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Short Courses in IPC- Introduction

The Unit for IPC (UIPC) Stellenbosch University has entered into a collaborative agreement with the Infection Control Africa Network (ICAN) to deliver short courses in IPC. These short courses are heavily subscribed to across Africa particularly by the 34 ICAN member countries; ICAN has been teaching in 14 countries for the past 5 years and has a depth of experience in training healthcare workers (HCW) working in low resource setting. The courses offered are similar to the those before, ranging from the 5 Day Basic Course in IPC to the six months Fundamentals in IPC (FIPC); the Managers’ course in IPC, Train the Trainer (TTT) course, TB-IPC and Combating Antimicrobial Resistance through IPC.

The courses in decontamination & reprocessing of medical devices have been improved in the 2017 curriculum and will be incorporated into both standalone modules as well as a Higher Certificate in Business Studies for Healthcare Professionals & Technologists. This higher certificate includes decontamination, disinfection, the built environment and water, sanitation and hygiene (WASH) healthcare waste management and linen management, as well as risk assessment and quality improvement. ICAN has the capacity to deliver tailor made courses for any group of healthcare workers (such as operating theatre, intensive care, surgery) requiring evidence based infection control training.

The teaching faculty is headed up by Prof Shaheen Mehtar with 43 years of IPC and infection experience, and made up of IPC trained practitioners with a minimum of Postgraduate Diploma in IPC (Stell) qualification, as well as an external faculty from abroad most of whom are infection control doctors and scientist with an enormous amount of experience.

The Basic, Managers and Train the Trainer 5 day short courses can be taught on site in a country or a healthcare facility if there are more than 15 enrolled students. The emphasis of all courses is on low-resource healthcare facilities, capacity building and sustainability so that the countries can move towards their own training programmes in IP. There is a mentorship programme in IPC for some countries if needed. Upon request, the ICAN can provide tailor-made courses such as an IPC course for laboratory workers.

The short courses will be registered at Cornerstone Institute, and will be approved by ICAN; this will provide non South African nationals’ evidence based widely recognized courses under ICAN. It is envisaged that the new WHO curriculum, which will be used in the ICAN training for some of the short courses, will lead to a career path development in infection prevention.

The Postgraduate Diploma in IPC (PDIC), Masters in IP and PhD programme will remain with Stellenbosch University.

To register for the PDIC or MSc IPC courses please contact Candice De Mink (see below)

Contact Information

Head of Training: Prof Shaheen Mehtar
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Tel no: +27 21 204 4728/9

Training Programme Manager (short courses): Mrs. Yolanda Gouws
E-mail: yolandag@sun.ac.za
Tel no: +27 21 204 4728/9

Website
Visit our website at www.icanetwork.co.za
Introduction to Infection Prevention and Control (including TB and HIV) for Healthcare Workers
5-day course; 4 Credits

Background
An introductory course specifically designed for healthcare personnel requiring basic IPC knowledge with an emphasis on hand hygiene, standard precautions, procedure-based transmission precautions in newly developing health systems. It is not designed to be totally comprehensive or extensive, but to introduce basic concepts of IPC to the learners. The aim of this short course is to familiarise healthcare personnel with evidence-based IPC practices to improve quality of care. The course is based on structured curricula and evidence and provides a basis for developing health policies for safe clinical practice for both patients and staff. The examination at the end of the course will be to assess competency.

What is the structure of this course?
This is a 5-day course structured to provide face-to-face didactic lectures in the morning and clinical visits, group work and discussions in the afternoon. Each morning, there will be a quick revision of the previous day’s work. On the last day, there will be a formal test.

What is the content of this course?
This is a 5-day course and the following topics will be covered:

DAY 1
Infection Prevention and Control
Rapid overview on infectious agents like bacteria, viruses and fungi, their modes of transmission and resistance to antimicrobials including disinfectants

- Transmission of pathogens,
- Host and microbe defence mechanisms,
- Antimicrobial resistance and stewardship.

