



# Infection Prevention and Control Training - ICAN

INFECTION CONTROL AFRICA NETWORK  
Registered Charity Number: 2012/079606/08

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## Short Courses

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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

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**Tel no:** +27 21 204 4728/9

## Website

Visit our website at [www.lcanetwork.co.za](http://www.lcanetwork.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, 9<sup>th</sup> 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 is 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, 9<sup>th</sup> 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](mailto:yolanda@icanetwork.co.za) for the scheduled dates of 2017 short courses. Below are the dates for our 2018 scheduled courses.

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

## 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](mailto: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](mailto: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:**

**Courier address:**

Street/Post box:  Street:

Suburb:  Suburb:

City:  City:

Postal code:  Postal Code

Country:  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.)

Work area (e.g. Health, Education and Training, Administration, Research & Innovation etc.)

Experience (in years)

In IPC?

In Sterile Services?

In Hospital Design/WASH?

Other health related jobs.

Do you belong to any Professional Associations?

Name of the Professional Association?

Occupational Category (e.g. Anaesthesiologists, Nurse, Paramedic etc.)

Professional Association registration no.

Currently employed?

Yes

No

Current employer:

Employer contact no:

Job title:

Industry:

Work area:

Who will be responsible for payment?

Self

Company

Department

Please complete if company or Department will pay:

Payment contact person:

Payment contact no:

Payment email address:

Payment debtor code:

Please complete if applicable:

Professional Association no:

<input type="text"/>												
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I declare that (Name of applicant):

Have made sure that all the information provided on this form is correct.

Signature of applicant:

Date:

**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:  /  /

We confirm that \_\_\_\_\_

Has the authority to sign this letter on our behalf.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_