For all your Primary Care Training needs

The Primary Care Training Centre is a well-established education provider delivering quality education to all members of the primary healthcare team.

No matter what your discipline is in primary care, come on one of our courses if you want to develop your knowledge and skills to ensure that you are delivering quality care and helping patients to achieve their best outcomes.

Students consistently give positive evaluations and feedback that the days are enjoyable, relevant to practice and delivered by knowledgeable tutors. Students who come to Crow Trees, our grade 2 listed Training Centre in Bradford, comment on the relaxed, welcoming atmosphere and good lunches, but we can come to your area instead, or you may choose to study online.

Whatever your preference take a look and see what is on offer to suit you.

Telephone:
01274 617617

Email:
admin@pctc.co.uk

Online:
primarycaretraining.co.uk

By post:
Application Form
SPIROMETRY TWO DAY COURSE / SPIROMETRY UPDATE DAY

It is recommended that those who perform spirometry should complete the ICST/ARTP full or the ICST/ARTP foundation certificate in spirometry. Our Spirometry course will prepare you for these certificates.

Spirometry is only useful as a screening technique where uniformity and quality of practice exist. Without a thorough understanding of the principles involved, the methodology, the effects of the disease on lung function and the interpretation of results, it is difficult for practitioners to be confident and competent in practice. Our Spirometry training course will give you this understanding.

Our new Spirometry Update Day is aimed at anyone who is competent in spirometry assessment or has their certificate in spirometry and wants an update or some support in interpretation.

AWARENESS IN ANTICOAGULATION MANAGEMENT

This course will increase your awareness and understanding of the different anticoagulation medications and will teach you how to monitor their dosage, especially those patients on DOACS.

CHAPERONING

This module is designed for primary health care assistants and other members of the wider health care team who are involved in chaperoning patients as part of their role. The content covers what is understood by the term chaperone, why a chaperone needs to be present, the role and responsibility of the chaperone and the rights and concerns of patients.

DEMENTIA

The aim of this course is for practitioners to acquire knowledge and understanding of the types and causes of dementia and the principles of the treatment, so they have the confidence to refer for diagnosis, support the management and approach the many challenges of this condition effectively in Primary Care.

ELECTROCARDIOGRAPHY 1 & 2

The Practical ECG training course is a one day workshop with learning materials. It follows the syllabus of the Certificate in Practical Electrocardiography. Module 2 gives an introduction to ECG analysis.

MOTIVATIONAL INTERVIEWING

There is an introduction and then each of the core skills of MI are taken a step at a time. There is laughter and fun with NO POWER POINT!!! Yes you heard it here first. There is NO ROLE PLAY!! There is simply excellent training. What you learn is through informal demonstrations. We keep it simple and practical so from the moment you leave you can start practising.
FOR ALL MEMBERS OF THE PRIMARY CARE TEAM

SHORT COURSES AND STUDY DAYS

“Spent my day at Primary Care Training Centre today for my Wound Care course, what a lovely welcoming venue, expertly organised course and delivered professionally and with excellent content relevant to my role, the lunch and refreshments provided were a real treat too. A big thank you to all, I will be back!”

PRACTICAL SOLUTIONS TO SUPPORT WEIGHT MANAGEMENT
This course is delivered by specialist dietitians experienced in primary care and aims to provide health care workers with the necessary skills and tools to provide practical, simple and realistic ideas to motivate and support their patients with weight management in primary care.

SEXUAL HEALTH & CONTRACEPTION (BASIC)
The main emphasis on this sexual health training course is on new developments both already available and imminent, especially those in the field of contraception. There is an overview of current issues in sexual health, including sexually transmitted infections, HIV and teenage pregnancies.

TRAVEL HEALTH TRAINING FOR BEGINNERS
The course aims to equip healthcare professionals with the skills required to provide individualised pre-travel consultations at a basic competence level. This will be measured against the RCN competencies framework for travel health medicine.

GENERAL PRACTICE SURVIVAL
Over the last two years we have been supporting Practice Managers and their teams in delivering GP Forward View and GPN10 point plan with the clinical skills for HCA apprentices.

Building on that experience we have developed a training day to support Practice Managers, Reception Managers, Nursing Managers, and Lead GPs which we have called GPS: General Practice Survival.

