

Advanced Trauma Life Support® Instructor course Application Form

Venue: The Royal College of Surgeons of England or regional centres

Fee: £730

This two-day course is designed to advance the practical, theoretical and personal skills necessary for Advanced Trauma Life Support® teaching. It is aimed at doctors who have Instructor Potential status after having completed the ATLS® Provider or Reverification course. **This is an assessed course and successful completion and progress to the next stage of the ATLS instructor training is not guaranteed.**

Eligibility

As well as being nominated as Instructor Potential, you must meet one of the following standards; **please tick the relevant box.** You are:

- ☐ 1. An active GP who is on general practice register, or
- ☐ 2. In a hospital consultant post and on specialist register, or
- ☐ 3. In a nationally recognised clinical training post with a National Training Number at ST4 level or above, or
- ☐ 4. In a nationally recognised clinical training post with a National Training Number at ST1-ST3 level, having completed at least five years of relevant clinical practice, or
- ☐ 5. In a research post with a return to a training post at ST4 level or above anticipated within the following 12 months, or
- ☐ 6. A specialty doctor who completed a total of five years of relevant clinical practice.

Participants nominated on standards 4, 5 or 6 must also submit a CV with this application form because they will be referred to the Steering Group for its decision on eligibility and should be made aware of this at the time of nomination.

Participants nominated on standard 5 will only be able to attend an ATLS® Instructor course after returning to a training post.

The Steering Group's decisions are guided primarily by the training needs of ATLS® Provider course participants rather than those of potential instructors.

Acting as faculty

Anyone acting as RCS faculty after having completed the Instructor course must be in good standing with their regulatory body. They must not have had their membership or fellowship of a College withdrawn following a College disciplinary hearing.

Please note that if you have a GMC/GDC warning or sanction in force or your member/fellowship has been withdrawn then you might not be able to progress in your training as an ATLS® Instructor and your course fees will not be refunded. Please contact us if you wish to discuss this matter.

Please return all pages of this form to:

Education

The Royal College of Surgeons of England

35-43 Lincoln's Inn Fields

London

WC2A 3PE

Email: education@rcseng.ac.uk

Advanced Trauma Life Support[®] Instructor course Application Form

Please complete all sections in BLOCK CAPITALS. Incomplete forms cannot be processed.

Title Surname

Given names

GMC number or equivalent RCS Contact number

Mobile Email

Hospital and dept

Grade / year Specialty

Please indicate any special dietary requirements

If you have any special needs owing to a disability or specific learning difficulty please email education@rcseng.ac.uk or call 020 7869 6300.

☐ We would like to keep you informed of other events and activities that may be of interest to you. If you consent for your details to be used for this purpose, please tick here.

Please sign below to confirm that you have read and understood the Terms and Conditions (including the cancellation policy) on page 6 of this form. Unsigned forms will not be processed.

Signature Date

The information you have given on this form will be held by the Learning Department of the Royal College of Surgeons of England on a compartmented secure server in accordance with the General Data Protection Regulation (GDPR), and will be used only in connection with the purposes that you originally contacted us for. The information is kept by The Royal College of Surgeons of England and will be available to a number of members of staff within the same department, and will not be shared throughout the wider organisation unless instructed otherwise.

Dates

Please indicate your preferred course dates below from the options available.

IMPORTANT: As these courses are highly oversubscribed we cannot guarantee that you will be booked on to your first choice of date, therefore please ensure you are available for all the dates you have selected, making sure that you have the necessary study leave and budget, until you receive confirmation of booking from us or the regional centre. You will be notified of the outcome of your application within four weeks of receipt at the latest.

Date	Location

Payment

All places are allocated on a first-come-first-served basis.

Please complete the application form and email it to education@rcseng.ac.uk.

If you are applying for a course held at RCS we will check your eligibility and reserve a place for you, subject to availability. We will send you a confirmation email and you will have 72hrs from the date and time of the confirmation email to make a payment (£730).

Please call us on 020 7869 6300 between 08.30 and 16.30, Monday to Friday, to make a payment. If we do not receive your payment by the deadline stated on your confirmation email, your place will be released.

If you are applying for a course held at RCS regional centre please complete the application form and email it to education@rcseng.ac.uk. We will check your eligibility and forward your application form to regional co-ordinator who will confirm your place, subject to availability, and provide information on payment.

