



**NATIONAL HEALTH LABORATORY
SERVICE**
Training and
Skills Development Department

National Training Programme

2009
Central Branch

Facilitate, Educate, Empower

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A. NHLS NATIONAL TRAINING PROGRAMME

Developmental Courses

The NHLS National Training program is aligned to national and regional business strategies and aims to provide training through a combination of internal courses and courses outsourced to accredited external training providers.

Continuing Professional Development (CPD)

The objective of the department is to provide continuing professional development activities/ workshops for all core staff. The CPD programme addresses the ultimate objective of the philosophy of continuing professional development – ‘the acquisition of new, current knowledge and measurable professional skills, with an end benefit to the patient or client’.

The Training Department has been accredited as the sole provider of CPD activities for Medical Technology within the NHLS. Each regional NHLS Training Department is an accredited service provider for CPD activities.

All laboratory CPD activities will be evaluated by the training department for registration as accredited activities under the following numbers:

Coastal	MT -09/00134
Kwazulu Natal	MT -09/00135
Central	MT -09/00136
Northern	MT -09/00137

The requirements for Continuing Education Units (CEUs) for the different registers are as follows:

Medical Technologists	30 CEUs
Medical Technicians	20 CEUs
Laboratory Assistants	10 CEUs

At least five of the above CEUs must be acquired on ethics, human rights or medical law within every year. Accrued points will be valid for a period of 24 months from the date of each activity.

The activities in this brochure supplement those that are provided on-site at each lab i.e. seminars, journal clubs, discussion groups, as well as individual activities i.e. formal studies, attendance at conferences/congresses, etc.

It is the responsibility of the individual practitioner to maintain a record of their CEUs. Form CPD1 AR on the HPCSA website may be used for this purpose and should be available in the event of any audit.

Non CPD Courses

In addition to the CPD courses, skills development courses have been included in line with national and regional strategies.

B. COURSE LIST

<u>COURSE / WORKSHOP NAME</u>	<u>CODE</u>	<u>PAGE</u>
QUALITY MANAGEMENT		
Quality Assurance and Quality Control	TT/QUAL/002	9
Introduction to QMS including Accreditation	TT/QUAL/003	9
Introduction to Laboratory management	TT/GEN/001	9
Train the Trainer	TT/GEN/002	9
Revision Course for Technologist and Technicians	TT/GEN/004	10
GENERAL/TECHNICAL		
Approach to peripheral blood smears	TT/LAB/001	10
Haematological malignancies	TT/LAB/002	10
TB Microscopy workshop	TT/LAB/003	10
TB Culture workshop	TT/LAB/004	10
Parasitology workshop	TT/LAB/005	11
Antimicrobial susceptibility testing	TT/LAB/006	11
Serological diagnosis of infectious disease	TT/LAB/007	11
Management of a PLG-CD4 laboratory	TT/LAB/009	14
Basic PLG/CD4 course	TT/LAB/010	14
Bacteriology Workshop	TT/LAB/012	11
Basic Coagulation	TT/LAB/013	11
HIV PCR Laboratory	TT/LAB/014	14
WORKPLACE SAFETY		
Health & Safety representative training H1	TT/SAFE/001	11
Use of Fire fighting equipment F1	TT/SAFE/002	12
First Aid M1	TT/SAFE/003	12
Laboratory Safety	TT/SAFE/005	12
LABORATORY INFORMATION SYSTEM		
Disa Lab Comms (1605)	IT/LIS/001	14
Oracle module 1 ORAINT	IT/ORA/001	14
Oracle module 2 ORAMAN	IT/ORA/002	14
Oracle module 3 ORAAD	IT/ORA/003	14
COMPUTER LITERACY- Microsoft courses		
Excel Level 3 - Advanced	IT/MS/003	14
Ms PowerPoint – Level 1	IT/MS/004	14
Ms Word – Level 1	IT/MS/006	14
Ms Excel Level 1	IT/MS/001	14
CUSTOMER SERVICE		
Focus on service	SKILLS/GEN/001	14
BUSINESS MANAGEMENT		
Leadership skills	SKILLS/MAN/001	14
Assertiveness	SKILLS/MAN/005	14
Communication	SKILLS/MAN/006	14
Finance for Non- Financial Managers	SKILLS/MAN/007	13

In addition to the above-mentioned courses, each branch will arrange at least one additional ethics talk, the details of which will be communicated to all staff via the Regional training manager's office.

