

American Heart Association Basic Life Support Provider Course (BLS-P)

2020 Guidelines

Course Aim:

The course reinforces the understanding of the importance of high-quality CPR and early use of AED, and the management of choking.

Course Duration:

3 hours 45 minutes

Certificate:

American Heart Association
BLS Provider eCard (Valid for 2 years)

CNE/CME Points:

CNE: 3.5 points

CME: Available for various colleges



Course Fee:

HA staff: HKD \$600

Non-HA staff: HKD \$660

Registration Status & Download Form:
<http://www.ha.org.hk/aetc>



 3553 3300

 aetc@ha.org.hk



急症科訓練中心 ACCIDENT & EMERGENCY TRAINING CENTRE
醫院管理局 RUTTONJEE & TANG SHIU KIN HOSPITALS
律敦治及鄧肇堅醫院 HOSPITAL AUTHORITY



AHA disclaimer : The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

Please ensure sufficient postage if the enrolment form is sent by post. Underpaid mail items with outstanding postage and surcharges will be destroyed by Hong Kong Post after 14 days of postage. AETC is not responsible for any outstanding postage or surcharge.

For details and postage calculation, please visit the Hong Kong Post website: <http://www.hongkongpost.hk/>

Enrolment Procedures and Guidelines:

I Enrolment (By mail):

- a. Please submit the completed enrolment form, and relevant supporting documents (if any) by post to the A&E Training Centre, 3/F, Tang Shiu Kin Hospital Community Ambulatory Care Centre, 282 Queen's Road East, Wan Chai, Hong Kong. All documents should be received at least 14 working days before the course commencement.
- b. **NEVER** send cash or cheque by post.
- c. Application will not be accepted if the applicant is non-eligible, or incorrect or incomplete enrolment form information given. All application documents will be returned to the unsuccessful applicant.
- d. No further application will be accepted when the course is full. All application documents will be returned to the unsuccessful applicant.
- e. **A&E Training Centre (AETC) is not liable for any loss suffered as a result of mail delivery service or insufficient postage.**

For HA applicants with Training Sponsorship via direct payment by hospital

- a. Please ensure that the HA training sponsorship is applied according to cluster Human Resources Division policy and the approval memo is obtained before the course. If the approval memo is available, kindly attach a copy with the enrolment form.
- b. If the approval memo is not available at the time of applying for the course, please submit a copy to AETC (aetc_enrolment@ha.org.hk) via email whenever it is available, before the course begins or after the course attended.

II Payment:

For non-HA applicants / HA applicants (Self finance)

- a. Temporarily enrolled applicant will receive a SMS and email within **3 working days** after AETC receive the enrolment form. A designated Bill will be attached in the email for payment settlement.
- b. Applicant must settle the payment within **3 calendar days** after receiving the Bill.
- c. After settling the payment, applicant **must** send a copy of payment receipt to Finance Dept. via email (rtskh_shroff@ha.org.hk) for payment confirmation and record keeping.
- d. **Training quota will be released if applicant cannot settle the payment within 3 calendar days after receiving the Bill and the application is deemed unsuccessful.**

For HA applicants with Training Sponsorship via direct payment by hospital

- a. The course fee will be settled by inter-hospital direct payment.
- b. If applicants are unable to provide an approval memo at the time of submitting the enrolment form, a **temporary enrolment SMS and email will be sent to applicants within 3 working days after AETC receive the enrolment form.**

- c. If applicants are unable to provide an approval memo for any reason before the course begins, an email, with designated bill attached, will be sent to applicants for payment settlement. **Please be aware that this may pose a risk of being unable to claim reimbursement for the course fee.**
- d. Applicant must settle the payment within 3 calendar days after receiving the Bill.
- e. After settling the payment, applicant **must** send a copy of payment receipt to Finance Dept. via email (rtskh_shroff@ha.org.hk) for payment confirmation and record keeping.
- f. Training quota will be released if applicant cannot settle the payment within 3 calendar days after receiving the Bill and the application is deemed unsuccessful.

III Confirmation:

For non-HA applicants / HA applicants (Self finance)

- Successful enrolment will be confirmed by email within 2 weeks after settling the payment. If no confirmation is received after 2 weeks, please contact the AETC via phone at 3553-3331.

