



Purchasing a Single Course for
Someone Else

Table of Contents

PURCHASING A SINGLE COURSE FOR SOMEONE ELSE	1
ABOUT THIS DOCUMENT.....	1
CONTACT US	1
SELECTING A SINGLE COURSE.....	2
CHECKOUT	5
CHECKOUT OPTIONS	5
PAYMENT OPTIONS	9
USING THE ACCESS CODE TO ENROLL IN A COURSE.....	12

PURCHASING A SINGLE COURSE FOR SOMEONE ELSE

de Souza Institute offers the ability to purchase a single course for someone else to **individuals or organizations in Canada**. All de Souza Institute courses are eligible!

This purchase is applicable for the following case:

- An organization, institution, or company can purchase a single course for one of their employees and pays for the course by cheque, credit card, or electronic funds transfer (EFT). **Only one (1) receipt will be issued to the purchaser. The receipt will not be issued to the employee in the organization.**

Please note: The single course purchase is subject to de Souza Institute's [Cancellation, Incomplete or No Show Policy](#). **A single course purchase must be used within two years of the purchase date.**

ABOUT THIS DOCUMENT

The following is a short tutorial on how to purchase a single course for someone else.

CONTACT US

If you encounter any difficulties while completing any of the steps in this tutorial please send an email to support@desouzainstitute.com.

SELECTING A SINGLE COURSE

- 1) Visit the de Souza Institute Course Calendar at <https://links.desouzainstitute.com/calendar> to view available courses. You can only purchase a course that is open for registration.
- 2) Select a course you would like to purchase.
- 3) Review the information and click the “Purchase Access Code(s)” to add the course to your shopping cart.

Course Calendar / AEFG03APR25
Categories: Nursing, Interprofessional, Oncology, Palliative, Primary Care

Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25)

Discover funding options available to you.

Facilitator(s): Jocelyn Brown, RN, BA, BScN, MN

This course focuses on teaching health care professionals how to recognize and assess the impact of grief and loss on their practice, and apply effective communication and coping mechanisms to reduce the risk of empathy fatigue.

The main mechanisms to facilitate learning in this course will entail eLearning and six 1.5 hour weekly real time videoconference sessions. Lecture and case based interactive learning will allow participants to explore a variety of key learning themes.

Course Syllabus

Course Objectives

By the end of this course, you will be able to:

1. Describe the types of grief experiences and their specific impacts on health care professionals;
2. Apply tools for self-assessment to recognize indicators signaling difficulties in coping and managing grief and loss;
3. Plan communication strategies to facilitate coping and build a support systems to facilitate work life balance.

Course Requirements

To receive your certificate and a 0.25 credit toward your de Souza designation, you are required to:

1. Complete a pre-course evaluation

Last Day to Register*
Mar 17, 2025
*Limited space, registration may close earlier

Course Starts
Mar 31, 2025

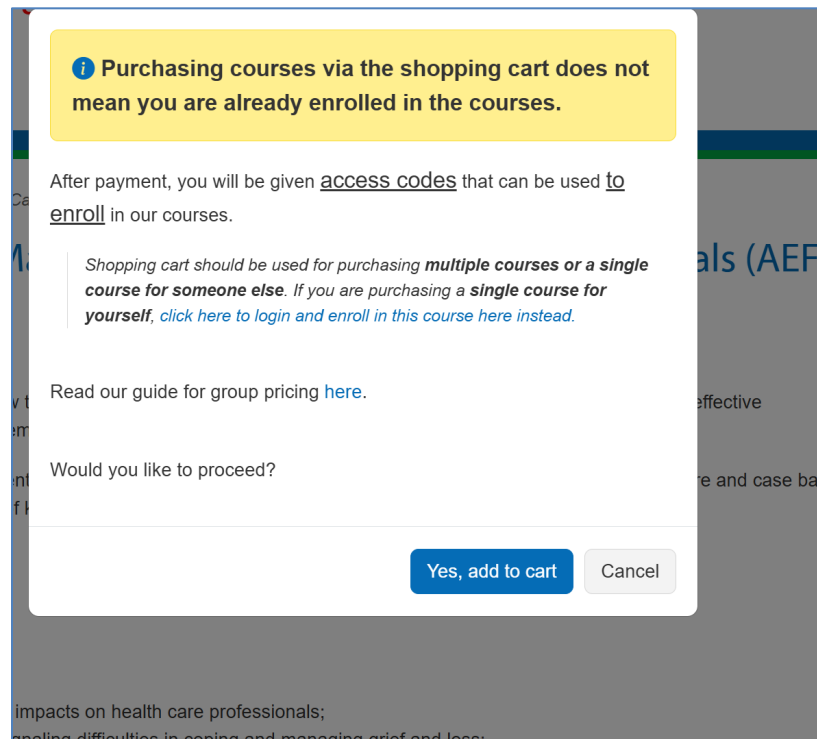
Fee (CAD)
\$553.00

International Fee (CAD)
\$774.00

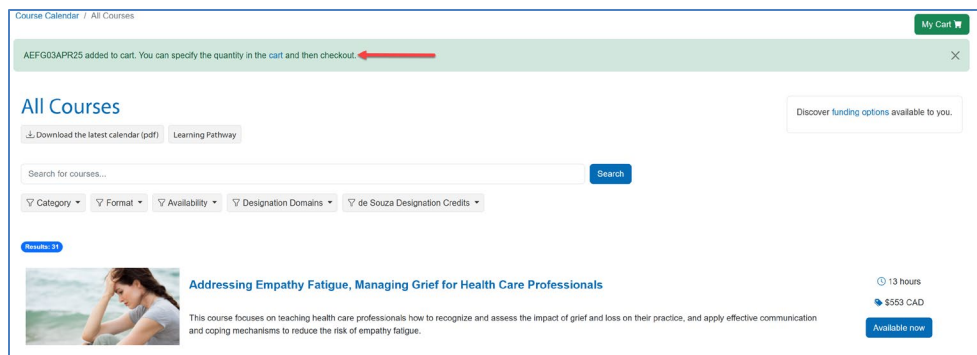
To enroll in this course:
ENROLL

To purchase multiple courses or a **single course for someone else:**
Purchase Access Code(s)