Case studies will be sent out by the Central training department on a monthly basis. Technical staff is advised to answer the multiple choice questions as this will assist in accrual of CEU's.

Although all attempts have been made to ensure that the advertised dates, venues and other details of the courses are correct, these are subject to change. Registered delegates will be notified of any change.

Please note: The courses are designed for NHLS staff. However, some courses will be open to external delegates (subject to availability). External delegates should follow the registration protocol described on page 17.

All NHLS staff can apply to attend courses through the relevant Regional Training department (see page 15). The application form can be found on pages **18-24**.

C. CALENDAR OF EVENTS 2009

JANUARY

Course	Date/s	Venue	Application cut-off date
No courses scheduled for January			

FEBRUARY

Course	Date/s	Venue	Providers	Application cut-off date
Introduction to QMS including Accreditation	24 th -26 th Feb	Spencer Lister Auditorium Braamfontein	Kaye Fitchet 011-386-6095	26 th Jan
Finance for Non Financial Managers	10 th -12 th Feb	Conference Room, Braamfontein	Blue Mercury Consulting 011-802-1590	26 th Jan
PLG/CD4 workshop Level 2	24 th -27 th Feb	Beckman Coulter Training Centre	Denise Lawrie 011-489-8541	26 th Jan
Ms Excel – Level 1 Lab Managers & Senior Technicians	27 th Feb	NIOH Computer Training Room, Braamfontein	Dynamix Learning Solutions 011-234-5555	26 th Jan

MARCH

Course	Date/s	Venue	Providers	Application cut-off date
Induction	2 nd March	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	27 th Feb
Train the Trainer	11 th -13 th March	Universitas Seminar Room	Patrick Makgeledisa 011-489-9048	27 th Feb
Bacteriology	09 th -11 th March	Microbiology Laboratory, CH Baragwanath	Dr Janette Wadula 011-489-8726	27 th Feb
Laboratory Safety	Post poned			
PLG/CD4 workshop Level 2	24 th -27 th March	Beckman Coulter Training Centre	Denise Lawrie 011-489-8541	27 th Feb

APRIL

Course	Date/s	Venue	Providers	Application cut-off date
Induction	1 st April	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	10 th March
Mentoring workshop	2 nd April	Spencer Lister Auditorium, Braamfontein	Prof Ahmed Wadee 011-489-9184	10 th March
Quality Assurance and Quality Control	29 th - 30 th April	Spencer Lister Auditorium, Braamfontein	Roy Macfarlane 011-489-9215	10 th March

TB Microscopy Workshop	15 th -17 th April	Spencer Lister Auditorium, Braamfontein	Elsie van Schalkwyk 011-555-0428	10 th March
Approach to peripheral blood smears	08 th -09 th April	Spencer Lister Auditorium and Demonstration laboratory , Braamfontein	Dr T. Peeha 011-489-8751	10 th March

MAY

Course	Date/s	Venue	Providers	Application cut-off date
Induction	4 st May	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	08 th April
Ms Excel – Level 3 Business Managers	4 th May	NIOH Computer Training Room, Braamfontein	Dynamix Learning Solutions 011-234-5555	10 th March
Laboratory Safety	27 th -28 th May	Spencer Lister Auditorium, Braamfontein	Roy Macfarlane 011-489-9215	08 th April
Basic Interpretation of peripheral blood counts	12 th -13 th May	Spencer Lister Auditorium and Demonstration laboratory , Braamfontein	Dr T.Peeha 011- 489-8751	08 th April
Basic Coagulation	25 th -26 th May	Spencer Lister Auditorium, Braamfontein	Clive Moodley 011-489- 8418	08 th April
HIV PCR	Date to be confirmed	Venue to be confirmed	Matshidiso Jackie Moloi 011-489-8809	08 th April

JUNE

Course	Date/s	Venue	Providers	Application cut-off date
Induction	1 st June	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	18 th May
Laboratory Managers Course	24 th -26 th June	Spencer Lister Auditorium, Braamfontein	Melony Davids 011-489-9048	18 th May
Drivers / Messenger Training	18 th June	Spencer Lister Auditorium, Braamfontein	Roy Macfarlane 011- 489-9215	18 th May
Leadership Training	Date to be confirmed	Spencer Lister Auditorium, Braamfontein	Provider to be announced	18 th May
Health and Safety Representative Training			Action Academy 011-	

