

INTREPID COURSE BOOKING USER GUIDE

Registering yourself onto the system couldn't be easier; simply enter your personal contact details, along with a current email address for correspondence to, and from the system. You need only register once, and on issue of your personal log-in details you are encouraged to regularly access the system to check for updated courses and information.

Here's your step-by-step guide to on-line registration and booking

Step 1:

- x Go to <http://www.nimmdta.gov.uk/general-practice/professional-development/cpd-courses/> and click on the link on the page to take you to the Intrepid Course Manager System

Step 2:

- x To register on-line, hit the register button on the home screen and complete the details below:

REGISTER

Surname:

Forenames:

Title:

Email address:

Confirm email address:

Password:

Confirm Password:

[→register](#)

Once submitted, you will receive confirmation of your details as well as the system-generated PIN. You will also receive an email confirming the details for future reference.

Step 3:

- x Click Log on and complete your details, then press sign in

| [log on](#) | [activate](#)

SIGN IN

Email address:

PIN:

Password:

[→ sign-in](#)

PASSWORD REMINDER

Email address:

[→ password reminder](#)

Step 4:

- x Personal details – At this point you can check and update personal details:
A number of these fields are mandatory eg professional registration details

Step 5:

The Courses page is available to all users at any time and will provide a full list of all published courses within the Deanery.

You will have the option to search for a particular course title or to filter by category, target audience and/or type.

SEARCH CRITERIA

Course title:

Course category:

Target audience:

General Practitioners

Type:

General Practice



SEARCH



CLEAR

SEARCH RESULTS

Course title	Category
→ A Clinical Update in Ophthalmology	Eye Problems
↵ Adult Life Support	Care of Adults: Ill, Dis

From the Course list, users can select a course record and hit the blue arrow to view more details on the course:

If there is a date scheduled for the course, this will appear under “Events” on the course detail page, as below. Where no dates for this course are currently scheduled users may still register their interest in a course by using the “Register Interest” button.

The screenshot shows a web interface with a dark blue header containing navigation links: home | courses | events | log on. The main content area is divided into two columns. The left column, titled 'SYSTEM ACTION', contains a 'BACK' button with a red arrow icon and a 'REGISTER INTEREST' button with a red 'H' icon. Below this is a 'NAVIGATION HISTORY' section with links for Home, Home, Course Search, and Course Detail. The right column, titled 'COURSE DETAILS', displays the following information:

- Title:** CPR Update
- Category:** Care of Acutely Ill People
- Target audience:** General Practitioners
- Type:** General Practice

Aims & Objectives:

- To update on current guidelines for adult and child resuscitation. Will include
 - Assessment of collapsed patient
 - Basic CPR of adult and child
 - Use of Defibrillator
 - Management of choking adult or child

Information: Speaker
RN, ALS/EPLS Instructor Resuscitation Council UK.

EVENTS

Date(s)	Site
→ 24 Sep 09	Stormont Hotel

Users may access the event details by clicking on the blue arrow next to the date. This will then display the event detail including the start and end dates, and times. Where the “Book Now” button appears, there is still space available and you may book a place by clicking on the button.

The screenshot shows the event details page for 'CPR Update'. The header is the same as the previous screenshot. The left column, titled 'SYSTEM ACTION', now features a 'BOOK NOW' button with a red gear icon. The 'NAVIGATION HISTORY' section includes a link for 'Course Event Detail'. The right column, titled 'EVENT DETAIL', displays the following information:

- Title:** CPR Update
- Start date:** 24/09/2009 14:00
- End date:** 24/09/2009 17:00
- Site:** Stormont Hotel
- NIMDTA Specialty trainees:** £50.00
- Other delegates:** £50.00

COURSE DETAIL

- Category:** Care of Acutely Ill People
- Target audience:** General Practitioners
- Type:** General Practice

Aims & Objectives:

- To update on current guidelines for adult and child resuscitation. Will include
 - Assessment of collapsed patient
 - Basic CPR of adult and child
 - Use of Defibrillator

The Events page allows users to view only those courses for which dates are currently scheduled. You are able to search for a particular course title or to filter by category, target audience and/or type. You are also able to filter the courses based on date.

The screenshot shows a web interface for an events page. At the top, there is a navigation bar with links for 'home', 'courses', 'events', 'log on', and 'activate'. Below this, the page is divided into several sections:

- Left Sidebar:** Contains a calendar image, the word 'events', and a 'NAVIGATION HISTORY' menu with items like 'Home', 'Course Search', 'Course Detail', 'Course Event Detail', and 'Event Search'.
- SEARCH CRITERIA:** A form with fields for 'Course title', 'Course category', 'Target audience', and 'Type' (set to 'General Practice'). It also includes date pickers for 'Start date from' (01/08/2009) and 'Start date to' (28/02/2010), along with 'SEARCH' and 'CLEAR' buttons.
- SEARCH RESULTS:** A table listing search results with columns for Date(s), Title, Category, and Site.

Date(s)	Title	Category	Site
19 Aug 09	H1N1 Evening Information Session for GPs and Practice Managers	Infection Control/Decontamination	Glenavo
20 Aug 09	H1N1 Evening Information Session for GPs and Practice Managers	Infection Control/Decontamination	Lodge h
26 Aug 09	H1N1 Evening Information Session for GPs and Practice Managers	Infection Control/Decontamination	Tullygla
27 Aug 09	H1N1 Evening Information Session for GPs and Practice Managers	Infection Control/Decontamination	Clarion
10 Sep 09	GP Flu Training - An update & discussion on Influenza A (H1N1)	Healthy People: Promoting health & preventing	Seagoe

Step 6:

The booking process consists of several steps.

At the first step, delegates are advised of any requirements of the course, as well as being advised of the fee and asked to agree to the terms and conditions. Only after ticking the box to signify acceptance of the terms and conditions will the "Next" button be enabled and you can proceed to step 2.

At step 2 you are asked to provide general information such as how you heard about the course. By clicking on "Next" you will then be taken to the final stage where you are asked to confirm your booking by clicking "Confirm". You will then be provided with a booking reference number. An email confirmation will also be sent to you.

Other Information:

By clicking on the "My Courses" link at the top of the page you are able to view your history of booked courses.

Evaluations/Certificates of attendance

Following the event, when you have been marked as having attended, the “Course Evaluations” link at the top of the page should change to have a number in brackets afterwards. This signifies how many evaluations are waiting to be completed.

By clicking on the link you will be taken to a page where your pending and previously completed evaluations are displayed. By clicking on the blue arrow beside each you can complete pending evaluations, or view those which you have previously completed.

Evaluations will consist of a series of text boxes and drop-down lists and must be completed in order to receive a certificate. Certificates, when available, can be viewed and printed from the “My Courses” page.