The programme will include several short sessions looking at key issues facing leaders in NHS Primary Care. There will also be time for delegates to chat and support each other.
DISTANCE LEARNING COURSES

These professional development courses give primary health care professionals the knowledge and practical advice they need to diagnose, monitor and manage people in the fields of Diabetes, Cardiovascular Disease, Women’s Health and Respiratory Disease (Asthma and COPD).

COURSE DELIVERY

Our distance learning courses use our proven and popular method of self study and face to face workshops. Six months of self-directed study, facilitated by a distance learning pack, concludes with two days of compulsory workshops. Attendance at a mid course revision day is optional but recommended.

PRICES and CREDITS

CPD Certified—£648
Accredited—£1020

30 Credits at level 5/6

CARDOVASCULAR DISEASE MANAGEMENT (level 5)

This course is aimed at health care professionals who have a role in the delivery and management of care for patients and their families living with and at risk of cardiovascular disease (CVD), and who wish to respond more effectively to the healthcare needs of their patients. On completion the student will be able to suggest, initiate and vary lifestyle modification and drug therapy to individual needs. The content covers risk assessment and management including hypertension, dyslipidaemia and the management of existing cardiovascular diseases. Emphasis is placed upon the health needs of the individual, health promotion, self-empowerment and palliation.

DIABETES MANAGEMENT (level 5)

This course focuses upon the assessment and management of the individual with diabetes. Emphasis is placed upon the health needs of the individual, health promotion and self-empowerment. It is aimed at health care professional (doctors, nurses, dieticians, podiatrists and pharmacists) who have a role in the delivery and management of care for those clients and their families living with diabetes and who wish to respond more effectively to the health needs of their clients. Upon completion the student will be able to suggest, initiate and vary treatment to individual needs. The content covers screening, diagnosis, management of diabetes and micro- and macro-vascular complications.

WOMEN’S HEALTH MANAGEMENT (level 6)

This course is designed to further develop practitioners with the knowledge and skills to facilitate the holistic management of women’s health issues in primary care. It focuses on the management of sexual health, contraception, breast and cervical screening, continence and menopause and the services available to support this. Emphasis is placed upon the importance of the health needs of the individual, health promotion and empowerment of the woman and on multi-professional collaboration.

RESPIRATORY DISEASE MANAGEMENT (level 6)

This course combines asthma training and COPD training into a single respiratory disease training course. It focuses upon the assessment and management of clients with asthma and/or chronic obstructive pulmonary disease (COPD). It considers differential diagnosis of the two conditions and the effective management and treatment options available. The impact of respiratory disease on the psychological and quality of life issues of the client will be addressed. Upon completion the student will be able to suggest, initiate and vary treatment to individual needs.

“Excellent course. Made learning easy, very well thought out. All the material and teaching has helped me immensely.”
COURSE DELIVERY

The course will be delivered through a series of interactive lectures, workshops and skills sessions. The content will include anatomy, physiology, and patho-physiology underpinning minor illness and the assessment and management of these patients.

The delivery pattern is one day a month for four months and a final two days at the end of the course, one of which will be for completion of the practical clinical examination. Formative opportunities will be offered to students throughout in preparation for this final practical summative assessment.

PRICES and CREDITS

Regular—£720
Accredited—£1248

20 Credits at level 6

ASSESSMENT AND MANAGEMENT OF MINOR ILLNESS

This six-month course is designed to meet the needs of a range of health care professionals working with patients who present to a point of first contact with a minor illness. It aims to provide students with comprehensive knowledge and skills to assess and manage patients who present with a minor illness or refer as appropriate. Students will be registered health care professionals working in areas such as primary care, accident and emergency and walk-in centres.

The content will address holistic assessment of the patient, following a systematic process and working within the limits of the individual’s competence. On completion students will be able to assess, treat and manage (or refer appropriately) patients who present to a point of first contact with a minor illness.

ASSESSMENT AND MANAGEMENT OF MINOR INJURIES

This six-month course is designed to meet the needs of a range of health care professionals working with patients who present to a point of first contact with a minor injury. It aims to provide students with comprehensive knowledge and skills to assess and manage patients who attend with a minor injury or refer as appropriate. Students will be registered health care professionals working in areas such as primary care, accident and emergency, first contact or minor injury units.

The content will address holistic assessment of the patient with a minor injury following a systematic process and working within the limits of the individual’s competence. On completion students will be able to assess, treat and manage (or refer appropriately) patients who present to a point of first contact with a minor injury.

