

## Coaching Essentials Certificate Course (CEC)

### Terms of Collaboration

- Course name:** Coaching Essentials Certificate Course (CEC)
- Organizer:** Co-organized by Hong Kong Society for Emergency Medicine & Surgery (HKSEMS) and Accident & Emergency Training Centre, Hospital Authority (AETC)
- Target person:** Managers at various ranks and disciplines
- Date:** 3 full days
- Time:** 09:30 – 17:30
- Venue:** Accident & Emergency Training Centre, 3/F Tang Shiu Kin Hospital Community Ambulatory Care Centre, 282 Queen's Road East, Wan Chai, Hong Kong
- Class size:** Maximum 30 participants per class; if fewer than 10 participants, the course may be cancelled under the joint decision of HKSEMS and AETC. **In situation of cancellation of course because of not enough candidates or other reasons, there will not be liability on either side (i.e. HKSEMS or AETC).**
- Administration:** Course promotion, registration and office administration will be arranged and provided by AETC.
- Course content:** All content will be designed by HKSEMS and CEC Trainers
- Course fee:** HK\$2,800
- Financial arrangement:** The course fee of each student is inclusive of \$100 for royalty and certificate fee pay to HKSEMS and CEC Trainer  
The rest of balance is shared on 60%: 40% basic between HKSEMS and AETC on pro-rata basis of candidate number.
- Textbook:** Course manual will be prepared by HKSEMS CEC Trainers
- Quotation:** A quotation will be prepared by HKSEMS and be submitted to AETC before the course start. (Base on estimate of 30 students each of \$2,800 course fee and \$100 royalty fee deducted; and balance sharing of 60% (HKSEMS): 40% (AETC) i.e. \$48,600 to HKSEMS; \$32,400 to AETC).
- Training materials:** All presentation files and handouts will be prepared by HKSEMS. Handouts will be

printed by AETC.

- Equipment:** Training Room with PC & AV systems, consumable items will be prepared by AETC
- Instructor:** All Trainers of CEC will be arranged by HKSEMS. HKSEMS will be responsible for trainer honorarium on its own.
- Certificate:** The certificate of CEC will be issued by qualified trainers of HKSEMS. It will be prepared by CEC Trainers and printed by AETC.
- Evaluation:** A standard evaluation form of AETC will be prepared for all participants by AETC. An evaluation report will be provided at the end of the course within one month.
- Lunch/ Snacks:** Lunch will not be provided by AETC. Snacks will be available during the tea breaks of the course.
- Review:** **These terms of collaboration will be subjected to regular review between HKSEMS and AETC.**