** OxCERPC: Sobell House: Registration Form**

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| --- | --- | --- | --- |
| Surname |  | First Name |  |
| Title | male/female | Job Title |  |
| Organisation |  | | |
| Work address |  | | Address for card payments |
|  |  |
|  |  |
| Postcode |  |
| Telephone | Work | |  |
| Email**: (joining instructions will be sent out by email only)** Email: | | | |
| Special diets and other requirements |  | | |

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| Please indicate which course/workshop you would like to attend by ticking your requirements overleaf |

Where did you hear about this course? (Tick as appropriate)

🞏 Direct mailing 🞏 Recommendation 🞏 Sobell House Website 🞏 Other website

**Payment options please select**

* I enclose a cheque for £\_\_\_\_ payable to:

**OxCERPC: Sobell House**

* Credit/debit card payment (ring 01865 225886)
* Please invoice my organisation £\_\_\_\_

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| **Name & address to send invoice** [All invoices will be sent out by email]  **Email:** |

Before requesting an invoice you **must** ensure that you **have authority from your funding body** and **provide a purchase order number**. Also check that you have the correct invoice address.

## Conditions of registration

1. ***Invoices:***  you must ensure that you have authority from your funding body before requesting an invoice

* If you request an invoice without authority you may be personally liable for the course costs.
* If your organisation uses purchase orders you should provide this with your invoice request.
* Before requesting an invoice to Macmillan you should provide us with evidence of your grant.

1. ***Cancellations:*** Unless otherwise stated for specific courses, the following policy will be applied:

* Cancellations made up to 28 days before a course will be charged a 10% administrative fee.
* Cancellations made between 28-14 days 25% of the course fee will be charged. No refunds will be given for cancellations made 14 days or less before a course.
* For non attendance no refund will be made.
* No refund will be given if you need to be absent for part of a course.
* If it becomes necessary for us to cancel the event we are committed to informing you as soon as possible. Please be aware that we will be unable to reimburse any travel/accommodation costs incurred by pre-booking in connection with the course.

1. ***Data protection***

* Your details will be added to our database and may be used for course marketing purposes

Please tick if you do not wish to receive information from us 🗖

* A list of participants may be circulated to other course participants before the course

Please tick if you do not wish your name to be circulated 🗖

I have read and understand the conditions of registration.

Signed ………………………………………………….. Date …………………………….

Please return this form along with your cheque or invoice details to:

**OxCERPC Sobell House, Churchill Hospital, Oxford, OX3 7LE** Email: [ssc@ouh.nhs.uk](mailto:ssc@ouh.nhs.uk)

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| **Courses and workshops 2017-2018** |

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| --- | --- | --- | --- |
|  |  |  |  |
| **Start date** | **Title** | **Cost** | **✓** |
|  | | | |
| 06 October | Breath-Body-Mind Integration *for breathlessness, anxiety and ‘total pain’* | £95 |  |
| 20 October | Managing Advanced Heart Failure | £95 |  |
| 04 November | Creative Songwriting and End of Life Care | £95 |  |
| 17 November | Oncology Update | £165 |  |
| 28 November | Viva la difference! Resilience from different perspectives and cultures | £95 |  |
| 30 November | Research Masterclass | £95a |  |
| 25–26 January | General Medicine for Palliative Care Physicians | £295 |  |
| 08 February | Introduction to Palliative Care | £95 |  |
| 27 February | Introduction to End of Life Care for Pharmacists | £95 |  |
| 13 March | Death & Dying: Real Life Experiences | £95 |  |
| 22 March | Spiritual Distress at the end of life | £95 |  |
| 20 April | DoLS: Past, Present and Future | £95 |  |
| 27 April | Managing Advanced Heart Failure | £120 |  |
| 08 May | Symptom Management and Emergencies in End of Life Care | £95 |  |
| 11 May | Challenging Decisions at the End of Life: *An Ethical Perspective* | £95 |  |
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| **Advanced courses in pain & symptom management 2018**  £495.00 (please use Advanced Course application form)  ***Early bird discount***  Book and pay by 31st January 2018 and receive a discount paying £450. | | | |
| 14 - 15 June | Newcastle | 27 – 28 June | Nottingham |
| 5 – 6 July | Oxford 1 | 12 – 13 July | Oxford 2 |

Book and pay online: [www.sobelleducation.org.uk](http://www.sobelleducation.org.uk)

Tel: 01865 225886

1. £50 for PCRS members