

Cheque Received

Letter Confirming Funds

Manual Sent

Invoice



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CLINICAL SKILLS & SIMULATION DEPARTMENT (East Division)
COURSE APPLICATION FORM

PLEASE SEE IMPORTANT NOTES OVERLEAF

Date of Course: Saturday 1st October, 2011

The UroEmerge™ Sim Course

Please use black ink only and ensure writing is legible

CANDIDATES FULL NAME (please print)

GMC/ NMC NUMBER (please print)

JOB TITLE (as it appears on payslip)

STAFF NUMBER

DEPARTMENT & CONSULTANT

WORK ADDRESS (at the date of course)

HOME ADDRESS (at the date of course)

Where would you like correspondence sent- HOME/WORK (please delete as appropriate)

E-MAIL ADDRESS

TELEPHONE (home).....(work).....(mobile).....

NAME & ADDRESS FOR INVOICING (if appropriate)

Dietary Needs-----
Vegetarian/vegan etc

INTERNAL APPLICANTS ONLY

FINANCE CODE.....

MEDICAL STAFF: Study Leave Approved YES/NO Enclose copy of Study Leave Form

Approved By Manager YES/NO Signature.....

PLEASE COMPLETE AND RETURN APPLICATION FORM TO:
Clinical Skills & Simulation Department, Clinical Training Unit, Wrexham Maelor Hospital,
Wrexham LL13 7TD. Tel: 01978 726641 Fax: 01978 727409 Tom.Williams@wales.nhs.uk

NOTES ON PAYMENT

- **EXTERNAL CANDIDATES:** This application must be accompanied by one of the following:
 - a cheque for the full course fee made payable to BCUHB, or
 - a letter of confirmation of funding from your employer on hospital/unit letter-headed paper.

Please remember that the course material cannot be issued to you until we receive payment

- **INTERNAL CANDIDATES:** This application must be signed by your Clinical Director or Directorate Manager and include the correct budget code for payment of the course fee. (If you are not funding the place yourself).
- If we have not received your payment 6 weeks before the course your place may be forfeited without further notice

Cancellation Policy

ALL CANCELLATIONS MUST BE MADE IN WRITING

Cancellations made after the pre-course materials have been sent out will not be eligible for a refund (The Course Director, if informed prior to the course will take special circumstances into account).