

Practical Skills for Educational Leaders for Professional Education and Leadership in Healthcare Science. (South West)

Application Form – please return to
Helen.Scorgie@UHBristol.nhs.uk

Contact details for further information:
ruth.thomsen@nhs.net
07590390278

Course dates

Please note that you must be able to commit to **all four** dates

Wednesday 11 and Thursday 12 October 2017
Tuesday 7 and Wednesday 8 November 2017

Section A – to be completed by all applicants

Applicant details	
Name	
Email	
Second e-mail address	
Telephone number	
Second telephone number	
Home Address (where you will be travelling to the course from)	
Role/Job Title	
Grade	
Please give a brief description of your training responsibilities	
Qualifications/CPD in Leadership	
Please outline briefly a short improvement project that you could deliver following the course (maximum 500 words)	
Support from Head of Department	
Name	
Role/Job Title	

I certify that I support for the above applicant in attending the course

Signed

Date

Section B –Accommodation and Travel

Please tick one option

Please tick one option

	I confirm that I live more than a 90 minute journey away from the centre of Taunton and will require assistance with travel and/or accommodation
	I confirm that I live less than a 90 minute journey away from the centre of Taunton and will require assistance with travel
	I will not need assistance with travel or accommodation

Accommodation

The venue for the course will be within 1 mile of Junction 25 of the M5 and is less than 4 miles from Taunton Railway Station.

If your journey time would have an impact on your ability to attend the course (course days will start at 9.30am for registration and finish by 5pm), bed and breakfast accommodation may be provided. All rooms will be single occupancy

Accommodation requested will be considered on a case by case basis. Please give a brief description of your journey and why accommodation is required:

I will need accommodation for

Tuesday 10 October

Wednesday 11 October

Monday 6 November

Tuesday 7 November

I do not require accommodation

Please give details of any dietary, access or other requirements:

Lunch and refreshments throughout the day will be provided at the course venue.

Travel																							
<p style="text-align: right;">NHS England</p> <p>We will be able to re-imburse <u>reasonable standard travel costs</u> (no first class travel or taxi fares)</p>																							
<p>BY TRAIN</p> <p>We will be able to book train tickets for you. Please let us know which station you will be travelling from/returning to:</p> <p>What station will you be travelling to: (Taunton Railway Station, Taunton, Somerset TA1 1QW)</p>																							
<p>Please book travel for (please tick)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td>Tuesday 10 October EVENING (only if hotel room requested)</td></tr> <tr><td></td><td>Wednesday 11 October MORNING</td></tr> <tr><td></td><td>Wednesday 11 October EVENING</td></tr> <tr><td></td><td>Thursday 12 October MORNING</td></tr> <tr><td></td><td>Thursday 12 October EVENING</td></tr> <tr><td></td><td>Monday 6 November EVENING (only if hotel room requested)</td></tr> <tr><td></td><td>Tuesday 7 November MORNING</td></tr> <tr><td></td><td>Tuesday 7 November EVENING</td></tr> <tr><td></td><td>Wednesday 8 November MORNING</td></tr> <tr><td></td><td>Wednesday 8 November EVENING</td></tr> <tr><td></td><td>I will not require train tickets to be booked for me</td></tr> </table>		Tuesday 10 October EVENING (only if hotel room requested)		Wednesday 11 October MORNING		Wednesday 11 October EVENING		Thursday 12 October MORNING		Thursday 12 October EVENING		Monday 6 November EVENING (only if hotel room requested)		Tuesday 7 November MORNING		Tuesday 7 November EVENING		Wednesday 8 November MORNING		Wednesday 8 November EVENING		I will not require train tickets to be booked for me
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<p>Address for tickets to be sent:</p> <p>E-mail address for tickets (printout option):</p>																							
<p>BY CAR</p> <p>We can re-imburse you at the following rates (please indicate which you will be claiming):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td>Engine capacity up to and including 1000c – 37.4p per mile</td> </tr> <tr> <td></td> <td>Engine capacity 1001c – 1500c – 47.3p per mile</td> </tr> <tr> <td></td> <td>Engine capacity over 1500c – 58.3p per mile</td> </tr> </table>			Engine capacity up to and including 1000c – 37.4p per mile		Engine capacity 1001c – 1500c – 47.3p per mile		Engine capacity over 1500c – 58.3p per mile																
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	Engine capacity over 1500c – 58.3p per mile																						

Please let us know the estimated length of your journey:

There is also a 5p per mile allowance for any passengers also attending the course – are you intending to claim for this? **Y/ N**

BY BIKE

We can re-imburse you 20p per mile if you wish to travel by bike. Please let us know the estimated length of your journey:

OTHER

For any other form of travel please contact us on 020 7866 3118 or e-mail facultydevelopment.lase@hee.nhs.uk

Please e-mail the completed form to facultydevelopment.lase@hee.nhs.uk