

**SAFE course application for funding from the AAGBI and WFSA**

**Introduction and background**

The AAGBI’s Safer Anaesthesia from Education (SAFE) course has been developed collaboratively by AAGBI and the WFSA. It has been extensively piloted by a team of trainers under the leadership of the SAFE Steering group.

It is a modular three-day training course in obstetric or paediatric anaesthesia for physician or non-physician anaesthesia providers in low-income countries. Other variants are under development.

The steering group invites applications for funding to deliver the SAFE course from appropriately experienced Faculty Leaders. A Faculty Leader should have completed a SAFE train the trainer course and taught or attended a SAFE course previously. The SAFE trainer’s manual is available under a Creative Commons License. For quality control and to maintain standards the course should be delivered as set out in the manual with faculty of the recommended size and level of experience in relation to student numbers. We ask users not to change the course materials. The AAGBI and WFSA are keen to see the SAFE course being widely used around the world in lower resource settings. SAFE courses have been delivered in Bangladesh, Bolivia, Columbia, Ethiopia, Madagascar, Malawi, Mozambique, Sierra Leone, Swaziland, Uganda, Zambia. We welcome applications for grant funding to run SAFE in other lower resource countries according to the criteria set out below.

**Applications for funding to deliver the SAFE course**

All SAFE course proposals require consideration by the SAFE Steering Group. Please note this requires SAFE course applications to be submitted to the AAGBI prior to the grant application deadline stated on the [AAGBI website](http://www.aagbi.org/international/irc-fundingtravel-grants).

Applications must be submitted in the name of the course/faculty leader, and include the names of all faculty members to be involved in the course who require funding. All individuals included in the application should be integral to the proposed course and their involvement must be described.

**Guidelines for applicants**

* All applications must be received electronically by the AAGBI prior to the deadline stated on the AAGBI website.
* Typing your name at the end of the application form is classified as a signature and is treated as legally binding; hard copies of application forms are not required.
* Applications will not be considered retrospectively, please ensure you apply for funding before the start of your course.
* All SAFE course applications must be considered by the SAFE Steering Committee or other senior member of the AAGBI SAFE leadership team. SAFE course applications that have not been reviewed will not be considered.
* Those holding trainee appointments should have a consultant (or equivalent) as referee. It is the responsibility of the applicant to organise this.
* Applications from charitable organisations or NGOs must be submitted in the name of the organisation not the individual.
* Evidence is required of other funding applied for and to be raised
* Applicants must ensure they have completed the form in full and attached all of the requested documentation outlined in the checklist noted on the final page of each application form.
* Applicants who are successful are required to write a 500 word report including evaluation and feedback from participants in training to be uploaded to the AAGBI website.
* UK faculty are expected to contribute to their own travel costs (50%), in line with the principles applied to IRC grants
* Charitable financial contributions to other charities or organisations are excluded from funding applications

**Section 1: Applicant Details**

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| **Name of SAFE course/faculty leader:** | **AAGBI Membership number *(if applicable)*:** |
| **GMC or IMC registration number *(if applicable)*:** | **Contact phone number:** |
| **Address for correspondence:** | **Email address:** |
| ***Trainees only*** |
| **Current grade and years of anaesthetic experience:** |
| **Consultant referee:** |

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| **Course team members and their role in the course (please list all members of the team) What previous experience do the team members have of delivering SAFE training?** *A**Faculty Leader should have previously completed a SAFE train the trainer course or equivalent to be considered for funding*

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| **Name of Course Team Member** | **Role in course** | **Completed SAFE train the trainer course?** Yes/No | **Previous SAFE course experience** | **Is CV attached to application?** |
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| *Please ensure that a short summary of each individual’s CV and prior experience of SAFE is included with your application. Applications will be rejected if required information is missing.* |

