutes
• Using condoms – 10 minutes

3. Contraception – There are two sessions covering contraception lasting 60 minutes and 75 minutes respectively. There are 123 slides in 5 sections:

   **First Session**
   • Methods and Effectiveness – 15 minutes
   • Advantages and Disadvantages – 30 minutes
   • Introducing Contraception – 15 minutes

   **Second Session**
   • Contraindications – 30 minutes
   • Re-issuing contraception – 45 minutes

4. Emergency Contraception – This is divided into two sessions, each lasting 75 minutes. There are 94 slides in 5 sections:

   **First Session**
   • The Essentials – 20 minutes
   • Assessing Pregnancy Risk – 25 minutes
   • Emergency Contraception – 30 minutes

   **Second Session**
   • Case Discussions – 40 minutes
   • Role plays – 35 minutes

5. Putting it into Practice – 15 minutes. There are 9 slides.

**Facilitator Notes**

There are facilitator slide notes associated with many of the slides. If you are using one of the newer versions of PowerPoint - PowerPoint 13 and PowerPoint 16 - you are able to see the slide notes when the slides are being displayed if you use 'Presenter View'.

There is a PDF document for each of the five modules of the course which has all the slides with the associated slide notes. These are useful for preparation and can easily be used by the facilitator who is presenting if they are displayed on an iPad. They can, of course, also be printed, but the full set will be about 100 pages so please:

**THINK BEFORE YOU PRINT!**
Teaching Materials

The Teaching Materials document in Course Administration (in ‘MyFSRH’) contains details of the materials that you will need for the various activities during the day. This includes some “Contraception Kits”, condoms, bananas/carrots and various sheets of black and white printing. Below are full instructions about how many are needed for a course of 24 delegates. If you wish to laminate the printed materials, they can be reused for future courses. Please ensure you prepare the required materials several days in advance of the course.

STI Module

- Slide 30 - Condom Game – you will need:
  o twelve condoms - three condoms for each group of six participants (these packets will not be opened so can also be used for the Condom Practice.)
  o a set of nine Condom Game Cards
  o to set up a virtual waiting room with nine chairs.

- Slide 57 - Condom Practice - you will need:
  o twenty-four condoms (plus a few spare for demonstration)
  o twelve bananas/carrots - one for each pair of participants

Contraception Module

- Slide 11 - Effectiveness Game - you will need:
  o 3 kits, each of which consists of a set of contraceptive methods in a suitable bag/box
  o a set of 3 effectiveness cards

- Slide 23 - Hormonal side effects - you will need:
  o a flip chart

- Slide 27 - FPA leaflet - "Your Guide to Contraception" - participants will have been sent a link in the pre-course information - check that they are aware of it. It is useful to have a few copies available.

- Slide 28 - the Advantages and Disadvantages Game - you will need:
  o 3 sets of contraceptive method signs on A4 paper - 8 signs in each set

- Slide 66 – each participant needs a copy of the UKMEC summary sheets which are at the back of their workbook

- Slide 105 - Roleplay of a "pill check" consultation by 2 facilitators - Bad version first

- Slide 110 - Roleplay of a "pill check" consultation by 2 facilitators - Better version second
• Slide 116 - Contraception Roleplays. You will need to print one 'nurse' and one 'patient' slip for each of the 3 cases for each group and put in an envelope labelled with the 'patient's' name'. It may be helpful to print the 'nurse' information on coloured paper so it is easy to distinguish.

**Emergency Contraception Module**

• For the Role plays April and Brogan - You need to print off one 'nurse' and one 'patient' slip for each pair of candidates and put in an envelope labelled with the 'patient's' name'. It may be helpful to print the 'nurse' information on coloured paper so it is easy to distinguish.

**Delegates Workbook**

The Delegates Workbook contains all the worksheets and handouts needed for the course. Professionally printed copies can be obtained from the Faculty but must be ordered at least 3 weeks before the course date. (see Appendix 3).

If you wish to print it yourself it is 44 pages long, in colour, and you will need a copy for each participant. A PDF file is available from ‘MyFSRH’. There are items that the participants need to fill in, so some spare pens/pencils may be useful.

These materials have been quality assured by a team of SRH experts and are regularly reviewed and updated based on user feedback.

Please note that all FSRH Essentials Materials have a copyright of the FSRH, and you must not amend the materials or use them outside of approved SRH Essentials courses.

**On the Day**

We advise that you arrive early to check the venue and facilities so that you feel prepared.

The training is designed to enable delegates to discover their learning needs without making this ‘public’ to you and the group. Take care with participants who lack confidence, choose your feedback with kindness and care. Be sensitive and constructive when asked about managing changes in practice at work.

