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# **European Certificate in Essential Palliative Care course booking form**

If completing this form by hand, please use **BLOCK CAPITALS.**

**Course dates**

Please tick which course you wish to attend.

|  |  |
| --- | --- |
| **2024 Spring Course: 15 April – 19 June** | [ ]  |
| **2024 Autumn Course: 9 September – 13 November** | [ ]  |

**The closing date for applications is two weeks prior to the commencement of the course. Applications received after this date will not be considered and places will be allocated for the next course.**

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **First name:** |  |
| **Surname:** |  |
| **GMC/NMC registration number (or equivalent professional registration)** |  |
| **Where did you hear about this course?** |  |
| **Do you require disabled access?** | Yes | [ ]  | No | [ ]  |
| **Do you have any other special requirements?** | Yes | [ ]  | No | [ ]  |
| **If yes, please specify below:** |
|  |

Please include a scanned, passport size, profile photo with your application

(plain background only).

**Registration site**

Please indicate which site you wish to register with. This will be your ‘local site’ and will assign you a facilitator and be your first point of contact. Please note the course is ‘remote’ so you do not need to attend in person. It may also be necessary for us to ‘move’ you to another centre if your chosen site is full.

|  |  |
| --- | --- |
| **Princess Alice Hospice, Esher, Surrey** | [ ]  |
| **St Mary’s Hospice, Birmingham**  | [ ]  |
| **Severn Hospice, Shrewsbury (Autumn courses only)** | [ ]  |
| **The Hospice of St Francis, Berkhamsted**  | [ ]  |
| **Roxburghe House, Aberdeen** | [ ]  |
| **St Gemma’s Hospice, Leeds** | [ ]  |
| **Milford Care Centre, RoI** | [ ]  |
| **Heart of Kent Hospice, Kent** | [ ]  |
| **LOROS The Leicestershire & Rutland Hospice** | [ ]  |
| **Hospice Malta (Autumn courses only)** | [ ]  |
| **North London Hospice, London N12** | [ ]  |
| **St Clare Hospice, Essex** | [ ]  |
| **Northern Ireland Hospice, Belfast** | [ ]  |
| **St Wilfrid’s Hospice, Chichester** | [ ]  |
| **Jersey Hospice Care, Channel Isles**  | [ ]  |

**Job details**

|  |
| --- |
| **Please indicate your job role:** |
| Doctor | [ ]  | Nurse | [ ]  | Pharmacist | [ ]  | Physiotherapist | [ ]  |
| Occupational therapist | [ ]  | Paramedic | [ ]  | Social Worker |  | Other | [ ]  |
|  |  | If other, please specify: |  |
| **Please specify your area of practice:** |
| Community | [ ]  | Acute trust | [ ]  | Care home | [ ]  | Hospice | [ ]  |
| If other, please specify: |  |
| **Job title:** |   |
| **Place of work:** |  |

**Contact details**

Please note that email will be the main means of contact, so please write clearly and inform the Course Administrator as soon as possible if it should change. Your home address is required for the purpose of posting the course handbook.

|  |  |
| --- | --- |
| **Home Address:** |  |
| **Phone number:** (including international code)  |  |
| **Email:** |  |

**Professional Healthcare Qualifications**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Level** | **Date achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Course type**

|  |
| --- |
| **Which course are you applying for?** |
| **Certificate course** | £500 (subject to annual review) | [ ]  |

**Payment details**

**Please note that confirmation of a place will not be possible without completed payment details.**

If you are applying for Princess Alice Hospice (Esher); St Mary’s Hospice (Birmingham); Heart of Kent Hospice (Aylesford); Jersey Hospice Care (Channel Isles); LOROS (Leicestershire); St Clare Hospice, (Essex); St Wilfrid’s Hospice, (Chichester) or University Hospital Plymouth NHS Trust (Devon) please make payment by card online or, for trusts/larger funding organisations only, by invoice (not for individual use). *Cheques will no longer be accepted*.

