

TERMS AND CONDITIONS



Advanced Clinical Skills Centre

Private Bag 92019, Auckland 1142
Tel: +64 9 373 7599 ext 89304
Fax: +64 9 373 7971
Website: www.acsc.auckland.ac.nz

Important Health & Safety Information for ACSC Course Participants

Please take some time to read the following information prior to attending a course.

- No bags are to be taken into any Simulation Laboratories. Lockers are provided in the change rooms on the ground floor.
- Please leave valuable items at home as ACSC will not be held responsible for any lost items.
- No food or drink is to be taken into any Simulation Laboratories at any time.
- Standard precautions and OSH regulations must be adhered to at all times. Protective attire (gowns, aprons, gloves and glasses) is supplied and must be worn.
- Appropriate protective footwear must be worn (closed toed) to comply with OSH regulations.
- Parking is available at the Mercy campus and in surrounding side streets off Mountain Road. Please read all parking signs carefully as ACSC will not be held responsible for any parking fines incurred.

Eligibility

ACSC courses are open to all health professionals who are eligible to do our courses. Please contact us if you are unsure about your eligibility.

Course Prices

All course fees are quoted in New Zealand dollars and inclusive of GST. Prices quoted are subject to change without notice.

Full payment is requested with registration. If this is not practicable due to early registration then full payment is required one month prior to the commencement of the course.

Registration Closing Dates

- **Anaesthesia Simulation Courses:** Registrations close approximately one month prior to the course commencement date.

- **Resuscitation Courses:** Registrations close approximately two weeks prior to the course commencement date.
- **Surgical Skills Courses:** Registrations close one month before a course. On this day, the Programme Manager will review the course viability and a decision will be made as to whether the course proceeds. Our Registrations Administrator will keep you informed accordingly via email or telephone / mobile.

A copy of the Course programme, campus directions and any pre-course course material will be forward to you two weeks prior to the course date.

Course Confirmation

- Registration for a course is not guaranteed until a completed registration form **and** proof of full payment has been received. Placement in a course will be confirmed via e-mail by the ACSC staff.
- If your organisation or District Health Board is paying for the course, please ensure you have attached a hard copy of the company's authorised purchase order detailing the names of the participants and the correct billing address.

Cancellation Policy

If a course is cancelled by the ACSC, you will be advised at the earliest possible opportunity and arrangements will be made for your course fees to be refunded. This may occur at very short notice, in particular if the minimum number of participants has not been reached.

- Cancellations advised in writing prior to 30 days of course commencement will be refunded in full.
- Cancellations due to illness will be refunded in full. An administration fee of \$20.00 may apply.
- Cancellations received between 8-29 days prior to the event will be refunded 50%.
- A refund will not be granted if a registrant fails to attend an activity, or cancels up to one week before the course.
- ACSC reserves the right to cancel planned courses and symposia, even at short notice. In the event of cancellation, all paid course fees will be refunded. This precludes any other claims.

Advanced Clinical Skills Course Transfer Policy

- If you cannot attend a course, a substitute participant is welcome.
- If the transfer takes place five working days or more before the course, a \$20.00 administration fee may apply dependent on the circumstances.
- If the transfer takes place within five working days of the course, a \$100.00 administration fee will apply.

Liability

The University of Auckland's undertakings are limited to those set out in the course materials relating to the advertised course, together with any other terms implied by law. While from

time to time tutors may offer to provide additional assistance to a student, this does not constitute any undertaking by the University of Auckland or binding legal obligation upon it. The agreement between the University of Auckland and the course registrant is limited to the supply of the course as described in the course material.

Disability

Some of our course content is delivered on the top floor accessible only via stairs. You need to advise us if this will be a problem.

Privacy Statement

ACSC is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The personal information you provide in this form will be used by ACSC to:

- Process your registration form, which may include updating your record and profile information.
- Contact you in the event of cancellation.
- Conduct analysis or market research to identify the ongoing needs of registrants.
- Provide you with access to information about a range of current and future courses and associated events.

If you do not wish to receive such information please advise us and fax back to +64 9 373 7971 and allow four weeks for processing. ACSC may disclose the personal information, which you provide to external service providers to whom we have contracted out functions such as printers or mailing houses, but only for the purposes outlined above. You have a right to access any personal information that ACSC holds about you, subject to the exceptions in the Privacy Act. Please contact ACSC if you would like to access or correct the personal information we hold about you.

For more information on University of Auckland's Privacy Policy, please visit:

<http://www.auckland.ac.nz/ua/home/privacy>

Media Confidentiality Policy

During some ACSC courses, video and still photographs may be taken for educational use as part of the course. They will routinely be destroyed after the course, unless explicit written permission for further educational, research or promotional use has been obtained from all those appearing in them. If the course you are booked for uses video techniques, you will be notified of this when you receive pre-reading and on the day of the course.

By registering and proceeding with payment for this course, you acknowledge that you have read, understood and agree to the terms and conditions stated in this document.