



## **Critical Care Skills Institute**

Old St Mary's Hospital  
Hathersage Road  
Manchester  
M13 0JH

Telephone: 0161 701 7829  
Website: [www.gmccsi.org.uk](http://www.gmccsi.org.uk)

### Process for booking onto AIM Train the Trainers (AIM TTT)

Potential candidate identified by local AIM Lead/Champion as Instructor Potential for AIM TTT  
Instructor Potential form to be completed, signed and sent to Critical Care Skills Institute

*Critical Care Skills Institute will acknowledge receipt of the request and check availability of preferred date(s), offering alternatives if dates have been fully booked in the meantime*

Purchase order to be raised, if not already done so, to University of Manchester Hospitals NHS Foundation Trust, and sent by email to Critical Care Skills Institute [AIM.CCSI@mft.nhs.uk](mailto:AIM.CCSI@mft.nhs.uk)

On receipt of Purchase Order:

- Critical Care Skills Institute will confirm the booking
- An invoice will be raised on the NHS Foundation Trust system
- Pre-course paperwork will be sent to candidates approximately 2 weeks prior to attendance
- 

*Important – Purchase Order should be made out to the NHS Foundation Trust, not Manchester University*

*Purchase Order must be sent to Critical Care Skills Institute email address, [AIM.CCSI@mft.nhs.uk](mailto:AIM.CCSI@mft.nhs.uk), otherwise it may not be received*

*Critical Care Skills Institute will hold places provisionally for a maximum of 2 weeks pending receipt of Purchase Order*

### Non-attendance

Candidates have 3 opportunities to attend the course within a 12 month period of their first booking, after which they are deemed not reliable or not ready to enrol with the teaching faculty

If a candidate is on their first or second booking and advises their AIM Lead that they are unable to take up their AIM TTT place at all (eg moving into a new post; long-term sickness), the second and third opportunities are transferable to another member of staff as long as they attend within 12 months of the original booking

After 3 opportunities / 12 months the place is forfeited and there will be no reimbursement of the cost