

Website Guidance for Practice Managers

We have compiled this easy guide to assist Practice Managers in keeping a track of what training is being accessed by your staff, who is currently registered as working for you and what features you can use.

We created a separate log-in profile for Practice Managers to give you more visibility of what your staff are doing. If you would like this functionality extended to any other members of your team, please let us know by emailing craig.buck@nhft.nhs.uk

When you first Log-in you will be taken to your personal dashboard. This looks like this.

Training and events ▾ Students and Learners ▾ Professional Development ▾ Supporting You ▾ Resources ▾ About Us ▾

The dashboard features a left-hand navigation menu with the following items: Dashboard (active), Bookings, Course Catalogue, Profile, Self Assessment, and Logout. The main content area is titled "Welcome, Craig" and contains four key metrics cards and a profile details section.

Metric	Value	Unit/Label	Context
Courses Pending	0	Count	as of 20/05/2025
Courses Complete	0	Count	as of 20/05/2025
Available Funding	£1000.00	Percentage	of £1000.00 original funding

Profile Details

Name	Craig Buck
Email	craig.buck@nhft.nhs.uk
Role	Practice Manager

On the Bookings tab you can manage both your own bookings, and those of your staff.

#	User	Title	Date	Duration	Location	
1	[Redacted]	Ear Care Update Webinar	10th July 2025	9:30 am - 12:00 pm	MS Teams	
2	[Redacted]	HCP Childhood Immunisation Update Webinar	30th July 2025	2pm - 5pm	Webinar	
3	[Redacted]	HCP Adult & Flu Vaccine Update Webinar	30th July 2025	9am - 1pm	Webinar	

This will bring up a list of all of the bookings associated with your practice, either confirmed upcoming bookings, or those that are pending (where a staff member may be in the wrong role for a course, or it is an accredited course where an Expression of Interest has been applied for).

It will show the staff member's name, the date of the course and the time of the course. Clicking on the eye icon on the far-right hand side of the course entry will allow you to see more detail.

Title	Ear Care Update Webinar
Date	10th July 2025
Location	MS Teams
Duration	9:30 am - 12:00 pm
Course Type	Funded

If it is your own course, you will also have an additional button to give you the option to cancel the course (this functionality is only available for your own bookings). If you wish to cancel other staff members' bookings, then please email craig.buck@nhft.nhs.uk to request this.

We have mentioned on numerous correspondences recently that we have limited funding available nowadays. Could we therefore request that if a staff member leaves their role that you check your Practice Bookings and let us know if the staff member still has bookings for courses. We have recently had a situation where three staff members left their roles whilst having courses booked with us resulting in DNA's. This really impacts other staff across the county who had wanted to attend.

In addition, if you have staff who have moved practice and are no longer associated with your practice, please can you let us know. We do run reports on how much training and funding is being used at a Practice and PCN level, so we like this to be as accurate as possible.

If you have any queries or need any advice on how to access your Training Hub account (or set one up if you don't have one) please let us know by emailing craig.buck@nhft.nhs.uk