

# SRH Essentials Course Facilitator E-Book

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## SRH Essentials Course Facilitator (ECF) Guidelines

SRH Essentials for Practice Nurses is a one-day, interactive course for nurses working in primary care and other community settings. At the end of the course, the delegate will be able to:

- ▶ Perform a pregnancy risk assessment
- ▶ Discuss all methods of Emergency Contraception and can offer/refer for the appropriate method
- ▶ Introduce contraception and sexual health into consultations, even when your patient isn't expecting it
- ▶ Appraise risks, side effects and benefits of contraceptive methods
- ▶ Demonstrate how to reissue the COC, POP, injection
- ▶ Perform a sexual health risk assessment and decide which STI tests to offer your patients

This course has been produced using current standards and practice. The approaches taken are evidence-based where possible with the aim of changing clinical practice.

### Interested in becoming a facilitator?

1. Complete the online application form providing information on your medical education experience and why you want to be an ECF. We recognise that people have a range of experience and confidence in delivering courses, so we provide a variety of activities to support you to become an ECF (see below). [Faculty Registered Trainers](#) are encouraged to deliver SRH Essentials courses and should apply via this process.

- a. Webinars: our webinars are designed to give context to the course and how it should be delivered.
- b. Observation: you are given the opportunity to observe one of our courses that is delivered by experienced facilitators
- c. Co-facilitation: deliver a course with an experienced facilitator

You can indicate on your application form if you wish to take part in one or all of the above activities. Faculty Registered Trainers are encouraged to apply to be ECFs and to attend the webinar/s (as a minimum) to provide the necessary context to the delivery of the courses. The FSRH will review your application and provide you with a response by email. Once accepted

you will be asked to sign a declaration to confirm that you will only use these materials for FSRH Essentials courses, and that you will not amend them. This must be signed and returned before you commence with any course. You will then be added to the list of ECFs in training. You will be informed when you are on the list. Please also be aware that your details will be shared with others, so that Course Organisers can contact you directly.

2. The FSRH will support you to access upcoming webinars, courses to observe and courses to co-facilitate. Please note that the FSRH will not cover your travel expenses but the training is free to access.

3. Once you have completed the agreed training you will be added to the list of approved ECFs. You can then be contacted by Course Organisers to deliver locally managed courses. Also at this point you are free to organise your own courses if you feel this is appropriate (please see Course Organiser Guidelines)

## Facilitating an Essentials course

You will be contacted directly by a Course Organiser looking to arrange an Essentials course in your area. Each course requires two facilitators (recruited by the Course Organiser). It is the responsibility of the Course Organiser to bring together the two co-facilitators:

- ▶ One facilitator **must** hold a current FSRH Diploma, and be current in their membership subscription.
- ▶ It is desirable that at least one facilitator has experience of general practice. This will support situational questions and discussion, helping to ensure the course remains appropriate to the learners in the room.

The course is specifically designed to have two facilitators and the lesson plans indicate suggested way of dividing up the sections. There are set materials to adhere to, but facilitators will have their own teaching style, and should play to their strengths.

You will need to communicate and co-ordinate with your co-facilitator prior to the course. This will ensure that you are both aware and comfortable with your roles throughout the day. When preparing to facilitate a course, and sharing out sections, it is worth discussing your teaching style with your co-facilitator.

The course is very interactive, to make it more memorable and enjoyable for participants and, we hope, fun for you to teach. Slides and materials are designed to encourage you to help participants question themselves as much as possible, and so discover their learning needs.

## Who will I be teaching?

You will be teaching nurses working in primary care. There will be a maximum of 25 delegates in the room. You will work with another co-facilitator, and may be supported by a Course Organiser who will help administer the course. We suggest you have regular communication with your Course Organiser and co-facilitator before the delivery of the course to ensure you are comfortable with your role and feel prepared for the day. It is important that you remember throughout the course that this is a basic course and that you are delivering to the needs and level of knowledge & experience of the learner in the room.