	Date to be confirmed	Spencer Lister Auditorium, Braamfontein	704-6597	18 th May
Use of fire fighting equipment	Date to be confirmed	Spencer Lister Auditorium, Braamfontein	Provider to be announced	18 th May
Ms Excel Level 1 Lab Managers & Senior Technicians	Date to be confirmed	Universitas Seminar Room	Provider to be announced	18 th May
First Aid	Date to be confirmed	Universitas Seminar Room	Provider to be announced	18 th May

JULY

Course	Date/s	Venue	Provider	Application cut-off date
Induction	1 st July	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	30 th June
Serology Diagnostic of Infection Disease	29 th -30 July	Spencer Lister Auditorium, Braamfontein	Dr O. Perovic 011-489-8444	30 th June
First Aid	Date to be confirmed	Conference Room, Braamfontein	Institute of Emergency First Aiders 011-822-7283	30 th June
Ms PowerPoint – Level 1 Lab Managers & Senior Technicians	Date to be confirmed	NIOH Computer Training Room, Braamfontein	Dynamix Learning Solutions 011-234-5555	30 th June
Assertiveness Training	Date to be confirmed	Conference Room, Braamfontein	Provider to be announced	30 th June
Parasitology Workshop: Blood	22 nd -23 rd July	PRF Training Centre, NICD	Rita Deventer 011- 555-0304	30 th June
Laboratory Safety	29th-30th July	Universitas	Roy Macfarlane 011-489-9215	30th June

AUGUST

Course	Date/s	Venue	Provider	Application cut-off date
Induction	3 rd August	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	13 th July
TB Culture Workshop	18 th -20 th August	NICD Auditorium Sandringham	Elsie van Schalkwyk 011-555-0428	13 th July
Haematological malignancies	12 th -13 th August	Spencer Lister Auditorium, Braamfontein	T.Peeha Dr 011- 489-8751	13 th July
Communication	August	Spencer Lister Auditorium, Braamfontein	Provider to be announced	13 th July
Ms Word – Level 1 Lab Managers & Senior Technicians	August	NIOH computer training Room, Braamfontein	Dynamix Learning Solutions 011-234-5555	13 th July

Advance QMS	August	Venue to be announced	Provider to be announced	13 th July
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SEPTEMBER

Course	Date/s	Venue	Provider	Application cut-off date
Induction	September	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	4 th August
Health and Safety Representative Training for Reps	September	Universitas Seminar Room	Action Academy 011- 704-6597	4 th August
Use of Fire fighting equipment F1	September	Universitas Seminar Room	Action Academy 011- 704-6597	4 th August
Ms PowerPoint- Level 1 Lab Managers & Senior Technicians	September	Universitas Seminar Room	Dynamix Learning Solutions 011-234-5555	4 th August

OCTOBER

Course	Date/s	Venue	Provider	Application cut-off date
Induction	1 st October	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	14 th September
Introduction to QMS including Accreditation	20 th – 22 nd October	Venue to be announced, Freestate	Provider to be announced	14 th September
Trainer the Trainer	14 th – 16 th October	Conference Room, Braamfontein	Melony Davids 011-489-9048	14 th September
TB Microscopy Workshop	19 th – 21 st October	NICD Auditorium Sandringham	Elsie van Schalkwyk 011-555-0428	14 th September
Antimicrobial Susceptibility Workshop	7 th – 8 th October	Spencer Lister Auditorium, Braamfontein	Dr O. Perovic 011-489-8444	14 th September
Stress Management	October	Spencer Lister Auditorium, Braamfontein	Provider to be announced	14 th September
Parasitology Workshop: Stool	7 th -8 th October	PRF Training Centre, NICD	Rita Deventer 011-555-0304	14 th September

NOVEMBER

Course	Date/s	Venue	Provider	Application cut-off date
Induction	2 nd Nov	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	19 th October
Quality Assurance and Quality Control	28 th – 29 th Nov	Kimberley	Roy Macfarlane 011-489-9215	19 th October
Health and Safety Representative Training	Nov	Venue to be announced, Welkom	Action Academy 011- 704-6597	19 th October

DECEMBER

Course	Date/s	Venue	Provider	Application cut-off date
Induction	1 st Dec	Spencer Lister Auditorium, Braamfontein	Central Branch: HR Safety Training 011-489-9048	19 th November
No courses scheduled for December				

COURSE DETAILS

QUALITY ASSURANCE AND QUALITY CONTROL

TT/QUAL/0022

CONTENT: Overview of the Quality assurance and Quality control practices in a Clinical Pathology laboratory.

TARGET GROUP: Newly-appointed lab managers, all technologists and technicians.

