

Dear Doctor,

**ATLS (Advanced Trauma Life Support) Course  
7-9 June 2017  
The Audrey Emerton Building, Royal Sussex County Hospital, Brighton**

Thank you for your interest in our forthcoming ATLS Course to be held on 7-9 June 2017 at The Audrey Emerton Building, Royal Sussex County Hospital, Brighton. Please find attached an Application Form for your completion.

The ATLS Course is recommended during the first and second years of specialist training (ST1-2). Applications are not dealt with on a first-come-first-served basis but are short listed by the Faculty Director at least two months prior to the course date. This ensures all candidates will be of a wide range of grades and skill levels. Successful candidates will be contacted and formally offered a place in writing.

You are advised that fresh animal tissue – cow, sheep and pig – are used during the course. These are classed as Grade A type tissue. Regrettably, we cannot offer alternative products and it is not possible for attendees to opt out of this part of the course. However, where possible, tissue is wrapped in chamois leather to avoid direct contact and gloves are also provided.

The closing date for applications is Friday 17<sup>th</sup> March 2017. Please send your completed forms with a cheque for the course fees to: Katie Teague, ATLS Course Administrator, Education Centre, Audrey Emerton Building, Royal Sussex County Hospital, Eastern Road, Brighton, BN2 5BE. If you wish to pay by card, details are on the application form.

Cheques enclosed with application forms are not banked until you have been offered a place on the course and you have confirmed you would like to attend. In the event of you not being offered a place on the course, your application form and cheque will be shredded. If you wish to pay by debit/credit card this can be done once you have been offered a place on the course.

Please ensure that you have included an email address and a mobile number on your application form, as we find this the easiest and quickest way of contacting you. This is particularly useful should a candidate cancel and you are next in-line on the waiting list.

In the event that you have been offered a place and find that you are unable to attend, please could you give us as much notice as possible, so the place can be re-allocated. Please note failure to give 21 days notice prior to the course start date will result in a 50% charge of the course fee.

Yours sincerely,

*Katie Teague*

**Katie Teague**  
ATLS Course Administrator  
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