

## GUIDELINES FOR COURSE ORGANIZERS

Bristol Medical Simulation Centre (BMSC) is an educational facility owned by University Hospitals Bristol NHS Foundation Trust but it is available by arrangement for educational and commercial purposes to partners and commercial organizations.

Courses may be booked in the following ways:

1. **UH Bristol** fund a limited number of appropriate internal courses for TRUST EMPLOYEES if these courses have been approved by PGME (Level 4, Education Centre).
  - All participants should be Trust employees.
  - All catering costs and consumable costs (e.g. course manuals) are separately invoiced.
  - A BMSC faculty member must be pre-booked to supervise use of the simulators.
  - Any 'top-up' external candidates must pay a per capita fee as in (3).
2. **OFF-SITE SIMULATION – Internal users**
  - Internal organiser must have completed basic simulation orientation training.
  - A deposit of £300 per day is held against breakage of equipment.
  - All faculty must complete and sign an insurance declaration.
3. **BMSC** organize external courses which are openly advertised.
  - On the basis of c.16 places per course, fees are c. £200 per person per day.
  - A 25% discount is available to current UH Bristol Trust employees.
  - Course fees are inclusive of lunch and refreshments.
  - BMSC will manage the faculty, bookings and invoicing for these courses.
4. **LOCAL NHS/DEANERY** funded courses fees are agreed by prior arrangement.
  - Fees are either entirely or partially subsidised by the sponsor.
  - A 25% discount on individual fees is available to current UH Bristol Trust employees.
  - All catering costs are separately invoiced unless agreed in advance.
  - A BMSC faculty member must be pre-booked to supervise use of the simulators.
5. **COMMERCIALY** funded courses; fees are agreed by prior arrangement.
  - Fees are either entirely or partially subsidised by the sponsor.
  - Please refer to the attached schedule for details of packages available.
  - A BMSC faculty member must be pre-booked to supervise use of the simulators.
6. **OFF-SITE SIMULATION – External users**
  - Fees negotiable depending on location, simulation and faculty requirements.
  - A BMSC faculty member must be pre-booked to supervise use of the simulators.
  - A deposit of £300 per day is held against breakage of equipment.
  - All faculty must complete and sign an insurance declaration.

Andrew McIndoe – December 2009

<b>COMMERCIAL COURSES</b>		
<p><b><u>£5,000 per day</u></b></p> <p><i>To Include:</i></p> <p>Refreshments Breakfast/Lunch/Drinks Reception</p> <p>5 Workstations (inclusive of teacher and technician) x 4 Lecturers</p> <p>All Rooms</p> <p>All 7 Simulators = 2 HPS 2 SimMan 1 HAL 1 ECS 1 SimBaby</p> <p>Course Literature Administration Support Pre-Course Learning Pack</p>	<p><b><u>£3,500 per day</u></b></p> <p><i>To Include</i></p> <p>Refreshments Lunch</p> <p>1 Technician 1 Lecturer</p> <p>All Rooms</p> <p>2 x Simulators</p> <p>Course Literature Administration Support</p>	<p><b><u>£2,500 per day</u></b></p> <p><i>To Include</i></p> <p>Refreshments Lunch</p> <p>1 Technician 1 Lecturer</p> <p>Partial Use (shared use of Centre)</p> <p>2 x Simulators</p> <p>Course Literature Administration Support</p>
<b>LOCAL NHS</b>	<b>UHBristol courses</b>	<b>Off Site Simulation</b>
<p>Per Full Day (pro rata for half day or shared use of the Centre)</p> <p><b><u>£2,000</u></b></p> <p><i>To Include</i></p> <p>Refreshments</p> <p>2 x Simulators</p> <p>1 Technician 1 Lecturer Use of All Teaching Rooms</p> <p>Course Literature Administration Support</p>	<p>By prior arrangement and agreement of PGME &amp; BMSC</p> <p><b><u>No charge for facilities</u></b></p> <p><i>To include</i></p> <p>NO CATERING</p> <p>Simulators</p> <p>Technician (must be booked) Lecturer (must be booked) Use of All Teaching Rooms</p> <p>EXTRA consumables &amp; stationery are charged separately.</p>	<p>Fees negotiable depending on location, simulation and faculty requirements.</p>

**These are examples. We would be happy to design bespoke courses within this framework.**