PREREQUISITES: None

DURATION: 2 days

CEUs: **12 credits**

INTRODUCTION TO QMS INCLUDING ACCREDITATION

TT/QUAL/0033

CONTENT: The course will cover all aspects of the quality management system (QMS) and provide an overview of the individual elements that constitute a QMS.

TARGET GROUP: All lab managers and Senior Technologists

PREREQUISITES: None

DURATION: 2 days

CEUs: **12 credits**

ADVANCED QMS INCLUDING ACCREDITATION

TT/QUAL/004

CONTENT: Introduction to the contents and application of the relevant ISO standards within the laboratory. This will be of value in the implementation, maintenance and monitoring of the QMS in accordance with accreditation standards and prepare staff for internal and external auditing processes.

TARGET GROUP: Staff who will become directly involved with the implementation and monitoring of accreditation processes i.e. Designated Quality Managers and Internal auditors.

PREREQUISITES: Delegates should either have attended the introductory QMS / Accreditation course or be currently, directly involved in the processes.

DURATION: 5 days

CEUs: **30 credits**

INTRODUCTION TO LABORATORY MANAGEMENT

TT/GEN/001

CONTENT: Delegates will be introduced to all aspects of their job descriptions.

TARGET GROUP: Staff who have been newly-appointed into Laboratory/Departmental managerial positions.

PREREQUISITES: Participants are required to have attended Introduction to QMS and QA & QC courses

DURATION: 3 days

CEUs: **18 credits**

TRAIN THE TRAINER

TT/GEN/002

CONTENT: Participants will learn how to:

- Understand different learning styles and identify new ways to implement effective training in the workplace
- Effectively perform competency assessments on trainees
- Encourage and establish a coaching and mentoring environment
- Prepare an effective presentation to ensure audience participation and use training aids appropriately
- Analyze training requirements—the first step towards successful training
- Use different facilitation methods and select the most appropriate methods
- Plan and implement a training event
- Evaluate the success of training

TARGET GROUP: Day 1: On-the-Job trainers; lecturers and workshop presenters (facilitators)
Day 2: lecturers and facilitators
Day 3: facilitators only

PREREQUISITES: None DURATION: 3 days CEUs: N/A

REVISION COURSE FOR TECHNOLOGISTS & TECHNICIANS

TT/GEN/004

CONTENT: The course aims to assist Clinical Pathology, Haematology, Chemical pathology and Microbiology Interns and students with the preparation for the board examination. Problems areas identified by interns and technicians will be discussed.

TARGET GROUP: Intern medical technologists who are sitting for the Board examinations

PREREQUISITES: None DURATION: 5 days CEUs: 30 credits

APPROACH TO PERIPHERAL BLOOD SMEAR

TT/LAB/001

CONTENT: This course will include an overview of the origin and development of all haematopoietic cells; pathological conditions (including anaemias, polycythaemias, haematopoietic malignancies, non – malignant white cell abnormalities); performance of manual differential counts (including interpretative comments and guide to further testing); blood film findings of platelet anomalies, HIV associated abnormalities and parasite detection.

TARGET GROUP: All newly qualified technologists and technicians working in a clinical pathology environment with minimal experience in differential counts. (NHLS staff only)

PREREQUISITES: None DURATION: 3 days CEUs: 18 credits

HAEMATOLOGICAL MALIGNANCIES

TT/LAB/002

CONTENT: This course will address the WHO classification of TUMOURS of HAEMATOPOIETIC and LYMPHOID TISSUES. Involving case studies and practical examination of slides

TARGET GROUP: Medical Technologists currently reporting differential counts in the laboratory.

PREREQUISITES: At least one year experience in differential counting

DURATION: 3 days CEUs: 18 credits

TB MICROSCOPY WORKSHOP

TT/LAB/003

CONTENT: This course will introduce the National TB programme, and will include stain preparation, QC, reporting, maintenance of statistics (as well as extracts for the DOH), and turnaround time. SOPs will be provided. The mainstay of TB diagnosis and monitoring is microscopy, and the aim of this workshop is to standardize the diagnostic and reporting procedure. There will be hands – on practical session.

TARGET GROUP: Laboratory technologists and technicians.

PREREQUISITES: None DURATION: 3 days CEUs: 18 credits

TB CULTURE WORKSHOP

TT/LAB/004

CONTENT: This course will include sample registration, results input, organizing the TB laboratory layout and work flow, equipment and reagents, stock management, contamination, IQC, EQC, Accreditation, record keeping, reporting, waste control, susceptibility testing, identification of Mycobacteria, PCR, managing statistics and management reports and continuous improvement in the TB laboratory.

