

Ankylosing Spondylitis Course – Organisation check list

Tick on completion

Course Advertisement

Place course advert in Physiotherapy Frontline Journal
Distribute fliers of course details to all local clinical areas/hospitals
Course adverts should include:

1. Course title
2. Location of course
3. Time and date of course
4. Contact numbers for course application
5. Course organisers details
6. Process to secure course place
7. Price of course
8. Deposit arrangements (non-refundable for late cancellation)
9. Payment methods inc. details for cheque payee
10. Tutors details
11. Brief synopsis of course content/aims

All course adverts should be placed 3 months prior to course commencing

Securing course places and course payment

Course places should only be secured on receipt of deposit payment.
Deposits should be set at half of the full course fee - non-refundable on late cancellation
Full course payment should be received 3 weeks before course commences
Applicants should be sent receipt of payment for deposit and/or full course fees

Pre-course pack to be sent to participants

Maps to include location of hospital and rooms for lectures/hydrotherapy
Details of parking facilities and potential payment requirements
Details of canteen facilities
Details of local Hotels/Bed & Breakfast establishments for those participants who may require overnight accommodation
Pre-course reading list (provided by course lecturers)
Timetable of course content for both days (provided by course tutor)
Dress requirements for hydrotherapy and gym practical sessions ie: swim suits/towels
Request for applicants to bring tape measure and Cx goniometer to course if able

Participant packs should be sent 2 weeks before course commencing

Administration pre-course

Calculate number of course manuals required – 1 per participant
- contact course tutor 2 weeks before course commencing to advice of numbers
Photocopy required number of course certificates
- template provided, to be completed by course lectures on final day of course
Book appropriate lecture rooms/access to hydrotherapy for both days of course
Book presentation equipment required – as advised by course tutor
Inform appropriate security staff of course schedule (as applicable)
Organise local NASS members to attend as models for measuring - day/time according

to agreed course timetable (x1 model to every 2 course participants if possible)
Organise 2 of the above NASS patients to give informal, 5 minute talk to course participants entitled: "AS – a patients perspective"

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On the day of the course

Ensure adequate signs are placed in the hospital to direct course participants to meeting area on first day
Ensure provision of tea/coffee/juice for arrival & morning/afternoon breaks on each day