## Course Materials

You can access the course materials via My FSRH (see instructions below). You must not amend the course materials. All materials should be printed and given to you by the Course Organiser a minimum of three working days before the course. We do recommend that you familiarise yourself with the course materials and instructions before this (via My FSRH). This is a basic course, tailored closely to the primary care context. This is not a competence-based course and is not assessed but you should keep in mind the learning outcomes throughout. Participants receive a certificate of attendance after the course. This is distributed by the FSRH.

To help create the best atmosphere for learning:

- ▶ The training enables participants to discover their learning needs without making this 'public' to you and the group.
- ▶ Facilitators – 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.
- ▶ It is desirable that one facilitator has experienced in the GP context to support the course remains 'tailored' to the primary care audience.

## Venue

Your venue will be arranged by the Course Organiser. The room must have reliable wifi, a laptop, and a projector and screen. The Course Organiser will also have arranged catering. Speak to your Course Organiser about any venue information or queries.

## Intellectual Property Rights

All intellectual property rights belong to the FSRH. You must not use these materials in non-FSRH teaching. Should you wish to use any of the IPR (outside of the Essentials course) you **must** contact the FSRH in writing with your request and await a written response. You must use the current course materials (as at two weeks before course date).

## Course visits and evaluation

The FSRH reserve the right to visit any SRH Essentials course as part of a quality assurance process. We also encourage feedback from learners, facilitators (online) and between facilitators. Please complete the online evaluation following the course.

## Contact us

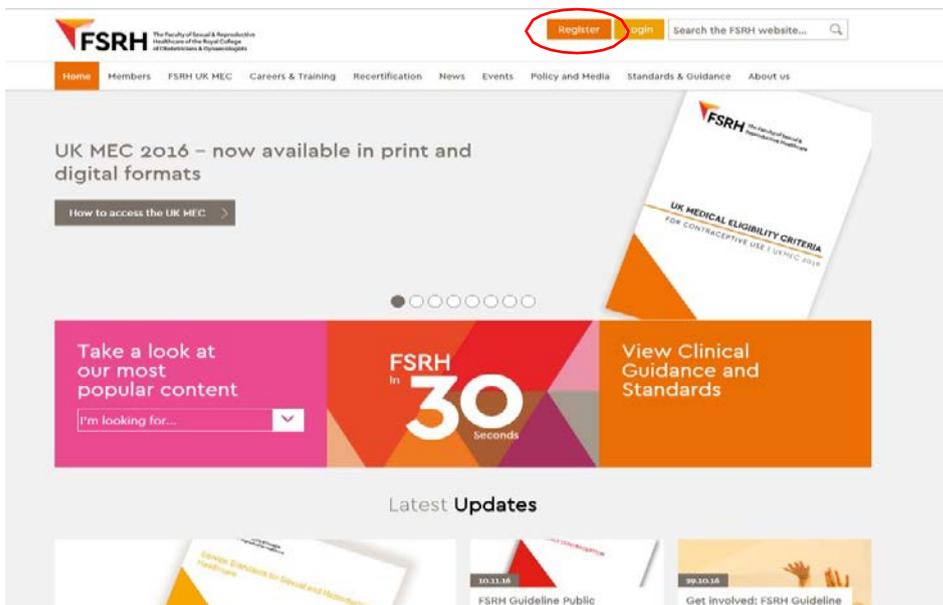
Please phone 020 7724 5675 or email [education@fsrh.org](mailto:education@fsrh.org)