Invoice: If your course fees will be paid by a third party (e.g. trust, hospital, charitable fund) and they wish to be invoiced then they **must** provide us with a full copy of an official purchase order; we cannot process your application without this.

The full purchase order should be submitted with this form; sending us only a number or an address is not sufficient. It should come from the purchasing / finance department of the organisation and state the name of the participant and course, along with the official invoice address and a valid purchase order number that covers the correct fee. We are unable to hold or reserve places until we receive a full and valid purchase order. It is often quicker and easier to pay yourself and then claim the fee back from the third party. Please note that we can only invoice organisations and not individuals. Contact us for more details on invoicing and purchase orders: education@rcseng.ac.uk

The Royal College of Surgeons strongly values the time and support that clinicians give to ensuring that we can offer services to trainees, members and patients to fulfil our aims of advancing patient care. RCS Faculty are an integral part of our work.

Successful completion of the ATLS Instructor course is a first step in your training as an ATLS Instructor.

In order to help you to help us, it is important that we keep you up to date about key areas of governance and new policies in the College that could affect your future work as an RCS faculty, and who to contact if you have any questions.

You may already have received information from us about:

GDPR – the General Data Protection Regulations

- Please keep confidential any personal information that we share with you in relation to other faculty and course participants.

Expenses (applies to RCS managed activity only, it doesn't apply to RCS regional courses)

- provide itemised receipts to support expenses claims to reduce processing time
- Please book travel through our provider, Key Travel.
 - Please try to book specific, scheduled services (rather than open returns). This will allow you to reserve a seat and they are often less expensive
 - Please use any discount cards you may have, eg Gold Card
 - Please book early – tickets are cheaper and you may be eligible for first class!

Standing Rules

- Please contact the College if you are subject to any investigation or sanctions.

Important considerations for faculty and working group members

Code of Conduct

- Provides guidance on what the College expects in the role and likewise, what you can expect from the College, so that we can deliver training to the highest standards

Intellectual property

- We ask that you confirm that any intellectual input you provide to the College is yours in the first place and that you consent for the College to use it.

Copyright

- We ask you to declare the copyright status of any materials that you pass to us for use in the production of new teaching materials. This allows us to meet our obligations under the Copyright Licence Agreement.

Media consent

- We ask you to consent to the College taking and using any photographs, films or other media that include you.
If you do not wish photographs/ videos of yourself to be taken or used, please notify us.

Non-disclosure

- We ask that you keep confidential any information that we share with you to enable you to fulfil your role.

What to do now

So that we can properly record that you have received these documents and consent to how we intend to use your data/clinical expertise, **please signed the form below**. Please refer to [Code of conduct](#) for full guidance.

We regret that we will not be able to process your application form for the ATLS Instructor course until such consent is in place.

Clinical and lay professionals Policy acknowledgement

I confirm that I have received and will abide by the principles outlined in the following documents, in all roles I hold on behalf of the College.

	Agree	Disagree
Code of Conduct		
Intellectual property and Copyright consent		
Media consent		
Non-disclosure		

(please tick as necessary)

Signature _____

Full documents are available on the RCS faculty page: <https://www.rcseng.ac.uk/education-and-exams/our-team/become-rcs-faculty/>

Education Terms & Conditions

Please refer to our Courses FAQ on the College's website for more information regarding our courses, including information on booking, eligibility, feedback and cancelling a course booking. You can access the Courses FAQ here: www.rcseng.ac.uk/CourseFAQ. These Terms and Conditions contain the main terms that apply to our legal relationship, so in the event of inconsistency between what we say here and the Courses FAQ, the terms of these Terms and Conditions will prevail.

1. About these Terms and Conditions

These are the Terms and Conditions on which we supply Courses to you. Please read them carefully. You should not book a place on one of our Courses if you do not agree to these Terms and Conditions. If anything in these Terms and Conditions is unclear or you have any questions about them or our Courses generally, then please contact the Education Team at Education, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, WC2A 3PE, or email education@rcseng.ac.uk to discuss. When we receive your payment of the fees we will confirm your place on the Course, at which point a contract will come into existence between you and us.

In these Terms and Conditions, references to "the College", "we" or "us" are to The Royal College of Surgeons of England a registered charity number 212808, whose registered address is 35-43 Lincoln's Inn Fields, London, WC2A 3PE.