DAY 2
Standard Precautions.
Basic essentials of standard practices which all healthcare workers should know and apply during their clinical practice towards reducing the risk of transmission of pathogens. The aim is to enhance patient and healthcare worker safety

- Hand hygiene and multimodal strategy
- Personal protective equipment- when and how to use them
- Aseptic procedures and bundles

DAY 3
The environment and water, sanitation and hygiene
- Environmental cleaning
- Waste management
- Linen and laundry management
- Use of disinfectants
- Decontamination and sterilization
DAY 4
Transmission based precautions
- Contact precautions
- Droplet precautions
- Airborne precautions
- The built environment- hospital design
- Isolation facilities

DAY 5
Surveillance, outbreak response and IPC policies
- Measuring healthcare-associated infection
- Surveillance of hospital pathogens
- Outbreak response in hospitals
- Formulating policies and guidelines

Does completion of this course entitle me to undertake more advanced training in IPC?
Yes, successful completion of the course enables you to enroll for more advanced IPC courses.

Who are the lecturers in this course?
The teaching faculty is made up of IPC trained practitioners with the Postgraduate Diploma in IPC (Stell) qualification, and an external faculty from abroad.

What can I expect in the class?
The course is presented in the form of lectures, ward rounds, demonstrations, practical sessions, discussion groups and assignments. The contact session ends with a written examination.

Where is this course taught?
UIPC, 9th Floor (East), Tygerberg Hospital (Western Cape) and/or Cornerstone Institute (ICAN office), Salt River. The practical classes will be held in a clinical setting. The IPC 5 day short courses can be taught on site in a country or a healthcare facility if there are more than 15 enrolled students.

What is the outcome of this course?
At the end of the course, learners should -
- Have grasped basic concepts of IPC including transmission of pathogens.
- Be able to follow appropriate transmission-based precautions and procedures at the workplace.
- Be able to make informed decisions in IPC relating to disease transmission at the workplace.
- Be able to evaluate evidence based IPC practices and adapt them to local conditions.
- Be able to improve patient, staff and visitor safety and patient care in cost-effective programmes.
- Be able to do a basic IPC risk assessment at the workplace.

How will I be awarded after doing this course?
You will receive a Certificate of Competence based on the results of your examination written on the last day of your contact session and completion of your assignments.

How much will this course cost me?
Please contact our training team for individual and group costs on +2721 204 4728/9
Combating Antimicrobial Resistance through IPC
5-day course; 4 Credits

Background
The recent interest in antimicrobial resistance and the spread of multi-drug resistant pathogens, especially gram-negative bacilli has created concern. The current armamentarium of antimicrobial agents are gradually being rendered ineffective against many pathogens. The purpose of this course is to introduce IPC as a strong measure to reduce transmission in healthcare facilities, thereby reducing the use of expensive and sometimes, unavailable, antimicrobial agents. This course targets all prescribers, dispensers, users and managers who need to understand the interactive roles of a multi-modal strategy.

What is the content of this course?
The course covers the following

Day 1
Revision of microbiology,
Detection of MDROs- proper use of the laboratory
Mechanisms of antimicrobial resistance
Defence mechanisms in humans
Clinical case studies, examining the evidence to prescribe

Day 2
Transmission of pathogens in healthcare facilities
Detection of areas in the facilities that harbour MDROs
Reducing transmission from, and to, the environment
Carry out a risk assessment- identify the “low hanging fruit”

Day 3
Transmission based precautions
How are these pathogens contained?
Where there are no isolation facilities, what can you do?
Clinical visits- applying IPC principles to the clinical areas

Day 4
Antimicrobial prescribing – what you need to know about antimicrobial agents
  PK/ PQ
  Preferred areas of penetration
Antimicrobial stewardship- what does it mean
Role of the larger team in AMS- pharmacist, nurse, doctor, lab tech
Case studies and discussion

Day 5
Review the principles of AMR and AMS
Discussion and planning to take a programme forward

Does completion of this course entitle me to undertake more advanced training in IPC?
Yes, successful completion of the course enables you to enroll for more advanced IPC courses.