**THIS SECTION MUST BE COMPLETED – FAILURE TO DO SO WILL MEAN WE ARE UNABLE TO OFFER YOU A PLACE ON THE CERTIFICATE.**

**If you are applying for any of the following sites, please apply and send payment directly to:**

**Hospice of St Francis, Berkhamsted; Roxburghe House, Aberdeen; St Gemma’s Hospice, Leeds; Milford Care Centre, ROI; Hospice Malta; Severn Hospice, Shrewsbury; Northern Ireland Hospice; North London Hospice, London N12**

If you wish to pay by card please complete the following:

|  |  |
| --- | --- |
| **Card Number:** |  |
| **Security Number:** (three digits on back of card) |  | **Expiry date:** |  |

If you are being funded and wish an invoice to be raised, please complete the following finance department details:

|  |  |
| --- | --- |
| **Contact name Finance Dept:** |  |
| **Job Title:** |  |
| **Finance Dept email:** |  |
| **Funding organisation/trust:** |  |
| **Address of funding organisation/trust:** |  |
| **PO Number:** | A purchase order number **must** be included here  |

THE FOLLOWING SECTION MUST BE COMPLETED IN ORDER FOR PLACES TO BE SECURED

**Notes**

**Withdrawal**

* If a candidate wishes to withdraw from the course before the start date, the candidate will receive a refund of the fee less an administration charge of £50.
* If a candidate wishes to withdraw from the course after commencement of the course, the candidate will receive no refund.

**Deferral**

* If a candidate wishes to defer to a later course, a fee of £150 will be levied. Each request will be considered on a case by case basis. This fee must be paid in advance of commencement of the deferred course.

**Cancellation by us**

* Occasionally, situations beyond our control mean we have to cancel a course. In the event that a course is cancelled, delegates will be informed as soon as possible and offered a priority place for the next available course or a full refund of fees paid if they prefer.

**Course requirements**

* Possession of a relevant professional healthcare qualification.
* Working in a suitable practice setting, directly caring for patients requiring palliative care.
* Recommended approximately 50 hours of home study during the nine weeks.
* Compulsory virtual attendance on Assessment Day via Zoom or MS Teams with your registered site (last day of course).
* Access to email.
* As this is an intense course over a 9 week period, we highly recommend that candidates avoid holidays or other large projects/commitments during the course dates.

**Due to the nature of the course content, it is not advisable to undertake this course if you have had a recent bereavement yourself.**

I confirm that the information I have given is correct and that I have read and agree to abide by the course notes and requirements.

**Signature of Candidate:** **Date:**

**Keeping in Touch –** *We would like to be able to keep you informed about our education services but if we do not have your permission, we cannot get in touch with you to share regular updates on Princess Alice Hospice education sessions / study days and receive our twice yearly Education Prospectus*

 **Yes No**

Would you like to hear from us by **EMAIL**:

Would you like to hear from us by **POST**:

*We never share, swap, sell or rent our customer details to other charities or third parties for marketing purposes. For details of how we manage your data please see* [*www.pah.or.guk/privacy/*](http://www.pah.or.guk/privacy/) *- if you would like to change the above permissions at any time, please contact the Education Department on 01372 461 988 or email education@pah.org.uk*

**For the following sites, please return your form to** **europeancertificate@pah.org.uk** **:**

**Princess Alice Hospice, Birmingham St Mary’s Hospice, Heart of Kent, Jersey Hospice Care, LOROS, St Clare Hospice, University Hospital Plymouth, St Wildrid’s Hospice:**

**For the Hospice of St Francis, Berkhamsted site:**

Education Department, The Hospice of St Francis, Spring Garden Lane, Off Shootersway, Berkhamsted, Herts, HP4 3GW

Email: education@stfrancis.org.uk

**For the Roxburghe House, Aberdeen site:**

Roxburghe House, NHS Grampian, Ashgrove Road, Aberdeen, AB25 2ZH

Email: gram.mcn@nhs.scot

**For the St Gemma’s Hospice, Leeds site:**

Academic Unit of Palliative Care, St Gemma’s Hospice, 329 Harrogate Road, Moortown, Leeds

LS17 6QD

Email: AUPCCourses@st-gemma.co.uk

**For the Milford Care Centre site:**

Milford Care Centre, Park Road, Castletroy, Limerick, Republic of Ireland

Email: D.Learning@milfordcarecentre.ie

**For Hospice Malta site:**

 39 Good Shepherd Avenue, Balzan BZN1623, Malta

Email: certificate@hospicemalta.org

**For Severn Hospice site:**

Bicton Heath, Shrewsbury, SY3 8HS

Email: education@severnhospice.org.uk

**For Northern Ireland Hospice site:**

74 Somerton Road, Belfast, County Antrim, BT15 3LH

Email: niheducation@nihospice.org

**For North London Hospice site:**

47 Woodside Avenue, London, N12 8TT

Email: education@northlondonhospice.co.uk