ASSESSMENT OF DISTANCE LEARNING COURSES

Summative assessment is in two parts. Students on both the accredited and non-accredited courses will undertake part one. Part two is only applicable to accredited students.

Part one is a pass/fail component undertaken through a one hour examination comprising True/False statements, or practical clinical examination in the case of Minor Illness and Minor Injuries (the student will demonstrate their ability to assess and manage a patient who presents with a minor illness or injury).

Part two is a case study which evaluates the student’s management of a patient who attends with a condition relevant to the course being undertaken through reflection on care delivered.

“I thoroughly enjoyed the course and the tutors were brilliant.”
Paediatric Minor Illness—one day workshop and self-directed e-learning programme (£180)

Wound Management for Nurses / Leg Ulcer Assessment—two day workshop (£240)

Insulin Conversion—one day workshop is followed by sixteen weeks of self-directed study utilising an Activity Pack (accredited £324 / CPD £240)

Ear Care & Irrigation—one day workshop (£180)

All other study days consist of a single interactive workshop day.

£120 per day

PAEDIATRIC MINOR ILLNESS
This one day study day is aimed at nurses and healthcare practitioners working in the urgent, emergency and primary care settings. It is aimed at providing an introduction to the assessment and management of the child with minor illness. Whilst the subjective matter is broad it will cover common conditions and facilitate signposting to current guidance and further learning.

WOUND MANAGEMENT FOR NURSES
The course will teach current best practice in wound management. An overview of wounds and wound assessment will include traumatic wounds, skin tears and surgical wounds, together with cleansing and swabbing techniques.

LEG ULCER ASSESSMENT & MANAGEMENT
This two day leg ulcer course will offer knowledge and skills on lower limb assessment and management. The impact of leg ulceration will be discussed, including the theory and practice of compression bandaging and Doppler assessment.

INSULIN CONVERSION
More people with Type 2 Diabetes are now requiring insulin therapy. This conversion is increasingly being made in Primary Care. This sixteen week module aims to develop the knowledge and understanding of the health care practitioner to initiate insulin therapy in such individuals. The module examines the need for insulin therapy, explores regimens and patient educational issues. This course is suitable for registered healthcare professionals, already managing people with Type 2 diabetes and working in primary care.

This course is also available with accreditation (10 credits at level 5)

EAR CARE & IRRIGATION
This Ear Care training course is intended to give the practitioner more confidence when dealing with ear problems. The knowledge gained from this day enables safer practice which can reduce patient discomfort, speed up resolution and make referrals more appropriate. It enables nurses to take a more active role in the prevention of ear problems, thus saving general practitioner consulting time and prescribing costs.

CHRONIC KIDNEY DISEASE
The role of the tests for CKD are immortalised in the ‘kidney chef’ production where we turn blood into urine in front of your very eyes! Once diagnosis is clear the appropriate management principles for CKD in primary care are described and explained, with the very important aspect of when to refer included. Avoiding Acute Kidney Injury (AKI) is a vital aspect of primary care management of hypertension, CKD and simply the elderly population. This study day demystifies this and offers practical solutions.

“Best course I have attended. It was helpful in helping me understand wound care which I did not previously have knowledge on.”
HEART FAILURE
This is an informal interactive day looking at Chronic Heart Failure (CHF), a subject which is growing in importance and prevalence. The patho-physiology, diagnosis and management of heart failure in the Primary Care setting are all covered including GMS QOF requirements.

IMMUNISATION & TRAVEL HEALTH
This study day is suitable for nurses requiring an annual immunisation update and currently doing travel health consultations. It aims to provide an update for childhood and other national campaign vaccinations and to cover hot topics in travel health.

MENTAL HEALTH (INTRODUCTION / ADVANCED)
Mental health is a component of 33% of presentations to GP’s and the most prominent cited reason for ‘fit notes’. In addition, people with long-term conditions are two to three times more likely to experience mental health problems than the general population. It is therefore crucial that all front line staff have a basic understanding of mental health, its impact and how to best support people with mental health difficulties.

SEXUAL HEALTH & CONTRACEPTION (ADVANCED)
The main emphasis on this sexual health training course is on new developments both already available and imminent, especially those in the field of contraception. There is an overview of current issues in sexual health, including sexually transmitted infections, HIV and teenage pregnancies.

