

# GP Educator Courses 2018

## Guidance

HEE EoE has changed the way they organise and run GP Educator courses in 2018. The idea behind this move is to ensure consistency of delivery across the following courses:

- Associate Trainer course
- Out of Hours Clinical Supervisor course
- Out of Hours Clinical Supervisor to Associate Trainer course

The following is a guide outlining which days are needed to complete each of the courses:

### Associate Trainer Course

To complete this course, educators must complete:

- Generic Educator – Day 1
- AT Day 2
- AT Day 3

### Out of Hours Clinical Supervisor course

To complete this course, educators must complete:

- Generic Educator – Day 1
- OOH CS – Day 2

### Out of Hours Dates Supervisor to Associate Trainer course

Any existing OOH Clinical Supervisor who wishes to become an Associate Trainer will have to attend:

- AT Day 3

## Cost

The cost is £75 per day; if you wish to attend 2 or 3 days the cost will be £150 or £225 respectively.

## Booking

### Dates

The timetable below lists all of the available dates. Please mark with a tick the days you wish to attend. If there is more than one of the same day that you could attend (i.e. two generic educator day 1's), please mark with a first and second preference. This will help us to allocate days accordingly to ensure that all spaces are filled.

Date	Course	Please tick the days you wish to attend
22 February 2018	Generic Educator Day 1	
29 March 2018	Generic Educator Day 1	
09 May 2018	AT Day 2	
15 May 2018	Generic Educator Day 1	
16 May 2018	AT Day 2	
19 June 2018	AT Day 3	
20 June 2018	OOH CS Day 2	
26 June 2018	Generic Educator Day 1	
28 June 2018	AT Day 2	
05 September 2018	AT Day 3	
03 October 2018	AT Day 3	
21 November 2018	AT Day 2	
05 December 2018	OOH CS Day 2	
12 December 2018	AT Day 3	

### Personal Details

<b>First Name:</b>	
<b>Surname:</b>	
<b>Correspondence Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Practice:</b>	
<b>OOH Provider: (those applying for OOH CS Course only)</b>	
<b>OOH Provider Contact Email Address: (those applying for OOH CS Course only)</b>	
<b>Dietary/Access Requirements:</b>	

## **Booking Process**

- Once you have ticked the dates you would like to attend and filled in your personal details, please return this booking form, via post, to:

**GP School, Heath Education England East of England,**

**2-4 Victoria House, Capital Park,**

**Fulbourn, Cambridge,**

**CB21 5XB**

- Please ensure you enclose a cheque for the relevant amount, made payable to 'Health Education England'. **Please note that if you successfully book onto this course, payment is non-refundable.**
- Once your booking form and cheque is received by the office, you will be emailed to inform you whether or not your space has been confirmed and which dates you have been allocated. Your space on the course is not confirmed until you receive this email.
- It is anticipated that spaces will sell out quickly. Please ensure you send your booking form and cheque in as soon as possible in order to avoid disappointment.

Please direct any queries to [communityschools.eoe@hee.nhs.uk](mailto:communityschools.eoe@hee.nhs.uk)