For HA applicants with Training Sponsorship via direct payment by hospital

- Successful enrolment will be confirmed by email within 2 weeks after receiving the HA training sponsorship approval memo. If no confirmation is received after 2 weeks, please contact the AETC via phone at 3553-3331.
- a. AETC reserves the right to approve any application.
- b. If the collection of course material prior to the course is necessary, applicant will be notified via email in due course.
- c. If you need to rearrange the course date, please apply at least 14 working days before the course commencement date. The administrative fee of HK\$100 will be levied. The application is subject to the availability of the class and AETC final approval. There is NO refund for any unsuccessful application.

IV Personal Data

Your personal data provided will be used for processing your course enrolment and directly related purposes (e.g. Certificate printing). All personal data will be kept strictly confidential. Please ensure you have provided adequate information for a successful course application process. The application will be delayed or not be accepted if there is incomplete information given.

V Points to note

- a. For your safety, please ensure you have good health to attend the course. Some AETC courses require intensive manual handling operations, such as cardiopulmonary resuscitation training, patient lifting and transfer, bulky course equipment manipulation etc. If you have neck, back, limbs or waist injuries or other serious medical conditions, or you are pregnant, you are not suitable to attend the course.
- b. Participants should be aware of the AETC regulations and be disciplined to ensure a smooth course delivery.
- c. Course fee is non-refundable to the participants who have not completed the course regardless of reason(s).

AETC reserves the right to vary any terms and conditions of the Enrolment Issue at any time.

In the event of any disputes, the decision of AETC on all matters shall be final.

Basic Life Support Course (BLS)

Full Name: _____ (Capital Letters) Mr. / Ms. _____ (_____ In Chinese)
☐ Non-HA Staff ☐ HA Staff Hospital / Dept. / Rank _____
Correspondence Address: _____
E-mail address (Mandatory): _____
Mobile number: (Mandatory) _____ Office number: _____

***Please make sure the above information are clearly and correctly written**

Course Date : *Please choose 1 class out of the following

AM Class (9am – 12:45pm)

- ☐ 29 September 25 (MON)
- ☐ 24 October 25 (FRI)
- ☐ 25 October 25 (SAT)
- ☐ 30 October 25 (THU)

Course fee : ☐ HKD\$ 660 (Non-HA staff)
☐ HKD\$ 600 (HA staff) **Please attach a photocopy of Staff Card**

FOR HA Staff ONLY - Please tick if you have been

- ☐ Supported by HA training sponsorship via direct payment by hospital

Reminder: Please obtain the approval memo of HA training sponsorship via direct payment before the course starts and provide a copy to AETC. This document is necessary to confirm your eligibility for the course and payment method

Venue : 3/F Tang Shiu Kin Hospital Community Ambulatory Care Centre,
282 Queen's Road East, Wan Chai, Hong Kong

Collection of Course manual:

- ☐ Self-collection
- ☐ HKD \$60 for Courier Service

Delivery Address

(If different from above): _____

Declaration:

1. In the event of dispute in respect of these declarations or any rules and regulations arising from class, examination or event, the decision of AETC shall be final, binding and conclusive.
2. I agree that, late for attending the class by more than 30 minutes of the scheduled time would be treated as absent by AETC.
3. I understand that, if the HA training sponsorship approval is withdrawn due to absence, failing the course or any reasons, I will be responsible for covering the course fee.
4. I agree that, upon the completion of admission, I shall comply with the requirements as stipulated under the Course Application Procedures and Guidelines, including temporary arrangements, Course and Examination Notice.
5. I understand that I need to take care of my personal belongings during class, examination and event. I am solely responsible for any loss of or damage to my personal belongings during attending course and examination. AETC shall not be under any liability for any loss in such circumstances.

☐ I acknowledge that I fully understand and agree to accept the enrolment procedures and guidelines on pages 2-3. (Mandatory):

Signature: _____

Date: _____

Please fill in your postal address for returning the application documents if necessary. (Mandatory)

Name : _____	Name : _____
Address : _____	Address : _____