STABLE ANGINA & ACUTE CORONARY SYNDROME
We will give you an overview of CHD from stable angina to acute coronary syndromes and myocardial infarction. Starting with how the heart works normally we explain what happens when CHD develops – making sense of the wide range of symptoms and explaining the ways in which the heart tries to protect itself.

STROKE
The stroke training course is suitable for any primary care professional, GP nurse HCA, paramedic, volunteer who will be dealing with CVD risk assessment, hypertension, long-term management of stroke, TIA and CVD for those patients who can walk through into a General Practice reception. It is also suitable for any professional who wishes to gain insight into the role that primary care provides regarding the long term management and prevention of stroke.

“Very well presented, and knowledgeable tutor. I felt like I learned a lot today.”
Keep up to date with new developments and health initiatives and maximise your GMS QOF points with our study days.

All update days consist of a single interactive workshop day.

£120 per day

CARDBOVRASCULAR DISEASE

This day will take you through a variety of topics, assuming a certain level of knowledge and simply updating you on the relevant changes in clinical practice. The topics will be specific on the day to what ever is NEW and impacting on everyday practice, however we are very likely to include AF and anti-coagulation, heart failure, hypertension and probably some liver disease.

DIABETES

This day will provide an update on recent developments in type 2 diabetes and consider how they impact on both the patient and the healthcare team. Many of the questions regarding diabetes management do not have black or white answers. New aspects of diabetes management such as using HbA1c as a diagnostic aid, management of pre diabetes, injectable therapy versus insulin and recent advances in the management and treatment of diabetes will all be considered.

RESPIRATORY DISEASE

The day will take a close look at how well we are doing locally and nationally with respiratory care, provide a refresher of the latest guidelines for COPD from NICE, and the latest asthma guidelines from the British Thoracic Society. With so many new drugs and devices available for prescribers, there will also be a session on this hot topic. To complete the day there are case studies to help put valuable theory into essential practice, and the opportunity to ask plenty of questions and network with fellow delegates.

WOMEN’S HEALTH

Referrals to gynaecology are one of the highest of any specialty. With better access to self-help, patient information, diagnostics and medical treatments many of these can be managed in primary care. This training day will use case based discussion to apply latest evidence aiming to improve the awareness and understanding of common women’s health problems. The knowledge gained will provide better understanding of when these issues require investigation and how we can improve the support given to women by providing them with up-to-date information about their treatment options. in any clinics.

“Good mix of teaching styles—video, wall chart, Powerpoint, group work.”

“Couldn’t ask for more. Excellent day.”
STUDY DAYS AND SHORT COURSES

COURSE DELIVERY & PRICES

All study days consist of a single interactive workshop day. The study days on this page are also available with accreditation and can be undertaken as part of our Cert HE programme. For details of credits and prices please see the specific Cert HE section of this prospectus, or check our website.

www.primarycaretraining.co.uk

From £120 per day

UNDERSTANDING DIABETES CARE
This module is designed specifically for HCAs working in primary care who are assisting health care professionals in the management of diabetes. It enhances their knowledge and skills in the field of diabetes in relation to the care of clients with the disease and their families. It focuses on the key aspects of care and the organisation and management of the services available to support the care given.

DELIVERING THE NHS HEALTH CHECK
This module gives practical guidance to health care practitioners who will be involved in the delivery of the NHS Health Check. The module enhances knowledge and skills to deliver a cardiovascular risk assessment to the eligible population in England between the ages of 40-74 years without existing cardiovascular disease.

PHLEBOTOMY
The content includes consideration of the patient experience, the structure of blood vessels, overview of blood tests commonly requested for patients in the primary care setting, technique for taking blood including a practical session, accountability, infection prevention and health and safety issues related to phlebotomy.

WOUND CARE MANAGEMENT
This module is designed for experienced HCAs who wish to expand their role and gain new knowledge and skills in the care and management of patients who require wound care in the primary care environment. The content covers an overview of the types of wounds, wound healing and factors influencing the healing process, physical and psycho-social effects on the patient and family, infection control, asepsis, dressings and the removal of sutures and skin clips.

MENTAL HEALTH AWARENESS
Mental health is a component of 33% of presentations to GP’s and the most prominent cited reason for ‘fit notes’. In addition, people with long-term conditions are two to three times more likely to experience mental health problems than the general population. It is therefore crucial that all front line staff have a basic understanding of mental health, its impact and how to best support people with mental health difficulties.

