

International Trauma Life Support (ITLS) Advanced Provider Course (Aug 2016)

Objectives

ITLS is a global non-profit organization. Founded in 1985 as Basic Trauma Life Support, ITLS adopted its new name in 2005. Today, ITLS has more than 75 chapters worldwide, ITLS course have been accepted internationally as the standard for prehospital trauma care training. ITLS courses have also been endorsed by American College of Emergency Physicians (ACEP) and The National Association of EMS Physicians (NAEMSP). These comprehensive courses are designed for health care providers who would like to know more about trauma, or who are first responders to evaluate and stabilize the trauma patient.

Course Description

Certificate :	ITLS Advanced Provider Certificate issued by International Trauma Life Support and the certificate is valid for 4 years.
Course length :	2 Days
Teaching Media:	Cantonese (supplemented with English terminologies). Course manuals will be in English
Target participants :	Doctors / Nurses
Course Test :	i) Written Test (Passing score 74% or above) ii) Practical test, in which students are requested to manage a scenario as a team leader
Venue :	A&E Training Centre, 3/F, Tang Shiu Kin Hospital 282 Queen's Road East, Wanchai, Hong Kong Contact number: 3553 3300 Fax : 2572 9058 Email : aetc_rhtsk@ha.org.hk

Note

- The student attending all lectures on time will be eligible for examination.
- If the student passed the written test, but failed in the practical test, the remedial test will be held on the same day.
- If the student passes the practical test, but failed the written test, the remedial test can be taken within 1 month during training Centre opening hours
- If the student failed both part, no remedial test will be offer

- e. The student will be practicing skills that require you to work on your hands and knees, and the course requires bending, standing, and lifting.
- f. Upon successful completed both written and practical exam, participants will receive an ITLS Provider certificate. Student who has failed the achieved requirement will receive an attendance certificate issue by A&E Training Centre, Hospital Authority.

Enrolment Procedures and Guidelines:

I Enrolment

By mail:

- a. Please complete the enrolment form along with a **crossed cheque payable to “Hospital Authority” for the course fee, relevant supporting documents (if any) and then mail to Finance Department, 4/F Ruttonjee Hospital, 266 Queen’s Road East, Wanchai, Hong Kong**, 14 working days prior to the course commencement..
- b. Do not send cash / postal cheque by post and please ensure there is sufficient fund in your bank account.
- c. The application will not be accepted if the information in the application form is incorrect, incomplete or insufficient, the applicant has sent insufficient fee or the applicant does not meet the enrolment requirement. All application documents will then be returned to the applicant.
- d. The Centre is not responsible for any loss occurred during the delivery.

In person :

Present the enrolment form together with the required supporting documents to the Shroff, G/F, Ruttonjee Hospital (**Payment by Cash or EPS only**)

Shroff opening hours : Mon – Fri : 8:50 am – 1 pm, 1:30 pm – 5:00 pm

Sat : 8:50 am – 1pm (closed on Sunday & public holiday)

II Confirmation

- a. If the individual course becomes full, no further application will be accepted, all application documents will be returned to the applicant.
- b. Fee paid are not refundable unless the course is full or cancelled.
- c. The Centre reserves the right to refuse any application. The notification of confirmation will be sent to applicant by email in two weeks after received your application. If applicant has not received the confirmation 2 weeks after submission, please contact the Centre at 2291 1435 or 2291 1946.
- d. Application of change of course date can be made 14 days prior to the course commencement and subject to the final approval from the Centre. The administrative fee of HKD\$100 will be levied. The application of transfer of course date subject to the availability of the class and no refund for the unsuccessful application of transfer.
- e. Participant will be notified to collect the course materials by email at least 8 weeks prior to the course commencement.

III Personal Data

The personal data provided by means of this form will be used for course admission purposes and future contact. If you do not provide sufficient information, we may not be able to process your application or application documents will be returned to you.

IV Points to note

- a. The students should observe the Centre regulations and uphold class discipline. The course fee is non-refundable in case of the candidate do not complete the course regardless of the reason(s)
- b. Wearing surgical mask if you have respiratory infection symptoms.

The Centre reserves the right to amend the guidelines without prior notice.

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Name : Mr. / Ms. _____ (In block letter) (_____) In Chinese

☐ Non-HA Staff ☐ HA Staff - Hospital / Dept / Rank _____

Correspondence Address : _____

E-mail address (Mandatory) : _____

Mobile - _____ Home/ Office - _____

Course Date :	Full Day :	Extra Date (Optional) :
	21 & 28 Aug (Sun)	23 Aug 2016 (Tue)
	Time: 08:45 – 18:00	Time: 18:00 – 22:00

Pre-requisite : **Doctor/ Registered Nurse/ Enrolled Nurse@**

@Please attach **a photocopy of staff card or company employment certificate from Hospital/Clinic**

Course fee (textbook included) : HKD\$ 2,000

Collect course manual : ☐ Self-collect ☐ HKD\$50 (Courier Service)

Delivery Address (not as above) _____

Declaration:

1. In the event of dispute in respect of these declarations or any rules and regulations arising from class, examination or event, the decision of the Centre shall be final, binding and conclusive.
2. I agree that, late for attending the class by more than 30 minutes of the scheduled time would be treated as absent by the Centre.
3. I agree that, upon the completion of admission, I shall comply with the requirements as stipulated under the Course Application Procedures and Guidelines, including temporary arrangements, Course and Examination Notice.
4. I understand that I need to take care of my personal belongings during class, examination and event. I am solely responsible for any loss of or damage to my personal belongings during attending course and examination. AETC shall not be under any liability for any loss in such circumstances.
5. I certify that I have read and understand the accompanying the course application procedure and guidelines.

Signature: _____

Date: _____

For application by mail, please fill-in your postal address for returning the application documents due to the application is rejected / refund of course fee in case the class is full or cancelled.

Name : _____	Name : _____
Address : _____	Address : _____
_____	_____
_____	_____