

**SCReaM Human Factors Training Course Application Form -
Recovery / Theatre Nursing Staff, ODPs and HCAs only (Off Day for Bank Rates)**

PERSONAL DETAILS

| | |
|---|--|
| Full Name: | |
| Preferred first name: (This will appear on your name badge/Certificate) | |
| Contact number: | |
| Email Address: | |

POST INFORMATION

| | |
|--|--|
| Grade: | |
| Post: | |
| Team Lead / Line Managers Name and Email: | |

COURSE DETAILS (Please tick course applying for and specify date):

| Day 1 [] | Day 2 [] | Recurrent [] |
|------------------|------------------|----------------------|
| Date: | Date: | Date: |

(Please see noticeboard outside Theatre 12 in main theatres or contact rsch.scream@nhs.net for dates)

Please confirm the following (please circle as appropriate):

- Are on an OFF DAY for the course: Y / N
- Are you registered with staff bank: Y / N (if no, please see your line manager to register)
- You are not already working on the Bank on the course date: Y / N
- You normally work in main theatres or DSU or recovery area: Y / N

BOOKING AND PAYMENT

The course is fully funded for all Trust Theatre workers. To secure your place, please send a completed application form to Jenny Sutcliffe, SCReaM Project Support Officer, Project Management Office or email to rsch.scream@nhs.net. Please note you must be / or apply to be on bank to claim bank rates for attendance on an off day. Claims must cover the hours of training undertaken only.

CANCELLATION POLICY

Notice of cancellation must be given in writing or by email to the course SCReaM Project Support Officer at least 2 weeks prior to the course date to avoid incurring a £50 administration fee.

While we make every effort to run courses as advertised, we reserve the right to change the dates without prior notice. We are not liable for any cancellations to courses.

I have read and understood all the above and confirm I have approval from my team lead / line manager to attend at bank rates.
[] (please tick)

Signed: _____ Date: _____