

## **Surgical course online participant evaluation (SCOPE) ATLS® Provider / Reverification courses**

### **Participant Guide**

Your evaluation as a participant is an essential course requirement, enabling us to maintain the quality and helping to direct developments for the Royal College of Surgeons of England's courses. It also triggers the issue of certificates (see overleaf for more information on certificates). Please complete your evaluation as soon as possible whilst your memory is fresh; even if you have failed part of the course (see overleaf).

The online evaluation form consists of three parts:

- 1) Brief demographic questions;
- 2) Questions appropriate to all courses, your experience of administrative support, materials etc.
- 3) Course specific questions, reflecting your opinion on how successfully the course enabled you to achieve expected learning outcomes.

**All feedback is anonymous; names are only used to validate responses**

### **TO COMPLETE YOUR ONLINE EVALUATION:**

The direct web-link to the evaluation form is: <http://survey.rcseng.ac.uk/wix0/p632700610.aspx>

or go to the Education page <https://www.rcseng.ac.uk/courses> and click on the 'Course Evaluation' link on the left side of the page.

**The feedback should be completed within 4 weeks of the course**

Answers to frequently asked questions can be found on the [RCS website](#). For any queries that have not been covered by the RCS website's FAQs, please contact the Education department on [EducationEvaluation@rcseng.ac.uk](mailto:EducationEvaluation@rcseng.ac.uk)

Thank you for taking the time to evaluate your course, your opinion matters to us and will help to inform future course planning.

**The Education team**

**SEE OVERLEAF FOR INFORMATION ON RECEIVING YOUR CERTIFICATE**

## CERTIFICATES

As the online evaluation marks the final part of the course attendance, issue of certificates is triggered by completing the online course feedback\*. Certificates are issued to those participants who complete the SCOPE online course evaluation **no later than 4 weeks after their course** (see Late Certificates below).

\* Please note that certificates are not provided to course observers, to participants who attended a course for which they were not eligible, or to those who have failed a course.

### Dispatch of Certificates

Certificates are issued by RCS Education approximately 5-6 weeks after we receive confirmation of who attended the course\*. This allows you time to complete the online evaluation and for us to print and dispatch your certificate to your training centre.

\*This information is sent to us by the training centre, any delay in the centre providing this information to us can lead to a delay in you receiving your certificate).

Certificates are sent to your training centre, they will then forward it to you so **please ensure they have your current address for delivery**. If your certificate fails to arrive, contact your training centre to confirm dispatch details.

### Late Certificates

If you do not submit feedback or submit it more than 4 weeks after the course, you may apply for a late certificate. We will have already printed and dispatched certificates for your course and so an administration fee of £10 is charged for the production of late certificates. Go to the RCS website <https://www.rcseng.ac.uk/courses/duplicate-certificate-receipt> to download an application form (a link under the heading Duplicate Certificates).

### Failed a course

Please complete your course evaluation straight away, even if you have failed part of the course – do not wait until you have passed the course. If you subsequently pass the course, the original training centre where you took the course will let us know and a **certificate will be sent to the original training centre**, they will then forward it to you so **please ensure they have your current address for delivery**.

Certificates for the **ATLS® Provider / Reverification** courses will only be issued provided that:

- You have passed the ATLS MCQ
- You have passed the ATLS moulage
- You have attended all lectures in full
- Your feedback was received via SCOPE within 4 weeks of you attending the course

### Name on certificate

The name you provided when you registered for this course is the name which will appear on your certificate. Speak to your course administrator BEFORE the end of the course if you wish to amend your details.