

Example training schedule

Service	Best training days/times	Who to invite	Training format	Information sent out after training
GP	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • Diabetes clinical lead • Practice managers • Practice nurses 	MS teams online Face 2 Face Training Video	<ul style="list-style-type: none"> • User guide – creating • FAQ`s • Aide memoire • Training feedback form
Inpatient diabetes specialist team	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • All inpatient diabetes specialist team staff including manager 	MS teams online Face 2 Face Training Video	<ul style="list-style-type: none"> • User guide – edit • FAQ`s • Training feedback form
Diabetology consultants	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • All diabetology/ endocrinology consultants (adult and paediatric care) 	MS teams online Face 2 Face Training Video	<ul style="list-style-type: none"> • User guide – create • FAQ`s • Aide Memoire • Training feedback form
Allied health professionals	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • Podiatrists • Dieticians 	MS teams online Face 2 Face Training Video	<ul style="list-style-type: none"> • User guide – edit • FAQ`s • Aide memoire • Training feedback form
Community diabetes care team	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • All community diabetes care team staff including team leads and management 	MS teams online Face 2 Face Training Video	<ul style="list-style-type: none"> • User guide – edit • FAQ`s • Training feedback form
Hospices	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • All hospice team involved in direct patient care 	MS teams online Face 2 Face Training Video	<ul style="list-style-type: none"> • User guide – edit • FAQ`s • Training feedback form
Ambulance Service	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • Call handlers 	Training Video	<ul style="list-style-type: none"> • User guide - viewing
Hospital diabetes nurse team and other key staff	<ul style="list-style-type: none"> • Days • session length • No of sessions 	<ul style="list-style-type: none"> • DSNs • Anaesthetist • Pharmacists • Emergency physicians • Mental health specialists 	Training Video	<ul style="list-style-type: none"> • User guide – viewing