



КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ
KYIV MEDICAL UNIVERSITY
EST.1992



Universal step-by-step Manual for Workshop Participants



How to participate in **optional practical workshop** at the Center for Simulation Training and Assessment and receive your certificate?

Optional workshop is a training that is announced on the official KMU website (www.kmu.edu.ua), social media (Facebook та Instagram) and via corporate e-mailing (Gmail)





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Watch the workshop announcements on the **University's website**, on **social media** and in **corporate e-mailing**



Follow the registration link, included in the announcement text, and **fill out the Google registration form completely**. There might be additional conditions or even a competitive selection among the applicants in order to determine the most motivated participants



Please, keep in mind that **registration** for any workshop **is mandatory**

Using your **corporate** e-mail during registration is a **must**





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NB: Information that you provided in the registration form will be used to issue **a participant's certificate**. That said, please, fill out your personal data **carefully**. In case if your data was entered incorrectly, the University will reissue your certificate **within 5 workdays**



Please, keep in mind: if it is **impossible to fill out a Google Form** because it is closed or doesn't accept any answers – it means that **all seats are taken**. We **do not send** any **additional confirmation** of your participation in a workshop

By filling out a registration form, you confirm and **guarantee your timely arrival and presence at a workshop** during all work time





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You have to show up at the appointed place, day and time no later than **10 minutes after official beginning** (for example, if a workshop begins at 15:00, then your seat remains yours up until 15:10. After that, your registration expires). You also must have **your student ticket or intern ticket, white coat or surgical suit, and a pair of indoor shoes**



At the entrance to the Center, the experts in simulation training and assessment will greet you. They will have lists of those who registered and will conduct the necessary briefing and registration. The expert will also check for your student ticket at the entrance in order to **confirm your identity, as our free workshops are held for Kyiv Medical University's contingent only**



During a workshop, participants **must be wearing** a white medical coat/surgical suit and indoor shoes. Also, according to quarantine restrictions, they must wear a **protective mask**





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All participants must read the **safety rules** and code of behavior at the Center of Simulation Training and Assessment of KMU. After that, the expert of the Center will offer you to leave a **corresponding signature in a registration form**



If it turned out that you **failed** to register for a practical workshop because all seats are already taken, you will still **have an opportunity to attend the workshop** on a "first come, first served" basis (waiting list, to say so), but only if participants, who registered beforehand, don't show up within **10 minutes** after beginning of a workshop



Once a workshop is over make sure to get your certificate **from a CSTA mentor**