**Section 2: Course details (obstetrics or paediatrics)**

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| **SAFE course leader (name and brief summary of relevant experience in SAFE training)** Name of course leader:Summary of experience in SAFE training:**Course leader’s agreement to deliver SAFE course as set out in the training manual** Tick to agree |
| **Please specify which course you wish to run** SAFE Obstetrics SAFE Paediatrics |
| **Delivery location(s) : Country, region(s), town(s)** *please explain why the location has been chosen:*  |
| **Local co-ordinator(s) in the delivery location:** Local co-ordinator(s):**Sponsoring organisation in the delivery location:** Organisation: |
| **Proposed starting date and duration of course:**

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| --- | --- |
| **Start date:** | **Finish date:** |
| **Duration of course:**  |

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| **Course outline:** *please explain how you intend to deliver the course (number of participants, locations, other logistics that may be relevant) and how you will use the SAFE course materials from the manual:* |
| **Number of delegates per course:** |  |
| **Number of courses run:** |  |
| **Is this part of an existing project that has already been established or is this a new project?** |
| **Is this course supported by the local partner?** *(please provide details and evidence)* |
| **Are local faculty involved?** *(please provide details and evidence)* |
| **Have you involved the National Anaesthesia Society?** *(please provide details and evidence)* |
| **How does your proposal to offer a SAFE course fit with the development of anaesthesia locally or anaesthesia as a speciality in the country?** |
| **How is the course driven by the health needs of the country? How does the course align with national, district or local health plans?** |
| **What is the expected output of this course?** |
| **How will the impact of the course be measured/ monitored?** |
| **Knowledge/skills transfer: please indicate if there is any train the trainers element in your course to develop capacity in local organisation(s)**  |
| **Number of overseas individuals likely to benefit:** |
| **Details of quality assurance and evaluation, assessment of outcomes. A SAFE evaluation template will be provided.** *(please note that course participants feedback will be required for any training provided)* |
| **How will the course encourage development of the applicants?** *(for example, if some of the faculty have not delivered SAFE before, this may be their opportunity to learn from experienced SAFE trainers)* |
| **Details of how sustainability and benefits of the project work will be maintained in the future.** |

**Section 3: Funding**

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| **Detailed breakdown of costs. State other potential or actual sources of funding:**

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| **Item**  | **Cost per item *(GBP)*** |
| Flights |  |
| Transport |  |
| Accommodation |  |
| Stationary and course materials |  |
| Book donations |  |
| Medical equipment |  |
| Translator costs |  |
| Excess baggage |  |
| Courier fees |  |
| Customs charges |  |
| **Total amount requested:** |  |

Additional information (if applicable):**Is this funding request for full funding or part funding?**Full funding [ ] Part funding [ ]  |
| **State other sources of funding – include both agreed funding and funding applied for.** **Details of agreed funding:**

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| Organisation/Charity name: |  |
| Amount received: |  |

**Details of funding applied for but not yet approved:**

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| --- | --- |
| Organisation/Charity name: |  |
| Amount received: |  |
| Expected date of outcome: |  |

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| **Please list any SAFE or IRC funds awarded to you (or collaborators on this course) within the last five years (amount, year and course):** |

**Checklist**

Are all sections of the application form been filled out? [ ]

Have you included a consultant reference if you are a trainee? [ ]

Have you included a copy of your CV? [ ]

Have you included an invitation/acknowledgement letter by the local anaesthetist, local hospital, local department of health or recognised international organisation? [ ]

Have you included any necessary evidence to show that the course is coordinated and collaborated with local partner, other organisations or individuals in the area with similar aims (if applicable) [ ]

**Consent**

By typing my name below by way of signature, I agree to:

1. Deliver the SAFE course according to the manual
2. Submit a report to IRC following the course. If the course lasts more than six months, reports will be submitted to IRC at intervals of not more than six months in addition to the final report.
3. To possible publication of my report on the IRC AAGBI website, and other possible publications.
4. To the conditions outlined in the instructions above. To the best of my knowledge, the information contained herein is accurate. I understand that reports of previous courses have participated in may be used by the IRC as part of the decision process.

**Signature:**

**Date:**

*Please email this application to:* *secretariat@aagbi.org**.*

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| ***AAGBI TO COMPLETE*** |
| Considered by SAFE Steering Group: | Date: |
| Endorsed [ ]  Not Endorsed [ ]  | Date |
| Comments: |
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