TARGET GROUP: TB Laboratory staff

PREREQUISITES: None DURATION: 3 days CEUs: 18 credits

PARASITOLOGY WORKSHOP

TT/LAB/005

CONTENT: This course aims to provide practical laboratory training in the diagnosis of common stool and urine parasites

TARGET GROUP: Bench technology who are currently performing parasitological test. Places are limited by the number of microscopes available on site

PREREQUISITES: None DURATION: 3 days CEUs: 18 credits

ANTIMICROBIAL SUSCEPTIBILITY TESTING (AST) WORKSHOP

TT/LAB/006

CONTENT: The course will include the use and application of various methods of AST including disk diffusion vs automated AST systems, atypical organisms, MICs and interpretation of antibiotics using current CLSI guidelines.

TARGET GROUP: All qualified technologists and technicians.

PREREQUISITES: None DURATION: 2 days CEUs: 12 credits

SEROLOGICAL DIAGNOSIS OF INFECTIOUS DISEASE

TT/LAB/007

CONTENT: Serological diagnosis has been showing remarkable advances in the microbiology laboratory. Microbiologists, virologists, clinical pathologists and others use these tests to interact with all fields of medicine. The aim of this course is to highlight the procedures in major assays which are performed in microbiology laboratories and the interpretation in clinical setting. Included are the important diagnostic approaches that take into consideration the response against microbial agents.

TARGET GROUP: Registrars in Microbiology, Virology and Clinical pathology and senior medical technologists from serology laboratories are eligible to attend this workshop

PREREQUISITES: None DURATION: 2 days CEUs: 12 credits

BACTERIOLOGY WORKSHOP

TT/LAB/012

CONTENT: This course will address general and specific requirements involved in processing of various microbiological specimens namely: cerebro-spinal fluids, blood cultures, urine, sputum, and stool.

Microscopy and culturing techniques (media, various incubation times and temperatures) will be emphasised.

TARGET GROUP: Junior technologists/ technicians and junior pathology registrars

BASIC COAGULATION

TT/LAB/013

CONTENT: This course serves to impart an understanding of both coagulation theory and test. It will include manual coagulation testing, theory covering the basic aspects of coagulation viz. coagulation cascade and the tests that revolve it as well as troubleshooting

TARGET GROUP: Technicians / Technologists

PREREQUISITES: None DURATION: 2 days CEUs: 12 credits

HEALTH & SAFETY REPRESENTATIVE TRAINING H1

TT/SAFE/001

CONTENT: Explain the specified requirement to conduct health and safety representation activities in the workplace
Describe the legislative framework of workplace health and safety legislation, legislation pertaining to health and safety representatives, and the effect on the duties of health and safety representatives of health and safety legislative
Participate in activities within health and safety structures
Participate in the actions to address health and safety related issues

TARGET GROUP: Newly appointed Health and Safety representatives

PREREQUISITES: None Duration: 1day CEU's:?

USE OF FIRE FIGHTING EQUIPMENT F1

TT/SAFE/002

CONTENT: Fire Introduction
Giving warning of a fire

The burning process
The Fire tetrahedron
Classes of fire
PPE
Extinguishing mediums and extinguishers
Fire equipment requirements

Methods of operation
Care and maintenance of Fire equipment
How fire spreads
Fire prevention
Fire hose reels
Fire buckets
Fire blankets
Getting out alive
Lifting and carrying techniques

TARGET GROUP: All staff

PREREQUISITES: None Duration: 4hrs CEU's:?

FIRST AID M1

TT/SAFE/003

CONTENT: Principles of emergency care
Artificial respiration
One Man CPR
Airway obstruction
Wounds and Bleeding
Shock, unconsciousness and fainting
Fractures and splinting
Burns
Head and spinal injuries
Practical demonstrations and participation by learner in practical exercises

TARGET GROUP: First Aiders

PREREQUISITES: None Duration: 3days CEU's:?

LABORATORY SAFETY

TT/SAFE/005

CONTENT: Legislation, responsibilities, Safety manuals, inspections and audit protocols, cause analysis

TARGET GROUP: All Lab managers, safety representative, technologists/ technicians

PREREQUISITES: None DURATION: 2 days CEUs: **12 credits**

FINANCE FOR NON FINANCIAL MANAGERS

SKILLS/MAN/007

CONTENT: An understanding of financial jargon enabling a greater role in discussions and decisions involving financial issues.
Improve their understanding of the financial ramifications of their decisions - whether these relate to: an impact on the income statement, balance sheet or cash flow statement.
Understand the difference between cash and profits.
Understand depreciation, provisions and accruals.
Understand how the requirements of the PFMA and treasury regulations impact activities.
Be able to identify fraud indicators and apply deterrence techniques.
Understand the budgetary control process and its relationship to strategic planning.
Understanding what causes and drives costs.
Calculate and interpret key ratios and performance measures.

TARGET GROUP: Business Managers, HOD's and Laboratory Managers

PREREQUISITES: None

DURATION: 3 days

CEUs: N/A

D. PROPOSED COURSES – DETAILS TO BE ANNOUNCED

Please note: The details of the following courses are currently unavailable.

The Training department will inform staff in advance once dates have been confirmed.

Please check the Training link on the NHLS Intranet site at www.nhlsintranet.ac.za for news and updates.

GENERAL/TECHNICAL

Management of a PLG-CD4 laboratory

TT/LAB/009

Basic PLG/CD4 course

TT/LAB/010

HIV PCR LABORATORY

IT/LAB/0014

LABORATORY INFORMATION SYSTEM

Oracle module 1 ORAINT

IT/ORA/001

Oracle module 2 ORAMAN

IT/ORA/002

Oracle module 3 ORAADI

IT/ORA/003

COMPUTER LITERACY- Microsoft courses

Excel Level 3 - Advanced

IT/MS/003

Ms PowerPoint – Level 1

IT/MS/004

Ms Word – Level 1

IT/MS/006

Ms Excel Level 1

IT/MS/001

CUSTOMER SERVICE

Assertiveness

SKILLS/MAN/005

Communication

SKILLS/MAN/007

E. APPLICATION and CONTACT DETAILS

All delegates should send the **original** completed and signed application forms together with their approved leave application (where relevant) to the Training department in their region at least four weeks prior to the scheduled date of the event.

The application form may be found on **pages 16-19** of this brochure. This form is also available on Q-Pulse.

Registration of non-NHLS delegates will only be confirmed on receipt of payment (see page 14).

Enquiries for further course information should be directed to the Regional training managers.

COASTAL BRANCH – CC10951 Greenpoint Complex, Portwood Road Cape Town	
Trish Müller Tel: 021 417 9382 Cell: 082 900 0304 Email: patricia.muller@nhls.ac.za	Shireen Sissing Tel: 021 417 9381 Cell: 082 803 4543 Email: shireen.sissing@nhls.ac.za
KWAZULU NATAL BRANCH – CC80951 149 Prince Street Durban, 4001	
Praneel Budhu Tel: 031 327 6761 Cell: 082 803 5370 Email: praneel.budhu@nhls.ac.za	Melini Govender Tel: 031 327 6734 Cell: 083 468 0556 Email: melini.govender@nhls.ac.za
CENTRAL BRANCH – CC40951 Cnr De Korte & Hospital Street Johannesburg, 2001	
Melony Davids Tel: 011 489 9048 Cell: 082 809 5586 Email: melony.davids@nhls.ac.za	Patrick Makgeledisa Tel: 011 489 9048 Cell: 082 809 5100 Email: patrick.makgeledisa@nhls.ac.za
NORTHERN BRANCH – CC60951 Centurion PO Box 68252, Highveld Park, 0169	
Hillary Zitha Tel: 012 678 9552 Cell: 082 886 8579 Email: hillary.zitha@nhls.ac.za	Busisiwe Ngubeni Tel: 012 678 9544 Cell: 082 886 8972 Email: busisiwe.ngubeni@nhls.ac.za

F. PAYMENT DETAILS

NHLS DELEGATES

Once an application has been approved *for funding* by the Training department, the costs of the training will be settled on behalf of the staff member. For further information, see NHLS Terms and conditions (last page of Application form).

EXTERNAL (NON-NHLS) DELEGATES

Non-NHLS delegates must pay in advance, by direct payment into the NHLS banking account. Registration will only proceed after receipt of proof of payment (deposit slip) and a completed **Registration form** (on page 15).

Please use the relevant Cost Centre (CC) number as a reference number when making a deposit. See page 13 for CC number of each regional Training department.