IMPORTANT: These Terms and Conditions only apply to Courses where payment is made directly to the College which are those Courses run and delivered by us or Courses delivered and assessed online (e-learning programmes or online modules). If you learn online or via e-learning you must also comply with the College's standard website terms and conditions: www.rcseng.ac.uk/CourseTandC

These Terms and Conditions do **not** apply to Courses where you do not pay us directly, including those run by Regional or International Centres. The Regional Centre or International Centre will issue their own terms and conditions to you.

2. Course cancellation by you

- 2.1. If you wish to cancel your place on the Course after you have booked and paid, you must contact the Education Team in writing by post or email as soon as possible to Education, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, WC2A 3PE, or email education@rcseng.ac.uk
- 2.2. If you notify us to cancel your place **more than four weeks before the start date of the Course** we will refund you the Course fee paid less an administration charge of 10% (or £50, whichever is greater) to cover our costs of administering your application.
- 2.3. However, **if you notify us to cancel your place less than four weeks before the start date of the Course, once the Course has started or if you do not notify us at all**, the total Course fee will be charged and you will not receive any refund.
- 2.4. If you wish to cancel your place on an e-learning programme or online module (ie, courses delivered and assessed online) you must notify the Education Team by email (education@rcseng.ac.uk). **If you notify us to cancel within 24 hours of booking the e-learning programme or e-module, you will receive a full refund of any fees paid. We will not refund fees paid for e-learning programmes or online modules if you notify us to cancel more than 24 hours after booking.** Courses or programmes that are made up of both online content and components that are delivered face-to-face are subject to the cancellation policy in paragraphs 2.1 to 2.3 above.

3. Course cancellation by us

We make every effort to run courses as advertised. From time to time, we may need to cancel a Course after you have booked your place; for example, if we are affected by an event outside our control or if it is not financially viable for us to run the Course. If we do this, we will tell you as soon as possible and provide you with a full refund of Course fees paid.

We will not be responsible for any consequential losses (e.g. travel or accommodation costs) incurred by you in such cases and you may wish to consider taking out appropriate travel insurance for any non-refundable costs you incur when arranging to attend the Course.

We may cancel your place on the Course and terminate our contract by giving you notice if:

- (a) you do not pay any fees due within fifteen days of our written reminder;
- (b) you commit a material breach of these Terms & Conditions;
- (c) you are expelled or excluded from the Course as a result of your misconduct or behaviour on the Course;
- (d) your behaviour or conduct does not in our reasonable opinion meet professional standards or rules, including those relating to integrity, ethics, honesty and trustworthiness; and/or
- (e) your attendance or progress is unsatisfactory and/or we find that you are unsuitable for the Course and in our reasonable opinion, the cancellation is in our best interests and/or your best interests.

4. Your place on the Course is not transferable

Your place on the Course and access to online accounts and content provided by us is non-transferable to any third party. This means that you cannot transfer your place on a Course to someone else. Furthermore, these Terms and Conditions are personal to you and us and you cannot transfer your rights and obligations under them to any other person.

You do not have the right to defer or delay your place on the Course to a later or alternative Course.

5. Copyright and other intellectual property rights

All copyright and other intellectual property rights in our Courses (including Course content and teaching materials) belong exclusively to us or are used by us with a third party's permission. Participation in a Course or event does not transfer or grant any rights over such material to you or any third party. This means that you must not use, copy, record or otherwise share such materials without our written permission. We give you permission to use our materials for your personal private study whilst you are on the Course.

6. Language

All of our Courses, programmes and content are delivered in English. It is your responsibility to ensure that your level of English is sufficient for the Course you wish to take.

7. Information provided by you

You must ensure that all information provided to us is accurate, current and complete. If any information provided by you is found to be untrue, inaccurate, not current or incomplete then we may cancel your place on the Course, suspend or terminate your account and any enrolments or involvement in our programmes or events, without refunding any fees paid by you.

8. Access to online content

Access to online content begins upon receipt of valid log-in details from us, and shall last for the period specified at the time you booked your place except where we terminate or suspend your access because of something you have done wrong (for example, because you have breached these Terms and Conditions).

9. Passwords

You agree that you will not share your password, access or account details with any third party.

10. Minimum requirements

The current technical requirements we recommend to best access and view online content is here: www.rcseng.ac.uk/eLearningTechRequirements. We reserve the right to update these requirements as becomes necessary and without notice.