Who are the lecturers in this course?
The teaching faculty is made up of IPC trained practitioners with the Postgraduate Diploma in IPC (Stell) qualification, and an external faculty of IPC specialists from abroad.
What can I expect in the class?
The course is presented in the form of lectures, ward rounds, demonstrations, practical sessions, discussion groups and assignments. The contact session ends with a written examination.

Where is this course taught?
UIPC, 9th Floor (East), Tygerberg Hospital (Western Cape) and Cornerstone Institute (ICAN office), Salt River. The practical classes will be held in a clinical setting. The IPC 5 day short courses can be taught on site in a country or a healthcare facility if there are more than 15 enrolled students.

What is the outcome of this course?
At the end of the course, learners should –

- Have grasped basic concepts of IPC including transmission of pathogens.
- Be able to follow appropriate transmission-based precautions and procedures at the workplace.
- Be able to make informed decisions in IPC relating to disease transmission at the workplace.
- Be able to evaluate evidence based IPC practices and adapt them to local conditions.
- Be able to improve patient, staff and visitor safety and patient care in cost-effective programmes.
- Be able to do a basic IPC risk assessment at the workplace.

How will I be awarded after doing this course?
You will receive a Certificate of Competence based on the results of your examination written on the last day of your contact session and completion.

How much will this course cost me?
Please contact our training team for individual and group costs on +2721 204 4728/9.
**Basic Infection Prevention and Control for Healthcare Managers**

5-day course; 4 Credits

**Background**
An introductory course specifically designed for executive managers with an emphasis on the managerial perspective of IPC in developing health systems. It is not designed to be totally comprehensive, but to introduce basic knowledge of the role of IPC, statistics and surveillance, responsibilities and legal aspects. The aim of this short course is to familiarise executive managers with knowledge on cost effective programmes based on evidence to improve the quality of care at healthcare facility level.

**What is the content of this course?**
This is a 5-day course and the following topics will be covered:

**DAY 1**
- Infection prevention and control legislation including WHO guidelines
- Structure of infection control committees and IPC teams
- Interaction with quality assurance
- Introduction to microbiology
- Modes of transmission in healthcare facilities

**DAY 2**
- Risk assessment and prevention strategies
- Standard precautions and transmission-based precautions
- Ward practice- reducing healthcare associated infection
- Appropriate use of Personal Protective Equipment (PPE)
- Special diseases requiring managerial attention and input;
  - tuberculosis,
  - blood borne virus transmission,
  - viral haemorrhagic fevers

**DAY 3**
- Surveillance
- IPC audit and audit tools*
- Outbreak response
- Formulation of IPC policies

*The managers will be expected to carry out risk assessments in their respective healthcare facilities and report back

**DAY 4**
- Hospital design and management
  - Design of healthcare facilities
  - Provision of water
  - sanitation
  - hygiene and environmental cleaning
- IPC in speciality areas
  - Intensive care units
  - Operating theatres
  - Isolation units
  - mother and child units
DAY 5

- Decontamination, disinfection and sterilization
- Disinfection policy
- Formulating policies based on evidence

**Does completing of this course entitle me to undertake more advanced training in IPC?**

Yes, successful completion of the course enables you to enroll for more advanced IPC courses.

**Who are the lecturers in this course?**

The teaching faculty is made up of IPC trained practitioners with the Postgraduate Diploma in IPC (Stell) qualification, as well as an external faculty from abroad.

**What can I expect in the class?**

The course will be presented in the form of lectures, ward rounds, demonstrations, practical sessions, discussion groups and assignments. The contact session ends with a written examination.

**Where is this course taught?**

UIPC, 9th Floor (East), Tygerberg Hospital (Western Cape) and Cornerstone Institute (ICAN office), Salt River. The practical classes will be held in a clinical setting.

The 5-day short courses in IPC can be taught on site in a country or a healthcare facility if there are more than 15 paid up enrolled students.