## How to access course materials via 'My FSRH'

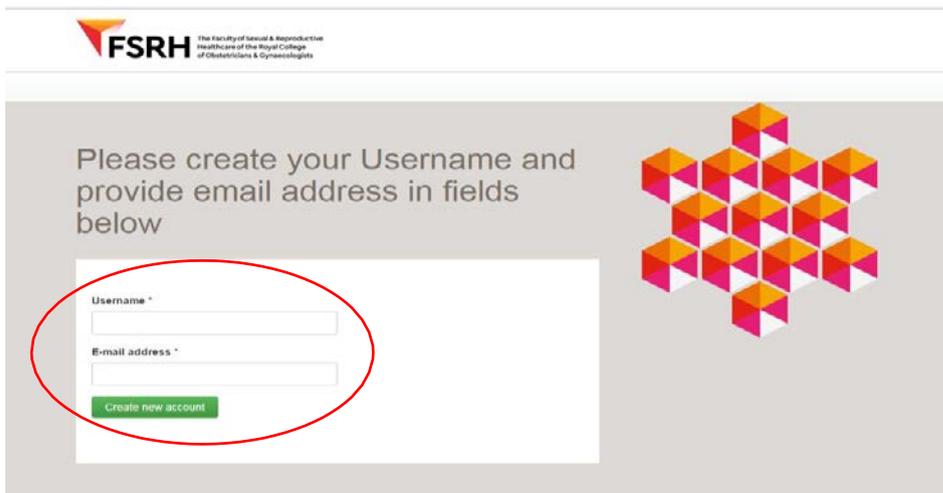
Once we have received your SRH Essentials Facilitator registration form, we will notify you that course materials are ready to be accessed via 'My FSRH'. To do so, please follow the steps below.

### If you have not registered before:

1. Go to [www.fsrh.org](http://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'.



- An automated email will be sent to you on registering. Please follow instructions in this email.

Thank you for registering your initial details to set up your online 'MY FSRH' membership account.  
To complete the process simply click on the link below and enter your registration details. This should take you no more than 5 minutes.

[http://go.sparkpostmail.com/ff/a/bFzLVUFTyCnx931BjcrSwA~/AADIWAA~/RgRaEAHRP0EIASwW6WXI gEAAAAAFkGc2hhcmVhYQhZdGFuZGFyZGANNtluMzYuMTI3LjlyNEIKAAARRzi5Y-iakR1labWF1cmVlb nbWFpC5jb20JUQQAAAAARF9odHRwczoVL3BvcnRhC5mc3Jol\\_m9yZy91c2Vyl\\_3Jlc2V0LzlwOTk2Lz zcveVB3ZIRxOGFOck9ra0ZGbzVrTDQ4T2o3dU5oNF9ldEktS2ZKQlVocXZkMEcCe30~](http://go.sparkpostmail.com/ff/a/bFzLVUFTyCnx931BjcrSwA~/AADIWAA~/RgRaEAHRP0EIASwW6WXI gEAAAAAFkGc2hhcmVhYQhZdGFuZGFyZGANNtluMzYuMTI3LjlyNEIKAAARRzi5Y-iakR1labWF1cmVlb nbWFpC5jb20JUQQAAAAARF9odHRwczoVL3BvcnRhC5mc3Jol_m9yZy91c2Vyl_3Jlc2V0LzlwOTk2Lz zcveVB3ZIRxOGFOck9ra0ZGbzVrTDQ4T2o3dU5oNF9ldEktS2ZKQlVocXZkMEcCe30~)

After setting your password, you will be able to log in at [www.fsrh.org](http://www.fsrh.org) in the future using:

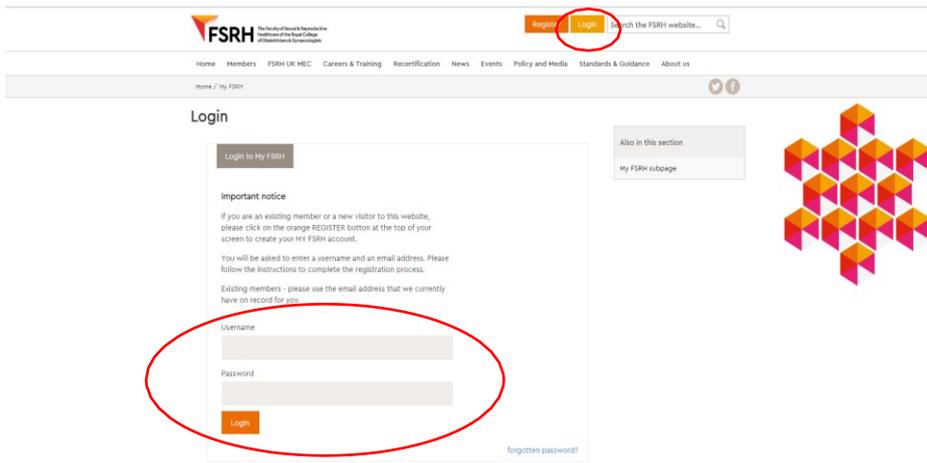
username: MaureenTest  
password: Your password

