

Guidance for Completion of HSC Clinical Education Centre (CEC) Education Request Form

The Director of Nursing and Assistant Director/Co-Director for Education in your Trust/organisation have agreed that this form **must** be completed by anyone making an education request to the Clinical Education Centre (CEC).

(For Trusts and Hospice clients - this form should only be used to address specific learning needs that emerge throughout the year and that are not currently provided within the CEC Education Delivery Plan.)

Before completing the Education Request Form, please check if the requested programme is currently available on the CEC website (www.cec.hscni.net). If the programme is available and meets the learning outcomes of the education request, staff can apply directly via the website. In this instance, the Education Request Form does not need to be completed.

If the above option is not applicable please complete the Education Request Form following the guidance notes below.

1. Download the form by clicking the icon labelled 'Education Request Form' which can be found at the bottom of the Homepage of the CEC website (www.cec.hscni.net).
2. Please ensure that sections A & B of the form are completed fully. (Sections C, D, E & F to be completed by CEC staff).
3. Education requests must be authorised by the Lead Nurse in the appropriate Directorate or, authorised signatory for non-statutory organisations.
4. The Lead Nurse will forward the completed form to the Assistant Director/Co-Director for Education for approval and signature or authorised signatory from non-statutory organisations.

Please note that the request cannot be actioned by the CEC without the signature of the Assistant Director/ Co-Director for Education/authorised signatory. Forms without this signature may be returned to the requestor.

5. Assistant Director/Co-Director for Education/authorised signatory will forward the signed form to the appropriate CEC, Service Level Agreement (SLA) Co-ordinator.
6. The CEC SLA Co-ordinator will process the request and communicate to the Assistant Director/Co-Director for Education/authorised signatory how the request is being taken forward.