**What is the outcome of this course?**

At the end of the course, the learners should be able to:

- Define management responsibilities towards IPC at healthcare facility level.
- Understand components of an IPC programme.
- Make informed decisions in the management of IPC related subjects.
- Procure the most cost effective products related to IPC and decontamination.
- Evaluate current IPC measures and structures and facilitate adaptations, where necessary (infrastructure, ventilation, isolation facilities, training programmes, supply of personal protective equipment etc.).
- Improve hospital safety and patient care in cost-effective programmes.

**How will I be awarded after doing this course?**

You will receive a **Certificate of Competence** based on the results of your examination written on the last day of the contact session.

**How much will this course cost me?**

Please contact our training team for **individual and group** costs on +2721 204 4728/9.
Train-the-Trainer in Infection Prevention and Control (TTT - IPC)
10-week course; 40 Credits

Background
The TTT-IPC course is delivered in low resource settings where rapid expansion of an IPC programme is required. The course is designed to equip healthcare workers with the basics of IPC and with skills in adult training, designing training packages to be able to accurately and effectively transfer IPC knowledge to others. It is best suited to IPC practitioners who want to expand training to other healthcare workers.

What are the entry criteria for the TTT-IPC course?
Students must have completed the 5-day Introduction to Infection Prevention and Control (including TB and HIV) for Healthcare Workers or equivalent IPC course, which provides the basic essential information for IPC.

What is the content of this course?
The TTT-IPC course runs over a 10-week period commencing with a 5-day contact session followed by a 9-week period during which the trainee will go back to their place of work and train five people; knowledge transfer will be assessed by external examiners before the Certificate of Competence for training in issued.

The following topics will be covered during the 5-day contact session:

DAY 1
Revision and Reflection: Pre-training knowledge assessment; peer assessment of pre-training knowledge; review of fundamental aspects of IPC; basic microbiology and transmission of pathogens; standard precautions; transmission-based precautions; hierarchy of controls for prevention of pathogen transmission; risk assessment and management; TB notification and surveillance, including laboratory reporting; clinical support services (healthcare waste management, linen management, decontamination and sterilization)

DAY 2
Adult learning: Identifying learning styles; characteristics of positive and negative learning experiences; adult learning principles; barriers to learning
Dimensions of the trainer/facilitator: Multiple roles; communication skills (talking and listening)
Presentation approaches: Presentation techniques
Teaching and learning methods: Multiple methods towards teaching and learning; appropriate application of teaching/learning methods in IPC; setting SMART objectives; evaluation and training
Planning and presenting TB-IPC training: preparing a visual aid for IPC

DAY 3
Planning and presenting IPC training: presenting and evaluating a visual aid for IPC; identifying the need for IPC training sessions; clinical observation; preparing a training session for IPC.

DAY 4
Planning and presenting IPC training: Basic microbiology and transmission of pathogens; standard precautions; transmission-based precautions; hierarchy of controls for prevention of transmission; risk assessment and management; TB notification and surveillance, including laboratory reporting; clinical support services (healthcare waste management, linen management, decontamination and sterilization)
DAY 5

Reflection and planning: Revisit content of the TTT course; work plan: TTT certification process, the TB-IPC Programme; identifying existing needs and appropriate interventions;

Does completion of this course entitle me to undertake more advanced training in IPC? Yes, successful completion of the course enables you to enroll in more advanced IPC courses.

Who should do this course? This course is specifically targeting newly appointed IPC practitioners, scientists or healthcare workers interested in the field of IPC. Completion of the Introduction to IPC for Healthcare Workers is required to apply for this course.

Who are the lecturers in this course? The teaching faculty is made up of IPC trained practitioners with the Postgraduate Diploma in IPC (Stell) qualification, as well as an external faculty from abroad.

What can I expect in the class? A blended teaching approach will be used, including: formal lectures/talks ward rounds, group work and discussions, individual and group presentation, role-play, peer evaluation, and clinical visits/observation.