**Feedback**

Feedback is important and we expect you to encourage delegates to provide their feedback via the online form, as it is key to ensure we can update and improve our products.
Post Course Actions

Once the course has been completed, send the Course Completion form (available from MyFSRH, example in Appendix 4) to edofficer2@fsrh.org. This must be typed (rather than hand written) so that we are able to clearly read names and email addresses to ensure there is no delay in providing certificates to delegates. If you submit a hand-written list, we will have to return it and request it be typed and resubmitted.

The FSRH will prepare the certificates of completion and send them directly to the delegates.

In the Course Completion form, you will also need to let us know of any additional facilitators who were not registered with the FSRH before the course.

The FSRH charges a fee of £30 per delegate. We will send you an invoice once your course has been delivered and delegate details have been received. Payment must be received within 30 days.

Please complete the Facilitator Feedback form and encourage other facilitators to do the same. Your feedback is important to the FSRH and helps us to continue to improve SRH Essentials.

Useful Resources

You may wish to signpost the delegates to a range of educational resources at the end of the course. Here are some recommended resources:

- FSRH Standards and Guidance
- FSRH UK MEC
- eSRH
- Contraceptive Counselling e-learning
- FSRH Education and Training page
- FSRH Events page
- FSRH Membership page

Contact details

Please get in touch if you have any queries about running this course:
edofficer2@fsrh.org
020 7724 5675

FSRH Policies

Intellectual Property Rights

All intellectual property rights for any FSRH course including documents, materials and content belonging to and produced by the FSRH should not be used for purposes other than
FSRH training. Should you wish to use any of the IPR for purposes other than FSRH training you must seek the FSRH’s approval in writing with your request via our copyright request form. We aim to respond to submissions of this nature within one working week.

FSRH Privacy Policy

The FSRH is committed to protecting your privacy. This Privacy Policy sets out how we collect, use, store and protect any information that you give us, in compliance with the requirements of the Data Protection Laws which are the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and the UK Data Protection Act 2018.

Complements and Complaints

If you have any feedback about our Essentials courses, please visit our compliments and complaints page.
Appendix 1 - Letter for delegates (Please note: this letter is also available to download as a Word document from MyFSRH under ‘Course Administration’.)

Dear **Name**

Thank you for signing up to attend the FSRH ‘SRH Essentials for Primary Care’ course at [LOCATION] on [DATE]. We hope that you find it an enjoyable and informative day.

[Please enter information about directions, parking/access to the location.]

A programme for the day is below [This programme can be adapted based on your own requirements].

<table>
<thead>
<tr>
<th>Time</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Registration</td>
</tr>
<tr>
<td>8:45</td>
<td>Introduction</td>
</tr>
<tr>
<td>9:00</td>
<td>Sexually transmitted infections</td>
</tr>
<tr>
<td>10:30</td>
<td>Break</td>
</tr>
<tr>
<td>10:45</td>
<td>Contraception - the basics</td>
</tr>
<tr>
<td>11:45</td>
<td>Break</td>
</tr>
<tr>
<td>12:00</td>
<td>Contraception - UKMEC and re-issuing contraception</td>
</tr>
<tr>
<td>1:15</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:00</td>
<td>Emergency contraception</td>
</tr>
<tr>
<td>3:15</td>
<td>Break</td>
</tr>
<tr>
<td>3:30</td>
<td>Emergency contraception - cases</td>
</tr>
<tr>
<td>4:45</td>
<td>Putting it into practice and evaluation</td>
</tr>
<tr>
<td>5:00</td>
<td>Close</td>
</tr>
</tbody>
</table>

Please bring along your own pen. You will be given a workbook in which you can make notes during the day.

Refreshments will be provided

Please find time to take a look on the FPA’s website ([https://www.fpa.org.uk/resources/leaflet-and-booklet-downloads](https://www.fpa.org.uk/resources/leaflet-and-booklet-downloads)) before attending the course to see some leaflets on contraception. It will be useful to download a copy of “Your Guide to Contraception” and bring it with you to the course.

After the course you will need to complete an evaluation which can be accessed on [www.surveymonkey.co.uk/r/srhessentialsforpc](http://www.surveymonkey.co.uk/r/srhessentialsforpc). You will then receive your certificate electronically from FSRH.

Kind regards,

**[Name]**

Lead Facilitator
Appendix 2 - Accessing course materials through MyFSRH

To do access the course materials, please follow the steps below.

If you have not registered on the FSRH website before, you will need to register first. (Instructions below).

If you have already registered on the FSRH website, please skip to step 7.

1. Go to www.fsrh.org

2. Click on ‘Register’ at the top right hand side of the FSRH website.

3. Enter your email address and a username of your choice and click ‘create new account’.

4. An automated email will be sent to you on registering. Click on the link provided, or copy and paste it into your browser.
5. Once you have followed the link, you will be asked for registration details. Fill these in as prompted.

6. You are now registered on the FSRH website.

7. Click on ‘Login’ at the top right hand side of the FSRH website.

8. Login, using your email address and chosen username.

   **Login**

   If you are a member of FSRH and visiting this website for the first time, please click on the orange REGISTER button at the top of your screen to create your MY FSRH account. Please note when logging in, it can take between 5-8 seconds to complete the log in process.

   Username

   Password

   **Login**

   forgotten username/password?
9. Once logged in, you will see a series of tiles. Click on ‘My Committees’.

![My committees](image)

10. Click ‘SRH Essentials’ under Committee name.

<table>
<thead>
<tr>
<th>Committee Role</th>
<th>Committee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Vice-Chair of</td>
<td>test committee</td>
</tr>
<tr>
<td>Committee Mbr of</td>
<td>test committee</td>
</tr>
<tr>
<td>Committee Mbr of</td>
<td>SRH Essentials</td>
</tr>
</tbody>
</table>

11. You will see a list of SRH Essentials documents and packs available to you as Lead Course Facilitator. Click on the link under ‘documents’ to open.

### SRH Essentials

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Location</th>
<th>Meeting Status</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, 11 Apr 2017 - 12:49</td>
<td>Participant Pack</td>
<td>Completed</td>
<td>Documents</td>
</tr>
<tr>
<td>Tue, 11 Apr 2017 - 12:42</td>
<td>Session Materials</td>
<td>Completed</td>
<td>Documents</td>
</tr>
<tr>
<td>Mon, 10 Apr 2017 - 13:16</td>
<td>Powerpoints</td>
<td>Completed</td>
<td>Documents</td>
</tr>
</tbody>
</table>
If you have forgotten your password:

1. Click on ‘Login’ at the top right hand side of the FSRH website.

2. On the login page, click ‘forgotten username / password?’

3. Enter either your username or the email address used to register and click ‘email new password’.

Request username reminder and/or password reset

Username reminder: Please enter the email address you normally use for FSRH contact below and press the orange E-mail new password button. The email you will receive will contain a reminder of your username and also (should you need it) a password reset link.

Password reset: Please enter your username or the email address you normally use for FSRH contact below and press the orange E-mail new password button. The email you will receive will contain a password re-set link (and it will also confirm your username).

If you are still having issues please call us on +44 (0)20 7724 5534.

E-mail new password
4. You will receive an email to re-set your password. Please follow the instructions in this email.

A request to reset the password for your account has been made at Faculty of Sexual and Reproductive Healthcare.

You may now log in by clicking this link or copying and pasting it to your browser:

http://go.sparkpostmail.com/ta/WEZ6Vd4rz2_DhdbT4IDU6A~~/AADJWAA~~/RgRaD_xNP0ElAw3W943mGKhXA3Nwy1gEA

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it’s not used.

-- Faculty of Sexual and Reproductive Healthcare team

5. Enter your new password and click ‘login’.

Password *
******

Confirm password *
******

This is a one-time login for tester4 and will expire on Sat, 11/19/2016 - 9:24am. This login can be used only once.

Log in
Appendix 3 – Purchasing Delegate Materials from FSRH

If you do not wish to print the delegate materials yourself, you are able to purchase these from FSRH.

Please note that facilitator notes cannot be purchased from the FSRH and must be printed locally.

SRH Course materials are available as sets of 12, or sets of 24, and should be ordered a minimum of three weeks in advance of the course date.

Costs are:

<table>
<thead>
<tr>
<th>Pack</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Pack</td>
<td>£100</td>
</tr>
<tr>
<td>24 Pack</td>
<td>£175</td>
</tr>
</tbody>
</table>

To place an order, email Casimira Walker-Smith at edofficer2@fsrh.org and provide:

- Your name
- Which pack(s) you want to order
- Delivery address
Appendix 4 – Course Completion Form

Please note: this form is also available to download as a Word document from MyFSRH under ‘Course Administration’.

Completion Form for SRH Essentials For Primary Care

This form is to be completed by the Lead Facilitator following the completion of an SRH Essentials course. It must include the names of all trainees, in addition to the names of any observers and additional facilitators who have attended the course. It must be typed, as the FSRH are unable to accept handwritten forms. If you submit a hand-written list, we will have to return it and request it be typed and resubmitted.

<table>
<thead>
<tr>
<th>Course Location:</th>
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<tbody>
<tr>
<td>Course Date:</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Professional Registration Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator 1 (Lead):</td>
<td>Not needed</td>
<td></td>
</tr>
<tr>
<td>Facilitator 2:</td>
<td>Not needed</td>
<td></td>
</tr>
<tr>
<td>Other facilitators (if appropriate):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other attendees / observers / (if appropriate):</td>
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</table>

<table>
<thead>
<tr>
<th>Delegate Name</th>
<th>Professional Registration Number</th>
<th>Delegate Email</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>9</td>
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</tr>
</tbody>
</table>
### Invoice Details:

| The invoice should be addressed to (name): |  |
| Address for Invoice: |  |
| Email Address for Invoice: |  |
| PO Number (if required): |  |