If you have any questions, please contact us on [020 7724 5534](tel:02077245534).

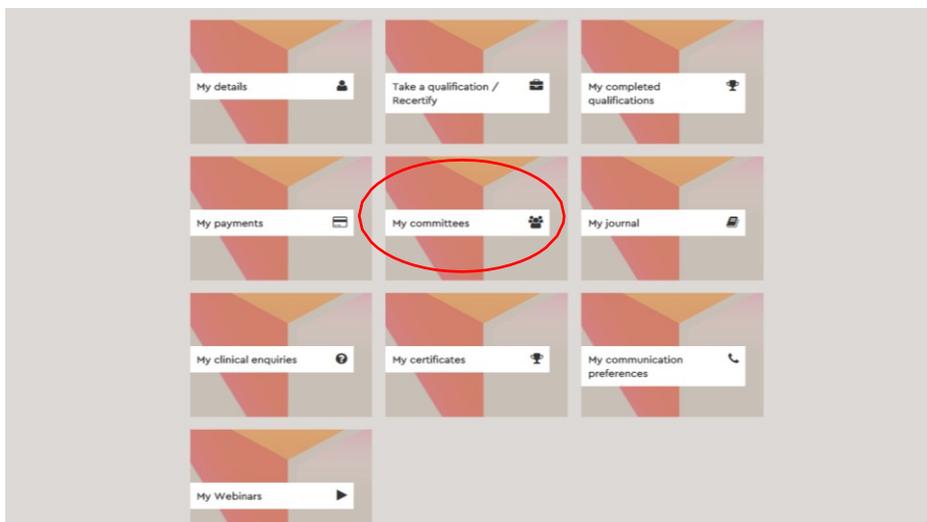
Best wishes

FSRH Membership team

- Login, using your email address and chosen username.



- Once logged in, click 'My Committees'.



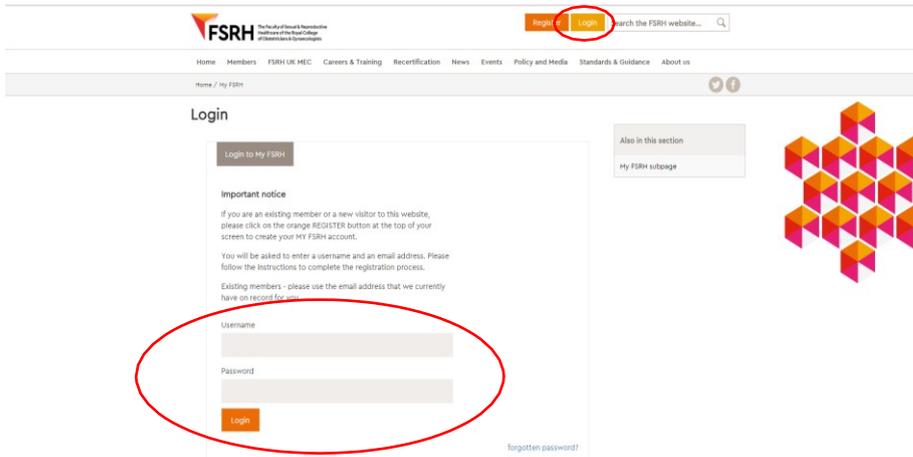
7. Click 'SRH Essentials' under Committee name.

Committee Role	Committee Name
Committee Vice-Chair of	<a href="#">test committee</a>
Committee Mbr of	<a href="#">test committee</a>
Committee Mbr of	<a href="#">SRH Essentials</a>

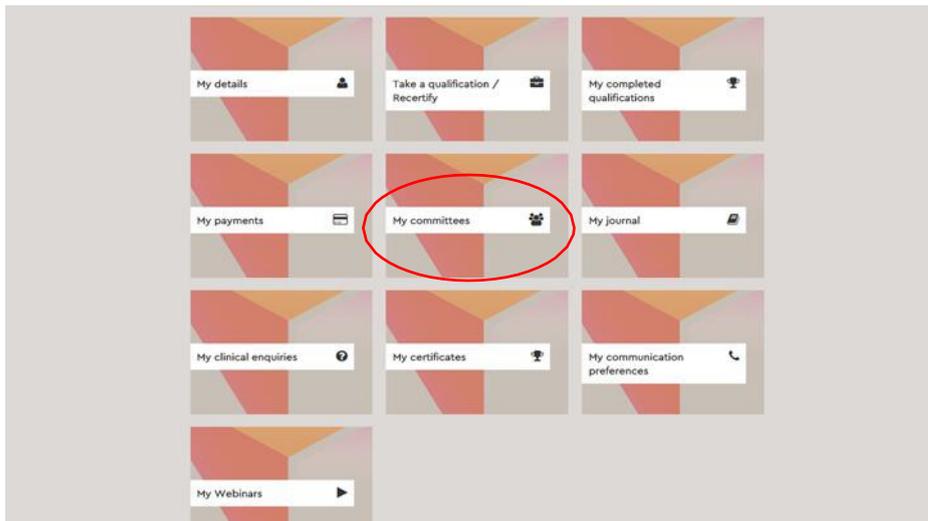
8. Click on the documents you wish to open.

## If you have registered already:

1. Go to [www.fsrh.org](http://www.fsrh.org)
2. Login using your email address and chosen username.



3. Once logged in, click 'My Committees'.



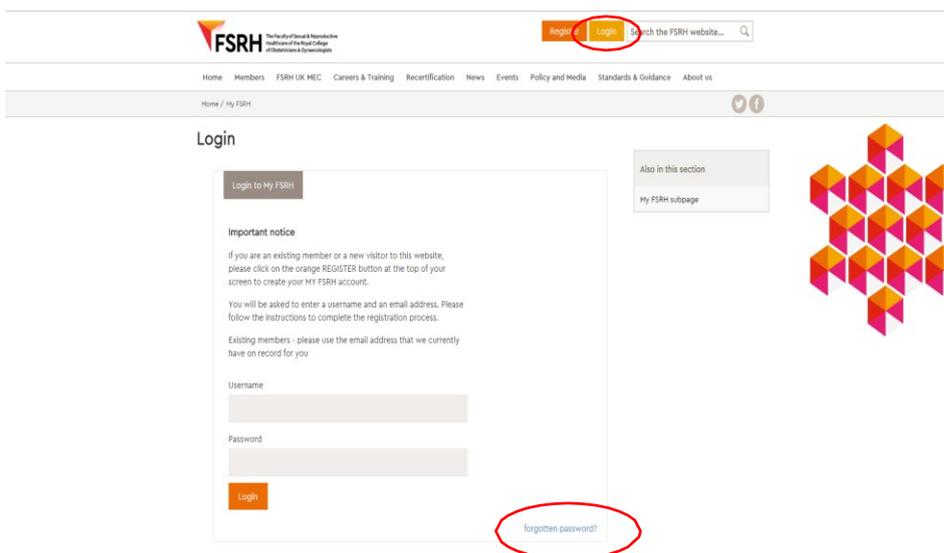
- Click 'SRH Essentials' under Committee name

Committee Role	Committee Name
Committee Vice-Chair of	test committee
Committee Mbr of	test committee
Committee Mbr of	SRH Essentials

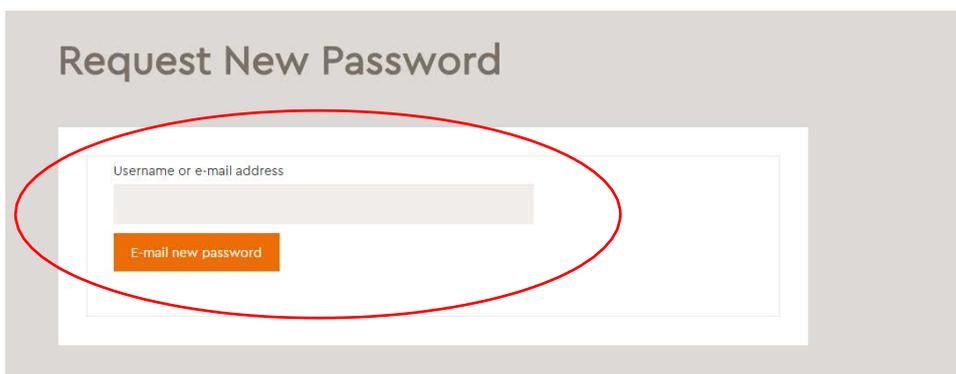
- Click on the documents you wish to open.

### If you have forgotten your password:

- Click 'login' then 'forgotten password'.



- Enter either your username or email address used to register and click 'email new password'.



- 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.

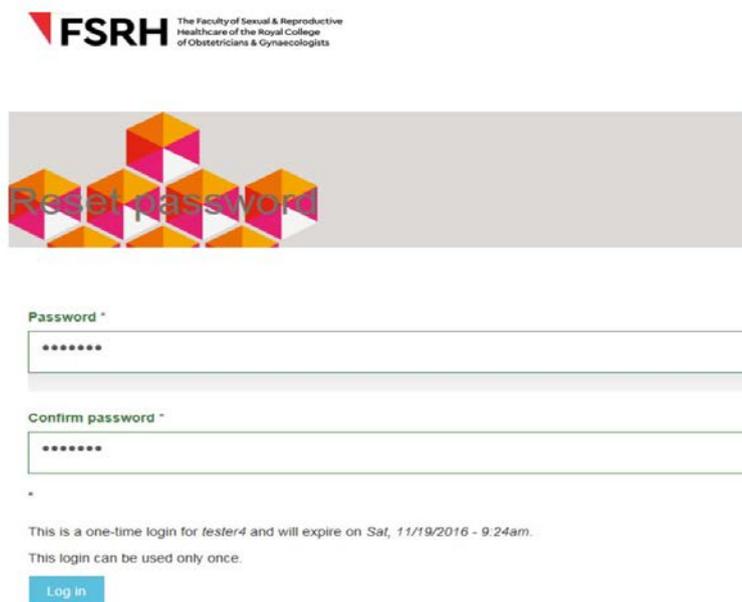
You may now log in by clicking this link or copying and pasting it to your browser:

[http://go.sparkpostmail.com/f/a/WEZ6Vd4rz2\\_DhxbT4IDU6A~~/AADIWAA~/RgRaD\\_xNP0EIAKwW543mGKhXA3NwY1gEA/](http://go.sparkpostmail.com/f/a/WEZ6Vd4rz2_DhxbT4IDU6A~~/AADIWAA~/RgRaD_xNP0EIAKwW543mGKhXA3NwY1gEA/)

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

- Enter your new password and click 'login'.



**FSRH** The Faculty of Sexual & Reproductive Healthcare of the Royal College of Obstetricians & Gynaecologists

Reset password

Password \*

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Confirm password \*

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This is a one-time login for fester4 and will expire on Sat, 11/19/2016 - 9:24am.  
This login can be used only once.

Log in

