

NHS Lothian's
Clinical Education & Training Team (CET) for Care Homes
Courses - FAQs

1. How do I find out about the Clinical Training Courses provided?
 - A. Please email trainingandeducation.carehomes@nhslothian.scot.nhs.uk

2. How do I book onto the course?
 - A. Once you have emailed the address above you will receive a form to complete and a list of courses available.
Please complete the form (typed **not** handwritten) and email it back to us electronically. 1 form per course per candidate.

3. Will my Data be protected?
 - A. Yes, at the bottom of the form there is section regarding Data protection.
Please read carefully.

4. How many staff can I book onto each course?
 - A. 2 staff per Care Home can be booked on each date, this is subject to availability.
 - B. 1 staff member per form.
 - C. If you need to scan them please scan individually not in bulk and name the file with the candidate attending.

5. What if the course is fully booked is there a waiting list?
 - A. No, there are no waiting lists but there may be an alternative date which will be offered

6. Will I get a confirmation of my booking?
 - A. Yes you will receive an email to confirm your booking.

7. How will I receive the pre course information and instructions?
 - A. You will receive information via email so please provide an accurate email address on your form.
 - B. If the training is being held on MS Teams you will need to provide an email address you will be accessing MS Teams with on the day of the course.

8. What do I do if I can't make the course?
 - A. Please let us know as soon as possible by emailing trainingandeducation.carehomes@nhslothian.scot.nhs.uk we can reschedule or change the booking to another member of staff.