



Resuscitation Services BTH



Training People - Saving Lives

www.bfwh.nhs.uk/resuscitation

Blackpool Teaching Hospitals 
NHS Foundation Trust

Terms and conditions for Training Courses

Booking procedure

- You can book online at www.bfwh.nhs.uk/resuscitation
- Please complete the booking form found at this link for the course of your choice and email to resuscitation@bfwh.nhs.uk, or post to: **The Resuscitation Department, Blackpool Teaching Hospitals NHS FT, Whinney Heys Road. Blackpool. Lancashire. FY3 8NR**
- Alternatively you may have pre booked your course if not on site with your instructor and this will be confirmed in email.

Booking confirmation

- Once we have processed your application, we will send you a confirmation email. Your place is guaranteed once your application has been confirmed. Singular bookings made less than 21 days prior to the start of the course will require **immediate payment**.

Payment

- Payment must be received within 21 days of the invoice date or in advance of the training course, whichever is the sooner and regardless of booking date. Payment can be made through:
- Credit card by contacting the administrator on **+44 (0) 1253 95 7778**. and completing the telephone credit card payment slip.
- Credit card details via email will not be accepted under any circumstances
- Cheque made payable to **'THE RESUSCITATION DEPARTMENT'**
- An invoice can be generated if preferred.

Fees

- All BTH NHS FT training courses listed on our website.
- Course fees include tuition on the day(s), all relevant course materials and where applicable, lunch and refreshments.
- Should you require specific dietary needs please make this noted on your application or advise at the time of booking.



Resuscitation Services BTH



Training People - Saving Lives

www.bfwh.nhs.uk/resuscitation

Blackpool Teaching Hospitals **NHS**
NHS Foundation Trust

Special Requirements

- The Resuscitation Department will make every effort to accommodate special requirements that have been notified in advance on the booking form or to the course/medical director of the course.

Joining Instructions (for advanced courses only)

- Joining instructions including outline of the day, venue details, map and local hotels details will be issued approximately four weeks prior to the course. If you have not received your joining instructions fourteen days prior to the training course, please call **+44 (0) 1253 95 7778**. The Resuscitation department will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

Course Transfers

- There is no charge for transferring your booking to the same course on an alternative date provided you notify the Resuscitation Department in writing up to 28 days before the start and if there is availability. However, a transfer fee of 20% of the course fee will be payable if the notice is received less than 21 days before the start of the original course.
- No refund will be made in the event of a transfer. No more than one transfer will be allowed. Requests to transfer a course must be made in writing to the Course Director or Head of Resuscitation and can be sent by email to resuscitation@bfwh.nhs.uk or anthony.freestone@bfwh.nhs.uk

Cancelling your place

- If you notify the Resuscitation Department in writing (via letter or email) up to 28 days before the start date of a course, you will receive a FULL refund less an administration fee of 20% of the course fee.
- If you withdraw for whatever reason within the 28 day period, the full fee will remain payable even if you are unable to nominate a substitute attendee.
- If a participant is attending an onsite course and has been declined a visa or is unwell and unable to attend the course, full course fees can be refunded under extenuating circumstances. Proof of this should be provided to the Course Director/ Head of Resuscitation when requested.
- Where a Resuscitation Officer has attended an external venue and the course is unable to be delivered for one reason or another, then again under extenuating circumstances of illness etc. a full refund may be given, less travel expenses and administration fee of 20%

Non-attendance

- If you fail to attend the course on which you are booked and have not given prior notice to BTH NHS FT Resuscitation Department, then the course fee will remain payable in full and no transfer will be allowed.



Resuscitation Services BTH



Training People - Saving Lives

www.bfwh.nhs.uk/resuscitation

Blackpool Teaching Hospitals 
NHS Foundation Trust

Cancellation by Blackpool Teaching Hospitals NHS FT

- Where circumstances dictate, the Resuscitation Department reserves the right to alter published programmes, trainers, fees or venues without prior notice. In the event of a course being cancelled, a FULL refund of the course fee will be made but no compensation will be paid for any additional costs incurred. We would also offer an alternative place on a different course at no extra charge.

Venues

- Details of the specific venue will be sent in advance for all training courses at Blackpool Teaching Hospitals NHS FT.

Dress code

- On site at BTH NHS FT there is no dress code; however, most participants choose to wear smart casual clothing. Due to variable temperatures of air conditioned rooms, layers are advised. If training is being delivered at a centre of your choice, then you may dress according to your environment.

Liability

- The Resuscitation Department does not accept responsibility for anyone acting as a result of information or views expressed on its training courses, including course material. Opinions expressed are those of individual Instructors/representatives and not necessarily those of the BTH NHS FT. Participants should take professional advice from the **course or medical director** when dealing with specific situations.

Further Information

- Is available from contacting the Resuscitation Administrator on **01253 95 7778** (0830-1430 Monday – Friday) first point of contact.*
- Or Head of Resuscitation and RC (UK) Course Director on **01253 95 7834***
- Hospital Switchboard: **01253 300000 bleep 051** or out of hours mobile available through switchboard.*