CHAPERONING
This module is designed for HCAs who are involved in chaperoning patients as part of their role. The content covers what is understood by the term chaperone, why a chaperone needs to be present, the role and responsibility of the chaperone and the rights and concerns of patients.

MANAGEMENT OF ASTHMA AND COPD
It is designed for experienced HCAs who wish to expand their role and gain new knowledge and skills in recognition and management of asthma and chronic obstructive pulmonary disease (COPD) in the primary care environment. The content covers an overview of what asthma and COPD is; methods used to diagnose, an introduction to types of treatments used including the correct use of inhalers and lifestyle measures to reduce the causes and exacerbation of the conditions.

IMMUNISATIONS AND INJECTIONS
This module is designed for experienced primary health care assistants who wish to expand their role and gain new knowledge and skills in the administration of influenza, pneumonia and shingles vaccination and hydroxocobalamin (vitamin B12) injection.
The Ear Irrigation course consists of two workshop days followed by three months of clinical supervision by their mentor. Each student will receive a pre-learning pack prior to the course. £600

The flu update is a half day session. £60

The role of the Health Care Assistant in Primary Care will include anatomy and physiology, and basic ear care management, including irrigation. This course is designed to ensure that those HCAs who are expected to irrigate are able to do so confidently and safely.

This half day update session is suitable for experienced Health Care Assistants working within primary care, who work alongside a registered nurse mentor, and have successfully completed the Influenza and Pneumococcal Vaccination for Healthcare Assistant Course. Students must have completed CPR Training within the previous twelve months.
The Certificate in Higher Education is made up of 120 credits at level 4 on the National Qualifications Framework. The Cert. H.E. Primary Care comprises of one 60 credit core module and your choice from a range of optional modules or courses to achieve the remaining 60 credits.

The core module is called ‘Primary Health Care Assistant’ and normally this would be completed first. Please contact us for more details.

PRICES

Core Module—£1320
Chaperoning—£462
NHS Health Check—£324
Phlebotomy—£462
Asthma & COPD—£462
Understanding Diabetes—£462
Wound Care—£462
Mental Health—£462
Immunisations—£600

PRIMARY HEALTH CARE ASSISTANT (60 credits level 4)

This module is especially relevant for those working in a primary care environment who wish to expand their role and enhance their knowledge and skills in relation to working as a primary health care assistant.

The content covers administrative, practical and clinical matters to enable the student to assist health care professionals in their clinical activities.

The module forms the core of our Certificate in Higher Education (Cert. HE) Primary Care but may also be undertaken as a stand-alone course.

OPTIONAL MODULES

- Delivering the NHS Health Check (10 credits)
- Chaperoning in Primary Care (20 credits)
- Performing Phlebotomy in Primary Care (20 credits)
- The HCA Role in Management of Asthma and Chronic Obstructive Pulmonary Disease in Primary Care (20 credits)
- Understanding Diabetes Care (20 credits)
- Introduction to Wound Care Management for Healthcare Assistants in Primary Care (20 credits)
- Mental Health Awareness in Primary Care (20 credits)
- Immunisations & Injections for HCAs in Primary Care (30 credits)

DELIVERY

Core module—40 weeks of self-directed study is facilitated by a distance learning pack and includes two compulsory study days at the start of the course and one compulsory study day normally after 16 weeks.

Immunisations—This module begins with a mandatory one-day workshop followed by directed study. There are two further consecutive mandatory workshops in month two then two further months of self-directed study.

Other optional modules—Each module begins with a mandatory one-day workshop followed by 16 weeks of self-managed, directed study.

Most of the optional modules are available as study days at a cost of £120 per student. The Immunisation course is available non-accredited at a cost of £480.

Please note that you will require a registered nurse mentor for all of these courses.
COURSE DELIVERY & PRICES

Our conferences are an entertaining mix of workshops and plenary sessions.

Cedar Court Hotel
Mayo Avenue
Bradford
BD5 8HW
(just off M606)

£48 per day

Lunch and refreshments are included in the price. All delegates will receive a certificate of attendance, and will be able to download an app featuring all the presentations from the day together with other useful information.

PRACTICE NURSE CONFERENCE

Our third conference will run in Spring 2020, with a brand new line up of workshops and presenters. Watch our website for further announcements and save the date!

29 April 2020

PRIMARY HEALTH CARE ASSISTANT CONFERENCE

This year’s conference will follow our regular format, with an opening plenary, choice of four workshops and a closing session. Watch our website for more details.