What is the outcome of this course? At the end of the course, the learners should be able to:

- Be equipped with the required basic knowledge of adult learning theories, approaches and styles.
- Grasp the fundamental concepts of IPC and evidence based practice.
- Acquired the necessary skills to apply a range of different techniques and methods toward teaching, learning and evaluation in IPC.
- Have strengthened their communication skills in training activities.
- Plan, implement and evaluate IPC activities.
- Equipped with the required knowledge to be able to progress, depending on their examination results, towards either the Fundamentals in IPC (ICAN) or the PDIC courses at Stellenbosch University.

Where is this course taught? UIPC, 9th Floor (East), Tygerberg Hospital (Western Cape) and/or Cornerstone Institute (ICAN office), Salt River. The practical classes will be held in a clinical setting. The short courses in IPC can be taught on site in a country or a healthcare facility if there are more than 15 paid up enrolled students.

How will I be awarded after doing this course? You will receive a Certificate of Competence based on the results of your examination and successful completion of the course.

How much will this course cost me? Please contact our training team for individual and group costs on +2721 204 4728/9.
Fundamentals of Infection Prevention and Control (FIPC)
6-month course; 60 Credits

Background
The fundamental course specifically targets newly appointed IPC practitioners or any healthcare worker or scientist interested in the field of IPC and is extremely popular. The aim is to equip students with a sound basic knowledge of best practices in infection prevention and control (IPC) and to enable them to apply their knowledge in practice. The training is practical and clinically orientated and can be applied to any low resource setting.

What is the content of this course?
This is a six-month course consisting of three blocks. Each block has a two-week mandatory contact (face-to-face) session followed by a self-study period of five weeks. The contact sessions entail formal lectures in the morning with practical work in the afternoons.

BLOCK ONE (two weeks)

Module 1: Identification and transmission of pathogens
Week 1- Basics in Microbiology
• Basic aspects of anatomy and physiology of bacteria, viruses, fungi and parasites
• Mechanisms of transmission of microorganisms
• Use of the laboratory
• Interpretation of laboratory results
• Minimum requirements of laboratory support for clinical services, including IPC
• Where there is no laboratory

Week 2- Applied Microbiology
• Defense mechanisms of pathogens and the required precautions when dealing with resistant organisms
• Antimicrobial resistance
• The role of IPC in preventing the spread of antimicrobial resistance
• Antimicrobial agents and the minimum requirements of an antibiotic policy
• Antimicrobial stewardship (basics)
• Case studies and problem solving

BLOCK TWO (two weeks)

Module 2: Risk assessment and safe practices in IPC
• How IPC is structured and implemented in healthcare – WHO guidelines
• Risk management in IPC
• Core Components of IPC
• Containment of communicable disease in a healthcare facility and the community
• Isolation of patients- review of Transmission based precautions
• Risk reducing strategies in the operating theatre
• Risk reducing strategies with aseptic procedures
• Bundles to prevent healthcare-associated infection (HAI)
• Injection safety and safety-engineered devices
• Risk reducing strategies in healthcare support services
• Appropriate use of detergents and disinfectants in healthcare – a safe environment
• Procurement of personal protective equipment & IPC equipment
Module 3: Applying information to IPC programmes
- Fundamentals of surveillance methods for healthcare-associated infection
- Role of the laboratory in HAI surveillance
- Database to manage IPC information
- Calculation of basic bio statistical data
- Basic research methodologies
- Identify and manage outbreaks
- IPC policies – design and compliance
- Effective IPC audit programme and design audit tools

BLOCK THREE (two weeks)

Module 4: Improving hospital design and environment
- Influence of disease profile on hospital design
- Role of IPC in renovation or new building projects
- Ratio of sanitation facilities to beds
- Water requirements for a healthcare facility
- How the layout of a healthcare facility can be employed to accommodate healthcare processes and procedures and at the same time be beneficial to IPC
- Different designs of isolation facilities, intensive care areas, operating theatres, sterile services, milk kitchens, outpatient departments, waiting areas, and other specialty areas
- The ventilation and water supply of a healthcare facility from an IPC perspective
- Best designs for IPC in low to middle-income countries
- Food production area in relation to infection prevention and control
- Basic principles of waste and linen management