BANKING DETAILS:

DIRECT DEPOSIT

National Health Laboratory Service

First National Bank

Parktown Branch

Branch code 250455

A/C no. 58811152924

FORM FOR EXTERNAL DELEGATES ONLY

NHLS NATIONAL TRAINING PROGRAMME REGISTRATION FORM FOR COURSES OR WORKSHOPS

Please complete this form fully and submit to relevant NHLS Regional Training Department.
Incomplete forms will not be considered.

PERSONAL INFORMATION	
<i>(Information pertaining to race, gender and physical disability are required for skills development statistical purposes)</i>	
FIRST NAME:	SURNAME:
TITLE:	
GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	DISABILITY- <i>specify</i> :
RACIAL GROUP:	
ID NUMBER:	CELL NO:
FAX NO:	TEL. NO:
E-MAIL :	HPCSA REGISTRATION NO. :
EMPLOYER DETAILS	
COMPANY NAME:	CONTACT NO. :
MANAGER NAME:	CONTACT NO. :
WORK ADDRESS:	
OTHER INFORMATION	
SPECIAL DIETARY REQUIREMENTS:	
OTHER SPECIAL NEEDS:	
COURSE DETAILS	
COURSE CODE:	TITLE OF COURSE:
COURSE DATE/S:	COURSE VENUE:
RELEVANT PREVIOUS EXPERIENCE:	
Signature of applicant:	Date:

*Note: The NHLS Training department reserves the right to cancel any courses if insufficient applications are received.
Registration forms to be submitted to the Regional Training Department Office at least 4 weeks in advance.*



NATIONAL HEALTH LABORATORY SERVICE
TRAINING & SKILLS DEVELOPMENT DIVISION

COASTAL BRANCH
Greenpoint Complex
Portsworld Road
Cape Town
Tel: 021 417 9381/2
Fax: 021 421 1063

KWAZULU NATAL BRANCH
149 Prince Street
Durban
4001
Tel: 031-3276761/34
Fax: 031 332 2929

CENTRAL BRANCH
Cnr De Korte & Hospital Str
Braamfontein
Johannesburg
Tel: 011 489 9048
Fax: 011 489 9492

NORTHERN BRANCH
Centurion
P.O. Box 68252
Highveld Park, 0169
Tel: 012 678 9552/44
Fax: 012 678 9573

CORPORATE
1 Modderfontein Rd
Sandringham
2131
Tel: 011 386 6000
Fax: 011 386 6293

APPLICATION FORM FOR TRAINING AND ACADEMIC EVENTS (please tick)

TRAINING COURSES
WORKSHOPS
CONFERENCES
CONGRESSES
MEETINGS

SEMINARS
SYMPOSIUMS
PART-TIME BURSARY
FULL BURSARY
STUDY LOAN

1. Applicants for **Courses, Workshops, Bursaries and Study loans** must complete **sections A, B, C and F**.
2. Applicants for **Scientific Meetings, Seminars and Symposiums** must complete **sections A, B, E, F and G**.
3. Applicants for **Conferences, Congresses** must complete **sections A, D, E, F and G**.

A: PERSONAL INFORMATION	
TITLE:	DATE OF BIRTH:
FIRST NAME:	ID NUMBER:
SURNAME:	GENDER: RACE:
COST CENTRE:	LABORATORY/DEPARTMENT:
JOB TITLE:	JOB GRADE:
EMPLOYEE NUMBER:	TEL NO:
FAX NO:	CELL NO:
E-MAIL:	
PHYSICAL DISABILITY(courses and workshops only): <input type="checkbox"/> YES <input type="checkbox"/> NO	DIETARY REQUIREMENTS (courses and workshops only):
LINE MANAGER:	TEL:
FAX:	CELL:
E-MAIL:	
B: PROVIDER'S INVOICING DETAILS (attach official quote if applicable)	
INSTITUTION:	ACCREDITED PROVIDER NO.:
CONTACT PERSON:	JOB TITLE:
TEL NO:	CELL:
FAX NO:	E-MAIL:
POSTAL ADDRESS:	PHYSICAL ADDRESS:
PAYMENT METHOD AND AMOUNT(S) Including VAT	
<input type="checkbox"/> DIRECT DEPOSIT:	<input type="checkbox"/> NHLS PURCHASE ORDER NO:
BANK NAME:	BRANCH NAME
ACCOUNT TYPE:	BRANCH CODE:
INSTITUTION INVOICE NUMBER(S): (if applicable)	ACCOUNT NUMBER:
TOTAL AMOUNT INCLUDING VAT:	R

