STIF Course Administration Guidance
Sexually Transmitted Infections Foundation Course

STIF CORE / STIF PLUS

Background
With the introduction of the e-Learning for Health teaching, the format of STIF has been updated to utilise the benefits of delivering knowledge to delegates on-line. The STIF Foundation Course comprises a STIF CORE Day and a STIF PLUS Day, which can be run back to back as in the past or spaced across several days as appropriate. Delegates will be expected to have undertaken several of the e-learning sessions before they attend. If you have previously run STIF Foundation Courses, you can market STIF PLUS as a stand-alone update day for delegates who have attended your earlier courses.

Who should attend STIF?
Doctors, nurses, health advisers, healthcare assistants working in general practice; family planning, reproductive health and GU Medicine; secondary care clinicians who may encounter patients with STIs - e.g. O&G, A&E, rheumatology and ophthalmology, community pharmacists, school nurses.

STIF CORE Day remains the core day, attendance at which is highly recommended before progressing onto the competency assessments for level 1, intermediate and level 2 services.

STIF PLUS Day covers additional topics which the original programme was unable to include. Syphilis, Hepatitis, Genital Dermatology, clinical HIV and STIs in pregnancy are now covered. The STIF PLUS day is appropriate as a ‘refresher’ for those who attended the original STIF course in previous years and who are looking to extend their knowledge and skills.

Aim of the course
To equip participants with the basic knowledge, skills and attitudes for the diagnosis and management of common sexually transmitted infections (STIs) and to know when and how to refer

Learning outcomes
By the end of the course candidates should be able to:

Knowledge
• describe the principles of STI service provision
• describe the issues relating to confidentiality, partner notification and treatment
• demonstrate basic knowledge of the epidemiology and the factors involved in the transmission of STIs and how to prevent transmission
• demonstrate basic knowledge of common Sexually Transmitted Infections (STIs), their presentation, diagnosis and management
• describe when to refer patients

Skills
• demonstrate competence in taking a sexual history
• demonstrate the skills necessary to inform patients on reducing their risk of sexual infections and their risk of unplanned pregnancy
• optimise care pathways for patients through improved links with local GUM /sexual health (TOP, contraception, psychosexual), and microbiology services
**Attitudes**

- list the ways in which the lifestyle and circumstances of patients/clients may reflect in their presentation and impact on their management
- demonstrate an appreciation and acceptance of the range of human sexuality, lifestyles, culture and the impact this has on transmission/prevention counselling
- describe how one’s personal beliefs could affect the consultation
- Course centres must have a Course Director who is fully involved in the organisation and delivery of the entire course. He/she should be present throughout the course to provide feedback especially during breaks and at the beginning and end.

The Course Director should be a member of BASHH and a Consultant in Genitourinary Medicine or Sexual Health, who has attended a STIF course and has completed appropriate training as an educator. Ideally a local GP should be closely involved in the organisation of each course locally as well as a facilitator. The course may be organised by another individual (course organiser) who does not have to be a Consultant in Genitourinary Medicine but there must be a named Genitourinary Medicine/ Sexual Health Consultant* as course director who is responsible for ensuring that the course fully complies with all regulations. Courses may be visited to ensure quality assurance.

* - if not a Consultant in Genitourinary Medicine, approval must be given by the STIF Foundation Steering Group and application in writing can be made to the STIF secretariat (STIF@suebird.biz)

**REGISTERING YOUR STIF COURSE**

The course should ideally be registered at least 12 weeks in advance with the STIF secretariat (STIF@suebird.biz) using the standard registration form which can be downloaded from www.STIF.org.uk. Click on STIF Foundation course for Providers.

http://www.stif.org.uk/STIF/Home/STIF_Foundation/For_STIF_Course_Providers/STIF/STIF_Course_Providers.aspx?hkey=ce7e6375-32ea-477f-b48e-54b8ae4b7e33

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**STIF COURSE ADMINISTRATION GUIDANCE NOTES**

1. **Cost**

The BASHH/STIF registration element for each delegate is £25 plus VAT for the STIF CORE Day and £25 plus VAT for the STIF PLUS Day. It is the responsibility of the local Course Director to determine the appropriate course fees to ensure that BASHH and local expenses are covered and that the course does not run at a loss. However, it is recommended that a discounted rate is offered for attendance at both days. The STIF Course Director, STIF Course Facilitator and STIF Course Delegate Manuals are provided as PDFs with web link and passwords to access on course registration.

2. **STIF Course Flyer**

When distributing the flyer, it is recommended that the course objectives and outline content are provided. A standard STIF Course Flyer can be downloaded from the STIF Course Providers page on the STIF Web Site, www.STIF.org.uk

3. **Registration of STIF CORE and STIF PLUS Courses**

Please use the STIF Foundation Course registration form downloaded from the STIF Web Site to register your courses. The form should be completed and returned to the STIF Secretariat ideally 12 weeks in advance of your course dates. The STIF registration form must be signed by the course director. Your STIF Course will be listed on the Registered STIF Course list and posted up on the STIF Web site. If you do not want your course to be listed please make this known to the STIF Secretariat.

The registration form should be accompanied by the following documents:-

- A copy of the programme for both days as appropriate
- A list of the proposed/participating speakers showing job titles and workplace address (if possible – but this can be sent nearer the time )
- A copy of your flyer promoting your STIF courses
- A purchase order or reference number with invoicing instructions as required by your finance department.
4. **Confirmation of STIF Course registration**

Approximately 6-8 weeks in advance of the course dates, assuming the registration form and supporting documents are in order, the course organiser will receive:

- confirmation of registration and course registration number which must be quoted in all correspondence and all documentation relating to your course
- standard email / memo to be sent to all delegates, ideally 6 weeks before the course commences, providing details of the online e-learning for health sessions which delegates are recommended to complete prior to attendance
- **On your course registration a web link is provided, together with a password, to download the course materials, which comprise:**
  - Guidance notes for delegates re E-learning registration and sessions to be completed
  - Delegate Manual – to be emailed out to attendees with the e-learning memo when delegates register
  - Course Director’s Manual – this will provide full details of the administrative aspects
  - Facilitator’s Manual – for distribution to your faculty
  - PowerPoint A/V material to support the lectures
  - Certificate of Attendance – delegate
  - Certificate for Speakers/Faculty members
  - Delegate evaluation form
  - Summary evaluation form – results to be filed online as requested
  - Register and standard forms to be used, e.g. evaluation form and register. *Please use the register format provided and type in delegate names.*

5. **E-learning for health sessions**

_The course organiser should provide this E-Learning advice note to the delegates as soon as they register for the course._ Please be aware that it can take delegates 10-12 hours to complete the e-learning sessions depending on experience. _Please note BASHH is unable to assist with e-learning registration problems and a support help desk contact is provided in the advice note._

6. **Certificate of Attendance**

You need to type in
- The Course Director’s name
- Delegate name
- Your STIF course number – provided in your course registration letter
- Attendance at STIF CORE or STIF PLUS or both days as appropriate

*Delegates must be advised to note their STIF Course registration number and retain their STIF Certificate of Attendance in a safe place. Delegates may be asked to provide their Certificate of Attendance in any future applications to undertake STIF Competency Training.*

7. **CPD**

_It is no longer necessary to obtain CPD approval for STIF courses._ The CPD Scheme operated by the Royal College of Physicians is aimed at consultant physicians and consultant level events only and no longer covers STIF courses. However for the small number of delegates for whom CPD is relevant, they can list the STIF course activity as a self-certified entry (unlisted external CPD) within their record of training. 6CPD points a day.

The STIF Certificate of Attendance has duly been revised to take this change into account.
8. Invoice arrangements
An invoice will be sent after the completion of the course, according to invoice instructions provided on the course registration form, based on delegate registrations.

- The course director is responsible for passing the invoice to the appropriate department for payment within 30 days.

9. POST course administration

Copies of Registers
Within two weeks of the course, the course organiser must provide a copy of the final programme and a copy of the register for both days to the STIF Secretariat. An invoice will be raised for the materials supplied.

Delegate summary evaluation to be compiled using the summary evaluation form provided. The results to be filed online using the web link provided.

Course Director Feedback
As well as the delegate evaluation summaries, the STIF Foundation Steering Group welcomes additional feedback from facilitators and course directors on individual sessions. A feedback form is also provided to Course Directors to provide feedback from the course faculty.

10. STIF COURSE REGISTERS and STIF COURSE RECORDS
Please note that you are required to keep your STIF course documentation and records of attendance for a minimum of 7 years. Requests for repeat Certificate of Attendances will be directed back to the STIF Course Centre.

With the introduction of the new STIF COMPETENCY training, your STIF course delegates may contact you requesting the STIF Course registration number and a copy of their Certificate of Attendance. Proof of attendance at a STIF CORE Course is a pre-requisite for undertaking STIF Competency training. So please ensure your records are accessible.

If you have any queries, please do not hesitate to contact

- STIF central secretariat Sue Bird stif@suebird.biz

STIF Central Secretariat, PO Box 77, East Horsley, KT24 5YP