Module 5: Rendering patient and processing equipment safe
- Decontamination, disinfection and sterilization
- Operating procedures of a sterile service department
- Minimum requirements for the decontamination of patient care articles
- Validation of decontamination and sterilization processes
- Minimum requirements of a disinfection policy

Does completion of this course entitle me to undertake more advanced training in IPC?
Yes, successful completion of the course enables you to enroll for the Postgraduate Diploma in Infection Control.

Who are the lecturers in this course?
IPC experts who have completed the Postgraduate Diploma (Stell) and international experts

What can I expect in the class?
The course will be presented in the form of lectures, ward rounds, demonstrations, practical sessions, discussion groups, problem solving (IPC case studies) at place of work and report back, using analytical written reports. A formative assessment will be held at the end of each module followed by a formal examination at the end of the course.

Where is this course taught?
UIPC, 9th Floor (East), Tygerberg Hospital (Western Cape) and/or Cornerstone Institute (ICAN office), Salt River
**What is the outcome of this course?**
At the end of the course, the learners should be able to:
- Grasp the fundamental concepts of IPC.
- Be able to improve decision-making relating to IPC.
- Risk assessment of clinical practice with evidence to introduce best IPC practices.
- Bring as many provinces as possible in line with the national infection control programme

**How will I be awarded after doing this course?**
You will receive a *Certificate of Competence* based on the results of your examination and successful completion of the course.

**How much will this course cost me?**
Please contact our training team for *individual and group* costs on +2721 204 4728/9

**Training Calendar dates**
Please contact Yolanda Gouws yolanda@icanetwork.co.za for the scheduled dates of 2017 short courses. Below are the dates for our 2018 scheduled courses.

<table>
<thead>
<tr>
<th>Month of Year</th>
<th>Course Name</th>
<th>Date of Contact Session</th>
<th>Length of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Basic IPC-WASH</td>
<td>5-9 February 2018</td>
<td>5 days</td>
</tr>
<tr>
<td>February</td>
<td>PDIC – Microbiology Module</td>
<td>12-23 February 2018</td>
<td>10 days</td>
</tr>
<tr>
<td>February</td>
<td>Basic IPC for Managers</td>
<td>26 Feb – 2 March 2018</td>
<td>5 days</td>
</tr>
<tr>
<td>March</td>
<td>Basic IPC for HCW</td>
<td>5 – 9 March 2018</td>
<td>5 days</td>
</tr>
<tr>
<td>April</td>
<td>Basic IPC-WASH</td>
<td>9 – 13 April 2018</td>
<td>5 days</td>
</tr>
<tr>
<td>May</td>
<td>PDIC – Risk Management Module</td>
<td>7 – 18 May 2018</td>
<td>10 days</td>
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<tr>
<td>May</td>
<td>FIPC – Microbiology Module</td>
<td>14 – 25 May 2018</td>
<td>10 days</td>
</tr>
<tr>
<td>June</td>
<td>Basic IPC for HCW</td>
<td>4 – 8 June 2018</td>
<td>5 days</td>
</tr>
<tr>
<td>June</td>
<td>Basic IPC for Healthcare Managers</td>
<td>18 – 22 June 2018</td>
<td>5 days</td>
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<tr>
<td>July</td>
<td>FIPC – SSD Module Plus – Basic SSD</td>
<td>16 – 20 July 2018</td>
<td>5 days</td>
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<tr>
<td>July</td>
<td>FIPC – Hospital Design module</td>
<td>23 – 27 July 2018</td>
<td>5 days</td>
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<tr>
<td>September</td>
<td>PDIC – SSD Module Intermediate SSD</td>
<td>3 – 14 September 2018</td>
<td>10 days</td>
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<tr>
<td>September</td>
<td>Basic IPC for HCW</td>
<td>17 – 21 September 2018</td>
<td>5 days</td>
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<tr>
<td>October</td>
<td>FIPC – Risk Management Module</td>
<td>15 – 19 October 2018</td>
<td>5 days</td>
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<tr>
<td>October</td>
<td>FIPC – Surveillance &amp; Research Module</td>
<td>22 – 26 October 2018</td>
<td>5 days</td>
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<tr>
<td>November</td>
<td>Advanced IPC-WASH</td>
<td>5 – 9 November 2018</td>
<td>5 days</td>
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</tbody>
</table>