Application forms to be submitted to the REGIONAL TRAINING DEPARTMENT OFFICE at least 4 weeks in advance.
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C: COURSE DETAILS			
COURSE CODE	COURSE NAME	PRICE (INCL. VAT)	DATE/S
COURSE ACCREDITATION NUMBER (if applicable):		NQF LEVEL:	

D: CONGRESS/CONFERENCE ATTENDANCE INFORMATION		
DATE/S	DURATION (days)	EVENT NAME
(a) Have you been officially invited by the organizers? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) If not specifically invited, do you intend presenting a paper or poster ? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) If presenting a paper or poster, has it been accepted by the organization? <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Nature of contribution, if any (e.g. Chairman of session or delivering a paper)		
(e) Title of paper/poster: (Please attach abstract)		

E: FINANCIAL DETAILS (PLEASE ATTACH ALL RELEVANT INVOICES TO APPLICATION FORM) (All costs inclusive of VAT)	
Registration:	R
Accommodation: No. of days = Rate per day = R	R
Travel :	R
Total Amount requested:	R
External funding/sponsorship obtained: <input type="checkbox"/> YES <input type="checkbox"/> NO (attach proof if applicable)	
PLEASE ATTACH ORIGINAL RECEIPTS FOR ALL AMOUNTS CLAIMED BY THE EMPLOYEE FOR HIS/HER PERSONAL ACCOUNT	

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F: ADMINISTRATION DETAILS

Motivation by **APPLICANT** (additional pages may be attached):

Brief motivation by **LINE MANAGER**

Name and Signature of Line Manager: _____ Date: _____

BUSINESS MANAGER / HOD NAME: _____

Approved: Declined: (please indicate reason)

Business Manager'/ HOD Signature: _____ Date: _____

REGIONAL SKILLS DEVELOPMENT MANAGER NAME: _____

Funding Approved : Declined: (please indicate reason) COST CENTER: _____

Regional SD Manager's Signature: _____ Date: _____

EXECUTIVE MANAGER NAME: _____

Approved: Declined: (please indicate reason)

Executive Manager's Signature: _____ Date: _____

G: RECOMMENDATION BY TRAVEL GRANTS / BURSARY COMMITTEE (if applicable)

Name: _____

Signature: _____ Date: _____

APPROVAL BY CEO (if applicable)

Signature: _____ Date: _____

NHLS TERMS AND CONDITIONS:

1. Applications must be accompanied by ALL required documentation.
2. ALL relevant Sections must be duly completed.
3. Payments will be made directly to Institutions by the Finance department on receipt of an original invoice.
4. Applications not received by NHLS Training department 4 weeks prior to commencement of the course may result in time delays and ultimately disadvantage registration.
5. Employees completing studies or courses are to submit results obtained and/or certified copies of certificates to the Line Manager and NHLS Training Department. Failure to comply with this requirement will jeopardise future applications.
6. The Employee gives an understanding to utilise knowledge and skills obtained for the benefit of NHLS and its employees.
7. NHLS as an Employer is investing much time and resources in the development of it employees: NHLS hereby requires that Employees spend a minimum of 1 year in the service of NHLS (from date of qualification obtained), for each financial years' assistance granted, during which time the cost of the studies will be written off. Failure to comply with this will result in the recovery of debt from monies due to the Employee.
8. Should the Employee pass all the courses registered for, he/she shall be absolved from repaying the debt.
9. The Employee shall be liable to repay the fees for all courses failed.
10. The cost of prescribed textbooks and other material are for the account of the Employee.
11. No arrangements to be made to attend any event applied for, until authorised and approved by all relevant signatories. Payments will be made directly into Applicant's or Service Provider's Banking Account by the Finance department on receipt of all invoices.
12. Employees attending Congresses are required to submit ALL original receipts and copies of certificates obtained at the Congress to NHLS Training Department within 6 weeks after the event. Failure to do so will result in the recovery of financial aid granted to you.
13. A full report must be submitted to NHLS Training Department within 6 weeks after attendance at ALL non-NHLS events. Failure to comply with this requirement will jeopardise future training applications.

I HEREBY ACCEPT THE TERMS AND CONDITIONS OF THIS APPLICATION

<i>Applicants Signature:</i>	<i>Date:</i>
SKILLS DEVELOPMENT CAPTURE	
<i>Approved:</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Date:</i>
<i>Captured by:</i>	<i>Signature:</i>

*Application forms to be submitted to the REGIONAL TRAINING DEPARTMENT OFFICE at least 4 weeks in advance.
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