There will also be a Marketplace area, with access to stands full of information. The Royal College of Nursing and the PCTC will be there to talk about your career and training needs, and former Cert HE students who are undertaking nurse degree training will be on hand to discuss their experiences.

16 September 2020

YOUR CONFERENCE?

Would you like to run a conference in your area? We can help. Contact us for details.

“A well organized conference, excellent team. I felt very motivated on leaving. Will definitely be back next year.”

“The whole day was absolutely fabulous. Great range of topics covered and very interesting. Good food for thought which I will go away with and implement in my practice. Thank you one and all for today. Brilliant!”

find out more about us on our website www.primarycaretraining.co.uk
People learn in different ways. We at the PCTC recognise a day out of the practice for a manager is a challenge in itself – our style of delivery is one of facilitation and shared learning between tutor and delegates, including examples of best practice and the theory to support each subject area. Our tutors are skilled in their own field and also have hands on experience as senior leaders in Primary Care both locally and nationally.

Business Cases
Business Skills
Contract Management & Governance
Delivering GP Services At Scale
Facilitation Skills
Finance for Practice Managers
Handling Problems in the Workplace
Improving Personal Effectiveness
Leadership
Managing Absence & Sickness
Managing Conduct & Poor Performance
Negotiating & Influencing
Organisational Development
Performance Management
Project Management
Recruitment & Selection
Risk Management
Successful Meetings
Tender & Report Writing
Time Management
Update on Employment Law
Workforce Planning & Design

The following can be offered as study days or shorter sessions and delivered at Conferences, Practice Learning Events or Practice Manager Meetings:

Avoiding Burnout
Chaperoning Data
Marginal Gains
Process Mapping
Equality Diversity & Inclusion
Patient Facing Skills
Self Defence
Social Media
Triage Session
Real Time Accounting

“This was an inspiring course and the best I’ve ever been on. Practice Managers are missed out and it is a lovely profession, and it was great to network with colleagues from other CCGs.”

“When I signed up for the course I wasn’t sure what to expect. I am completely thrilled.”

Step into your leadership role!
**TERMS & CONDITIONS**

You can find our full terms and conditions by clicking the link on the front page of our website. By applying for a course, you accept these terms and conditions.

**POLICIES & PROCEDURES**

Our website includes the following policies and procedures:
- Privacy Policy
- Health & Safety
- Equality & Diversity
- Safeguarding & Prevent
- Quality Assurance
- Student Progress
- Complaints
- Modern Slavery

**PRICES**

All of our prices include VAT at the prevailing rate. Please note that our prices may change from time to time, and that those on the website will always be the most up to date.

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**SATELLITE COURSES**

All of our courses and study/update days can be delivered locally in your area. The course content and teaching is identical wherever the teaching days are held. The minimum number of students varies, but is usually 20.

The fee per student for a satellite course is the same as our advertised fee for attending at Crow Trees, and includes all course materials, mentor support, university registration (where appropriate) and teaching days, but not the venue or refreshments. Our own tutors deliver all the teaching.

We have delivered training all over Great Britain, Ireland and beyond. Distance is not a problem!

**SPONSORSHIP**

The PCTC does not accept donations from pharmaceutical companies. However, we are happy for course organisers or individual students to seek sponsorship to help defray their costs. Companies may also sponsor an entire course by funding students in full or in part through an educational grant.

Companies that sponsor one of our courses may exhibit a trade stand should they wish. This can be present at study and update days, at the first day of a two day workshop and at the revision day. If sponsors are present they will be thanked at the start of the day, but their sponsorship or presence will not influence the content or delivery of the course in any way.

**BESPOKE SERVICES**

The PCTC can also offer training days tailored to your specific requirements. For instance, if you have local issues, our tutors can ensure that these are covered during workshop sessions. Other services that we can provide include lectures and speaking sessions, and assistance in setting up specialist clinics.

To discuss your specific needs, please call us on 01274 617617 and ask to speak to Helen Woodhead, our Business Development Manager.

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“One of the beautiful stained glass windows at Crow Trees”

Friendly and welcoming staff, gorgeous building, lovely atmosphere—helps to set you up properly for a day’s training.”

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**OTHER INFORMATION**

contact us on 01274 617617 or email admin@pctc.co.uk
Where can I attend workshop days?
Workshop days are held at the Primary Care Training Centre in West Yorkshire. We can deliver any of our courses anywhere in the United Kingdom or Ireland at no extra charge, subject only to minimum numbers.

What is included in the price?
Your fee includes all learning materials, mentor support from our tutors and your university registration fee where appropriate. If you are attending workshop days at the Training Centre in Bradford, refreshments and a buffet lunch are also included. Those students on one of our University-accredited distance learning courses may also attend a free, optional revision day during their course, in addition to the compulsory workshop days.

How do I apply?
You can apply online via our website, or by using the application form at the end of this brochure. A copy of this form is also available to download from our website. Photocopies are acceptable. Please make sure you write clearly and legibly.

How do I pay?
You can send us a cheque with your application form, made out to "Primary Care Training Centre Ltd". If you apply online you can pay by credit card or Paypal using a secure server. We can also invoice your practice. Please note that places cannot be confirmed until full payment is received.

What if I need help or support?
You can contact the Training Centre at any time during your course. Our contact details can be found on the back page of this brochure or on our website. Just click "Contact Us". If necessary, we will arrange for a tutor to call you back, at a time to suit you.

What if I have special dietary requirements?
We can cater for special dietary requirements, provided you let us know in advance.

How do I access my results?
You can access your results once they are available on Teesside University’s intranet and e-Vision websites. For details on how to do this, please go to our Resources section and open the pdf file "Accessing your results and feedback". You must read your feedback before you contact the Training Centre to discuss your results. You can get to the Teesside intranet login screen by clicking the Teesside logo at the bottom of this page.

Do the prices include VAT?
Yes, all the prices on this website include VAT at the prevailing rate. Currently this is 20%. Your practice or CCG may be able to reclaim the VAT on your course.

Will I be able to complete the course?
All our courses are written and delivered in English, and will require certain standards of literacy and numeracy. If you are in any doubt at all, we recommend that you visit the Resources section of our website, where you will find self-assessment tests in literacy and numeracy.

How do I access my electronic pack?
In order to use the pack, you will need a computer with internet access. It will work on any browser. Once you have accessed the pack for the first time, you will be able to download a copy and access it offline using a Kindle device or Kindle app. You can also print off sections yourself if required. Remember, though, that the online version will always be the most up to date and you should check your dashboard regularly as it is there that we will notify you of changes and updates.

How long can I access my electronic pack for?
Your course fee includes access to the electronic pack for one year from the start date of your course. After this, you may pay a small subscription fee (currently £30 per annum, discounts will apply for multiple subscriptions) to keep accessing the pack and receiving updates. Alternatively, you can download the pack to your Kindle device or Kindle app, or print a copy, though of course these will not get updated with new developments.

What if I lose my certificate?
We can supply a duplicate certificate. There is a charge of £30 for this.
Application Form

Please complete one application form per course / study day, enclosing a cheque made payable to “Primary Care Training Centre” and return to Primary Care Training Centre, Crow Trees, 27 Town Lane, Idle, Bradford, BD10 8NT. Photocopies are acceptable. If you would like us to invoice your practice for the course fee, please give details (name, address and contact) on the reverse of this form.

Personal Details
Title (Mr/Mrs/Miss etc)  Forenames  Surname

Home Address

Home Telephone (including code)  Work Telephone (including code)  Mobile

Email  Date of Birth (DDMMYY)  Ethnic Origin

Work Address

Job Title  PIN / Registration Number

Name of PCT / Health Authority / LHB  Where did you hear about the Primary Care Training Centre?

Course Details  If you are applying for more than one course then please photocopy, complete and attach to this form
Course Name

Preferred start date (check website or call PCTC for current dates)  Price (including V.A.T.)

Preferred location (check website or call PCTC for locations)  Please state if you have any special dietary requirements

Mentor  (if applicable to your course)
Mentor’s Name  Mentor’s NMC PIN Number

Mentor’s Email

Applicant’s Declaration
I understand and accept the terms and conditions listed on the PCTC website and confirm that all information given on this form is correct at the time of completion. I have access to a computer.

Signature  Date

Employer’s Declaration
I confirm that this applicant has employer support in undertaking this course.

Signature  Date

Office use only
Application Received  Application Processed  Student List  Payment

Candidate Number  Pack Sent  Mid-Course Letter Sent
Our telephones are manned during normal office hours. At other times an answerphone is in operation. If you leave a message please speak clearly, leaving your name, candidate number (if applicable), your telephone number and a brief description of your query. We will return your call.

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12 June 2019