**How do I Register?**
All the students will register online and 50% payment of the total cost of the course will be paid before a student number is issued.
Once you have indicated your commitment to register for a specific short course the registration link will be forwarded to you.
Please make contact with Yolanda Gouws yolanda@icanetwork.co.za in this regard.

**How do I get my certificate of competence?**
Upon completion of the course requirements and satisfying the examiners, the remaining 50% of the fees has to be paid into the appropriate account. Once this has happened, you will be informed and a certificate will be issued.
Student entitlement

*Short course students* will receive a unique student number with registration and payment of 50% of the course full cost. Students receive a file with handout notes. A copy of the prescribed textbook.

*Professional course students* (PDIC; MSc in IPC) will receive a unique student number with registration. Students will receive a USB stick with softcopies of the lecture notes. A copy of the prescribed textbook. Access to Stellenbosch University library.
Short Course Registration Form

Course Name: ____________________________

Starting date: ____________________________

Email form to: yolanda@icanetwork.co.za

Title: ____________________________ Gender: Male Female

Surname: ____________________________ Initials: ____________________________

First names: ____________________________ Given name: ____________________________

Nationality: ____________________________ Ethnicity: Black Coloured Indian White

ID/Passport no: ____________________________ Date of birth: ___ / ___ / ___

Home language: Eng Afr Other: ____________________________ US no: ____________________________

Dietary requirements: None Halaal Vegetarian Other

Disability: ____________________________ Do you use a wheelchair? ____________________________

E-Mail address: ____________________________ Contact tel. no: ____________________________

Cell phone no: ____________________________ Fax: ____________________________

Postal address: ____________________________

Street/Post box: ____________________________ Street: ____________________________

Suburb: ____________________________ Suburb: ____________________________

City: ____________________________ City: ____________________________

Postal code: ____________________________ Country: ____________________________

Highest academic qualification: Grade 12 Certificate/Diploma B Degree Postgraduate/Honours Masters/Doctorate

Qualification institution: ____________________________ Year achieved: ____________________________

Qualification field (e.g. Education, Health Sciences, Natural & Physical Sciences etc.) ____________________________

Industry (e.g. Health & Wellness, Financial Services & Insurance, Public Sector and NGO etc.) ____________________________
<table>
<thead>
<tr>
<th>Work area (e.g. Health, Education and Training, Administration, Research &amp; Innovation etc.)</th>
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<tbody>
<tr>
<td>Experience (in years)</td>
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<tr>
<td>Do you belong to any Professional Associations?</td>
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<tr>
<td>Occupational Category (e.g. Anaesthesiologists, Nurse, Paramedic etc.)</td>
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<td>Currently employed?</td>
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<tr>
<td>Professional Association no:</td>
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<tr>
<td>I declare that (Name of applicant):</td>
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<tr>
<td>Signature of applicant:</td>
</tr>
</tbody>
</table>
SECTION B:

Your employer or the organisation paying for your course must complete this section.

We confirm that ____________________________________________ (our employee)

Has applied to attend the following short course with our permission:

Course Name: ____________________________________________

The organisation will pay the prescribed course fee of: R _______ _______ _______ _______, _______ _______

Before the start of the course on: Y Y Y Y / M M / D D

We confirm that ____________________________________________

Has the authority to sign this letter on our behalf.

Signature: ____________________________________________ Date: __________________________