

## How do I book myself onto a face to face course? (Risk Assessed)

1. Firstly Log into the CP. Once logged in to CP click 'Search' or click 'Search for a course' to find the Course you are

2. Search the course you are looking for here.

3. Once you have typed in the course you wish to attend click the course title.

Code	Title	Length	Supplier
SH-CT1382	Face to Face - Bowel Care	6.5 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1382	Face to Face - Clinical Skills Update Day - Bands 5-7	7.5 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1431	Face to Face - Physical Health & Long Term Conditions (Tier 2 Prog for MH Nurses) Day 1	7.5 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1431	Face to Face - Physical Health & Long Term Conditions (Tier 2 Prog for MH Nurses) Day 2	7 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1431	Face to Face - Physical Health & Long Term Conditions (Tier 2 Prog for MH Nurses) Day 3	7 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1431	Face to Face - Physical Health & Long Term Conditions (Tier 2 Prog for MH Nurses) Day 4	7 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1431	Face to Face - Physical Health & Long Term Conditions (Tier 2 Prog for MH Nurses) Day 5	7 Hours	Southern Health NHS Foundation Trust (TAS)
SH-CT1430	Face to Face - Physical Health & Long Term Conditions Tier 2 Programme Mental Health Nurses	5 Days	Southern Health NHS Foundation Trust (TAS)

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**Face to Face - Bowel Care** Length 6.5 Hours Price List Default £199.00

**Target Audience** All Southern Health staff required to perform bowel care. All staff attending this course will require a mentor who will provide supervised practice and assessment of their competency.

**Requirements** N/A

**Related Policy** N/A

**Course Code** SH-CT1342

Email this to someone

Edit course evaluation questions

Prices shown are excluding VAT and Tax

Postcode

Go

Hide cancelled events

Objectives

Develop knowledge, skills and confidence to enable them to carry out based bowel care.

Participants will be able to demonstrate the transfer of skills and theory into by completing the competency tool with support from a mentor in

read more ...

Currently no prerequisites

Edit

**Events**

Date	Time	Public	Cost	Discount	Location	Spaces
2 Feb 17	09:30 - 16:00	Public	£0.00	100.0%	<a href="#">Alton Community Hospital</a>	2 <a href="#">Book</a>
2 Mar 17	09:30 - 16:00	Public	£0.00	100.0%	<a href="#">Moorgreen Hospital</a>	8 <a href="#">Book</a>
21 Apr 17	09:30 - 16:00	Public	£0.00	100.0%	<a href="#">Moorgreen Hospital</a>	9 <a href="#">Book</a>
22 May 17	09:30 - 16:00	Public	£0.00	100.0%	<a href="#">Moorgreen Hospital</a>	13 <a href="#">Book</a>

4. This screen will show you the course outline, the dates and locations for the course. Choose a suitable date and location for you then click 'Book'.

Mr Aiden Wareham Quality care, when and where you need it Southern Health NHS Foundation Trust

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**Event Details**

Item SH-CT1342 Classroom - Bowel Care

Price £0.00

You pay £0.00 (incl. VAT)

1. Event > 2. Delegate details > 3. Payment > 4. Booking confirmation

There are 1 spaces available on this event.

Please choose from the following list how you would like to make this purchase:

- I would like to make this purchase for myself.
- I want to make a purchase for someone else.
- I want to reserve 1 places on this event and I will supply the delegate names later.

Continue

Southern Health NHS Foundation Trust  
Alton Community Hospital  
Chawton Park Road  
Alton  
Hampshire  
GU34 1RJ  
United Kingdom

Phone 01420 82811

Room: The Seminar Room

**Start Date**  
2 February 2017

**Sessions**  
09:30 - 16:00

Day	Start	Finish
Thu	02 Feb 2017	09:30 - 16:00

5. There are 3 options on the 'Event Details' page, select which one applies to you then click 'Continue'.

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### View your order

<b>Invoice Address</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>Southern Health NHS Foundation Trust</li> <li>Tatchbury Mount</li> <li>Calmore</li> <li>Southampton</li> <li>SO40 2RZ</li> <li>United Kingdom</li> </ul> <p>Phone 023 8087 4091 FAX 023 8087 4164</p>	<ul style="list-style-type: none"> <li>Mr Aiden Wareham</li> <li>United Kingdom</li> </ul>

**Note:** Places will not be reserved on the events until you complete the order process.

**Warning:** Aiden Wareham is not in date for all of the required statutory and mandatory training.  
You should not complete this booking if you are not in date, unless the need for this training has been risk assessed by your line manager. [Click here](#) to view your out of date topics.

<b>Description</b>	<b>Qty</b>	<b>Amount</b>	<b>Total</b>
SH-CT1342 Classroom - Bowel Care . 2 Feb 2017 . for Aiden Wareham at Alton Community Hospital	1.00	£0.00	£0.00
		Order Total	£0.00
		VAT	£0.00
		Total	£0.00

**Additional Notes**  
This text can be seen by customers.

Copy me in on all Joining Instructions for this order

6.If you are not in date for all your statutory & mandatory training, a warning message will appear plus a link to view your list of out of date topics / compliance. Click 'Discard' booking and take an online e-assessment or book onto the relevant statutory & mandatory training course before continuing with your booking.

This page will allow you to add comments to the booking and will also allow you to add joining instructions to the order.

7.If, without this non-statutory & mandatory training booking there is a risk to service users/patients, myself or staff: Then your manager must risk assess this need.

8.If agreed, you may be able to continue with your booking and your manager will be warned that you are non-compliant before they approve your booking.

Check your work address is correct and that you are booking the correct course, then click 'Continue'. You will now be able to complete your order.