11. Courses as described

We will deliver our Courses in line with our advertised materials and as described on our website, subject to the terms and conditions concerning Changes to Courses set out in clause 13 below. Course joining information provided to you will include information on how the Course is assessed and any rules or conditions concerning how any certificates will be issued.

12. Fees

The fees for our Courses are as set out on our website. You must pay us the fees before you start the Course except where we have otherwise expressly agreed this in writing with your employer or someone paying the fees on your behalf. All payments made by you must be in Pounds Sterling. You are personally responsible to us for the payment of all fees and other sums due in respect of the Course, irrespective of whether any third party (such as your employer or the NHS) has agreed to sponsor you or pay your fees on your behalf. You will remain liable to us directly even if your sponsor fails to pay the fees due. We will not allow you to attend the Course if the fees have not been paid on time.

The fees generally include all tuition, course materials and light refreshments during the Course. Our website will set out any exceptions to this.

13. Changes to Courses

We may need to modify, revise or alter the content of our Courses, the Course location, teaching staff or Course timetable, or equipment used on the Course after you have booked your place. We will notify you electronically of any such changes using the contact details you have provided to us. If any of these changes go to the heart of the value or nature of the Course you receive or mean you would receive a Course significantly different to what you were told and what you would have expected when you accepted your place and you are unhappy with the change, you can cancel your place on the Course and will receive a full refund of any fees paid. Examples of such changes are a change in the Course location or date. Please note that cancellations following less significant changes (including changes to the faculty delivering the Course or less significant changes to Course content) will be dealt with in accordance with the cancellation provisions in clause 2 above.

14. Communications

You consent to receiving electronic communications from us (by email or via our website). If you want to email us, in the first instance email education@rcseng.ac.uk

15. Interruptions to service and events outside our control

We will not be responsible for any failure or delay by us in performing our obligations if our failure is caused by an event outside our control. In this clause the phrase "event outside our control" includes any act or event beyond our reasonable control including without limitation strikes, other industrial action, civil commotion, riot, invasion, terrorist attack or threat, war or preparation of war, fire, explosion, storm, flood, subsidence, epidemic, public health emergency, or other natural disaster, or failure of communications networks.

Whilst we will make every effort to ensure that our website and course content are available and error- and virus-free, we cannot accept any responsibility for interruptions, technical errors or viruses caused by events outside our control. We may occasionally suspend or restrict access to our website and course content to allow for updates, repairs and maintenance. We will attempt to limit the frequency and duration of any such interruption and notify you of any scheduled downtime where possible.

16. Our use of personal information about you

Personal information about you may be processed by us for following purposes: providing the Course to you, processing your payment of the fees, Course administration, accounting, record-keeping, the provision of references and confirmation of your attendance and/or your results to actual or prospective employers and sponsors, health and safety, compliance with legal and regulatory requirements, and any other reasonable purposes relating to our relationship with you. You consent to the processing by the College of personal data relating to you for all of the purposes mentioned in this clause.

17. Our liability to you

We will be responsible for losses or damage you suffer if the cause our fault, for example if we have been negligent or careless. However, we will have no liability to you for any loss of employment, loss of employment prospect, loss of profit, loss of business, business interruption or loss of business opportunity arising from any breach of contract or negligence on our part. We will also not be responsible for loss or damage to your own personal property such as laptops, mobile phones, and other personal items.

Except to the extent that our liability to you may not be excluded under applicable laws, our maximum liability to you (whether or not arising in negligence) is limited to the fees you have paid for the Course.

18. Changes to these Terms and Conditions

We may at our discretion vary these Terms & Conditions from time to time in order to assist the proper delivery of our Courses or to reflect changes in relevant laws and regulatory requirements.

Any variation to these Terms and Conditions or special conditions that we may agree with a particular participant will only be effective if agreed by us in writing to avoid any confusion between you and us.

19. The law that applies to these Terms and Conditions and where legal proceedings should be brought

These Terms and Conditions are governed by English Law and you and we both agree to bring any legal proceedings in respect of this contract in the English courts.

20. Complaints and contacting us

If you have any questions or complaints about the Course or these Terms and Conditions, please contact us. You can email our Education Team on education@rcseng.ac.uk, or telephone us 020 7869 6300 (for surgical courses) or 020 7869 6813/14/15 (for dental courses). You can also write to us at Education Team, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE

