

# SRH Essentials for Primary Care – Guide to becoming a Course Facilitator



## What is SRH Essentials for Primary Care?

SRH Essentials for Primary Care is an interactive course for healthcare professionals working in a primary care setting. 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.

An Essentials Course is delivered by at least 2 approved facilitators to a maximum of 24 delegates over a single day. All the teaching materials that you will need are provided by FSRH. Essentials is a basic level course, tailored closely to the primary care context and may involve a mixture of healthcare professionals with a varied background of experience. **It is not a competency-based course and it is not assessed.**

At the end of the course, delegates should 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

Once you've applied and been accepted as an Essentials Facilitator, you will receive a welcome pack and instructions on how to access the course materials. These materials have been quality assured by the FSRH and the CEU. These materials must not be amended.

You can also purchase printed delegate packs from the FSRH, which will provide the necessary hard copy documents to support you on the day.

## Interested in becoming a Facilitator?

### Before You Apply

To become an Essentials facilitator, you must:

- ▶ Be a current FSRH Associate, Diplomate or Member, or Fellow or hold a recognised CASH qualification
- ▶ Actively involved in clinical SRH
- ▶ Have some experience of delivering education and training

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 a facilitator.

[Faculty Registered Trainers \(FRTs\)](#) are encouraged to deliver SRH Essentials. FRTs only need to confirm they have watched the [Essentials Webinar](#), which is designed to give context to the course and how it should be delivered.

Non FRTs must confirm they have either:

- ▶ Observed an SRH Essentials course
- ▶ Attended an Essentials course as a delegate
- ▶ Supported approved Essentials facilitators to deliver a course, e.g. as a supplementary facilitator.

Contact a course Facilitator directly to arrange this – [see our events page for courses](#)

Non FRTs should also watch the [Essentials Webinar](#) prior to application.

It is desirable that at least one facilitator has experience of working in a Primary Care setting within the last 2 years. This will be a requirement for all courses taking place after December 2019.

## Roles and Responsibilities for Facilitators

For each course there must be a Lead Facilitator who must be a current member of FSRH.

All facilitators are expected to:

- Ensure they meet the entry criteria to become a facilitator
- [Apply to be a facilitator with the FSRH](#)
- Prepare to teach – work with the CF to familiarise yourself with the content, including determining teaching roles for the programme.
- Deliver an Essentials course – this can be delivered in a single day or over multiple days as separate sessions.
- Provide and encourage feedback – from learners, CFs and yourself
- Abide by the FSRH's [Intellectual Property Rights Policy](#).

In addition, the Lead Facilitator is expected to:

- Organise and promote an Essentials course – including venue, facilities, preparation of materials, catering, etc.
- Inform the FSRH of any Essentials courses that you are delivering, and fill in the Essentials Course booking form before the course is run to provide details for the FSRH Events Page.
- Provide and encourage feedback – from learners, other facilitators and yourself
- Post course actions – provide the FSRH with delegate details, pay the FSRH once invoiced.

## Data Protection & Privacy Policies

- It is the responsibility of the course facilitator to manage the data and personal details provided by attendees when signing up for an Essentials course.
- This data must be stored securely and shared with no one other than the designated Education Development Officer at FSRH for the Essentials courses ([crunswick@fsrh.org](mailto:crunswick@fsrh.org))
- Attendees must be made aware than in signing up for an Essentials course and providing their personal data to facilitators that this data will be shared with FSRH, stored securely by FSRH and used to contact them in regards to their course certificate and course evaluation.
- Once a course has been completed and the course completion form outlining attendees' details has been shared with FSRH, all personal data of attendees relating to the course must be removed by the Facilitator from wherever this has been securely stored.

Once your application has been accepted, you will be provided with a welcome pack which will give instruction on how to gain access to the course Teaching Materials, and guidance on how to run the course.

## How to Apply to Become a Facilitator

Complete and submit the online application form. The FSRH will review your application and provide you with a response by email. Applicants must wait for approval from the FSRH before organising courses.

[Apply to be a facilitator with the FSRH](#)

## FSRH Policies

### Compliments and Complaints

If you have any feedback about our Essentials courses, please visit our compliments and complaints page.

### 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.

### 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.

### Personal Beliefs Guidance

Please ensure you read the FSRH Personal Beliefs Guidance in advance of the course.

### 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

For further information on SRH Essentials, please phone 020 7724 5620 or email [scollins@fsrh.org](mailto:scollins@fsrh.org).