**Host Checklist**

**Booking Enquiry**

|  |  |  |
| --- | --- | --- |
| 1 | Ensure you meet the [Host Requirements](https://www.csmen.scot.nhs.uk/mobile-skills-unit/how-to-book/host-requirements/). |  |
| 2 | Identify a suitable venue. [Venue Requirements](https://www.csmen.scot.nhs.uk/mobile-skills-unit/how-to-book/venue-requirements/) |  |
| 3 | Identify available dates using the [Mobile Skills Unit Calendar.](https://www.csmen.scot.nhs.uk/mobile-skills-unit/calendar/) |  |
| 4 | Contact Lynn Hardie, Mobile Skills Unit Senior Officer at nes.msu@nhs.scot to request a booking form. Alternatively fill out the enquiry form [here](https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=veDvEDCgykuAnLXmdF5Jmr2fY0RjSpFIqeBZ0ehVpXRUOFJNU0pDNTJRWDNCR09aNkg4UEVLWkFEMiQlQCN0PWcu).  |  |
| 5 | Complete the booking form and return it to nes.msu@nhs.scot. Your booking is not confirmed until you receive a confirmation email.  |  |

**Before the Visit – Logistics**

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| --- | --- | --- |
| 1 | Agree arrival and departure times with Lynn Hardie.  |  |
| 2 | Confirm who will meet the driver to take responsibility for the keys. Share contact information with Lynn Hardie.  |  |
| 3 | Provide Lynn Hardie with directions to the parking site, map and any additional information regarding site access.  |  |
| 4 | Ensure you have received an email from Lynn Hardie confirming all visit details and a statistics form. QR codes for the evaluation are below.  |  |

**Before the Visit – Training Programme**

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| --- | --- | --- |
| 1 | Start planning your training programme in collaboration with your chosen venue.  |  |
| 2 | Check the equipment you require is onboard the unit. [Equipment Guide.](https://www.csmen.scot.nhs.uk/media/ca4hzdqz/equipment-guide.pdf) Some models are available on request only. Please email nes.msu@nhs.scot with any requests for additional equipment **at least 6 weeks prior to the visit.** Consumables must be provided by the venue.  |  |
| 3 | Advertise and take bookings for your programme.  |  |
| 4 | Send your final training programme to nes.msu@nhs.scot. You can use this [Training programme template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.csmen.scot.nhs.uk%2Fmedia%2Fdxkjr5ha%2Fmsu-programme-template.doc&wdOrigin=BROWSELINK).  |  |

**During the Visit**

|  |  |  |
| --- | --- | --- |
| 1 | Encourage participants and facilitators to complete the MSU evaluation forms by scanning the QR codes on the Mobile Skills Unit.  |  |
| 2 | Set up and pack away all the equipment with care. |  |
| 3 | Ensure the Mobile Skills Unit is clean before it departs. Remove all waste.  |  |

**After the Visit**

|  |  |  |
| --- | --- | --- |
| 1 | Send a completed  [MSU Statistics Form](https://www.csmen.scot.nhs.uk/media/qqrcehri/msu-statistics-form.xlsx) to nes.msu@nhs.scot |  |
| 2 | Share photos with the CSMEN team.  |  |
| 3 | Feedback any issues with equipment or the Mobile Skills Unit to nes.msu@nhs.scot |  |

**Useful Information**

The [Mobile Skills Unit](https://www.csmen.scot.nhs.uk/mobile-skills-unit/about/) pages on the CSMEN website include all the information you require to host a training session.

The [Frequently Asked Questions](https://www.csmen.scot.nhs.uk/mobile-skills-unit/faqs/) page is another useful tool.

CSMEN have developed evidence-based, quality-assured online educational resources. These can be accessed via [Turas Learn](https://learn.nes.nhs.scot/3663).

**Evaluation**

Please encourage participants and facilitators to complete the MSU evaluation forms by scanning the QR codes which are on the MSU and below.

Participant MSU Evaluation Form QR Code:



 <https://response.questback.com/nhseducationforscotland/msuevalform>

 Facilitator MSU Evaluation form QR code:



<https://response.questback.com/nhseducationforscotland/msufacilitatorevalform>

**Key Contacts**

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| --- |
| **Lynn Hardie** Mobile Skills Unit Senior Officer (Tues-Fri)  |
| Email: lynn.hardie@nhs.scot Phone 01382 932795 Mobile: 07795 796083 |
| **CSMEN -** General Enquiries |
| Email: nes.msu@nhs.scot Phone 01382 932377 (Mon-Thur) 01382 932 791 (Thur -Fri) |