

Dear candidate,

Course date: 24th October 2023

Venue: University Hospital Southampton

Thank you for your interest in our course.

This is a half day course lasting approximately 3 to 3 ½ hours. There are 2 sessions during the day, morning and afternoon, you only need to attend one of the sessions.

Refreshments will be provided at the breaks, but no lunch is provided. If you need a parking ticket for the day, please let us know and we can try to arrange a voucher for you.

It is your responsibility to get study leave/annual leave/professional develop time to attend the course. It is not appropriate to be on-call or clinical and expect to be able to attend the course to then return to your clinical duties. You will only get your course certificate if you attend the **whole** course and complete the feedback.

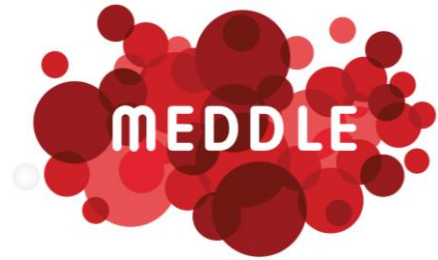
Your place is only confirmed once we receive your payment. Places are first come, first serve basis. We can issue confirmation of payments so you can claim from department/study budgets.

The course has introduced a new booking and payment system which you can access via our website, searching 'meddle vascular access course' on the BookCPD website or via this link:

<https://bookcpd.com/course/meddle-vascular-access-course>

With regards to cancellations, this is a popular course with a large shortlist of people wanting to attend. If you cancel your place on the course:

- If more than 6 weeks before the course, we can issue a full refund
- Within 6 weeks we will NOT issue a refund on the course as we cannot guarantee that we could fill that spot in time. Nor we will 'move' that payment to the next course.
- If there is unexpected change in circumstances (i.e. life event, unexpected child care needs, etc) we will consider this on an individual basis. However, if your leave was not approved



then we will not issue a refund as it is your responsibility to make sure you have the appropriate leave to attend the course.

We will send out a pre-course questionnaire the week before the course. And course certificates will only be issued once course feedback is completed after the course.

We look forward to having you on our course, please email if you have any further questions.

Kind regards,

The Meddle Team

Co-course organisers:

Dr Lucas Rehnberg, Rich Webster, Rebecca Smart, Tim Catton, Robert MacKay and Dr Matt Kerton

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<http://www.meddlecourses.co.uk/>