

GUIDELINES FOR COURSE ORGANIZERS

Bristol Medical Simulation Centre (BMSC) is an educational facility owned by University Hospitals Bristol NHS Foundation Trust but it is primarily self-funded. The facilities are also available for educational and other purposes to commercial organizations.

Courses may be booked in the following ways:

1. **Predominantly UH Bristol Courses**

- A limited number of BMSC subsidised places are available to 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 discounted rate of c. £125 is available for selected Nurse/ODP courses
- 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.
- 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.

COMMERCIAL COURSES		
<p><u>£5,000 per day</u></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><u>£3,500 per day</u></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><u>£2,500 per day</u></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>
LOCAL NHS	UHBristol courses	Off Site Simulation
<p>Per Full Day (pro rata for half day or shared use of the Centre)</p> <p><u>£2,000</u></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 arrangement, depending on the ratio of internal:external candidates</p> <p><u>Sliding scale charge for facilities</u></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 & 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.