- a) A pop-up screen will show when adding a course to the cart for the first time. Click “Yes, add to cart” on the pop-up screen.



- 4) You will see a confirmation message when the course has been added to the shopping cart.



- 5) Click on **My Cart** or the **cart** link from the confirmation message, then you will be taken to the next screen.

Course Calendar / All Courses

AEFG03APR25 added to cart. You can specify the quantity in the cart and then checkout. My Cart


All Courses

Download the latest calendar (pdf) Learning Pathway

Search for courses... Search

Category Format Availability Designation Domains de Souza Designation Credits

Results: 31



Addressing Empathy Fatigue, Managing Grief for Health Care Professionals

This course focuses on teaching health care professionals how to recognize and assess the impact of grief and loss on their practice, and apply effective communication and coping mechanisms to reduce the risk of empathy fatigue.

13 hours
\$553 CAD
Available now

- 6) When ready to purchase, click “Checkout”.

Course Calendar / My Cart

My Cart

COURSE	# PARTICIPANTS	REMOVE
Advanced Pain Assessment and Management (APAM03JAN25)	1	

Add more courses Clear Cart Save

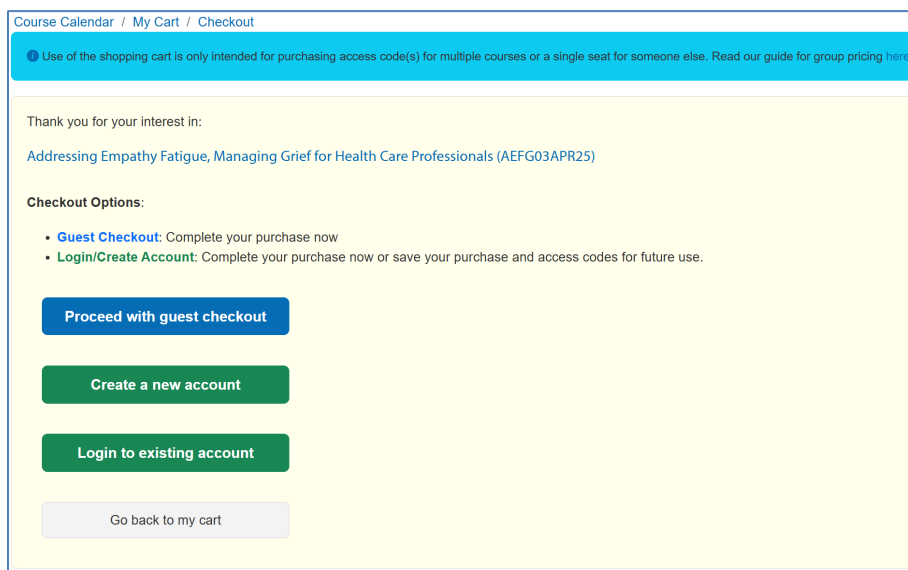
Course fees and applicable group pricing will be calculated at checkout depending on your location.

Checkout

CHECKOUT

CHECKOUT OPTIONS

- 1) If you do not have an account or not logged in, you will be redirected to a page from where you can choose one of the checkout options and continue your purchase.



You can choose to:

- a) Checkout as a guest (proceed to step 2)
 - b) Create a new account (proceed to step 3)
 - c) Login to existing account (proceed to step 4)
- 2) Checkout as a guest

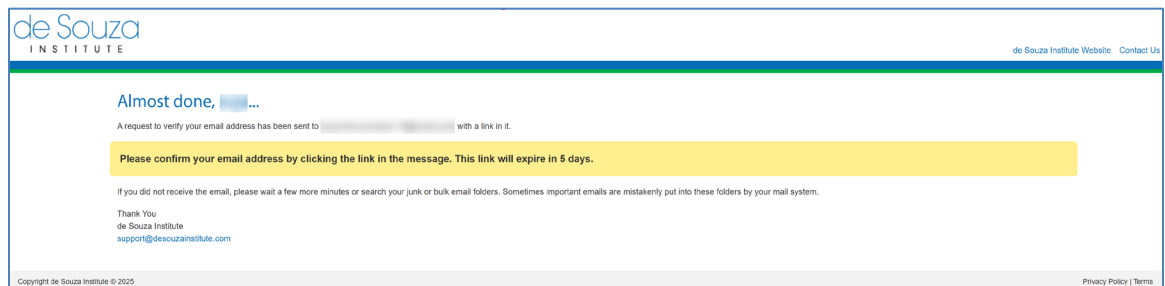
You'll be taken to the checkout page where you'll enter your contact information as the purchaser. Proceed to step 5 for the next instructions.

3) Create a new account

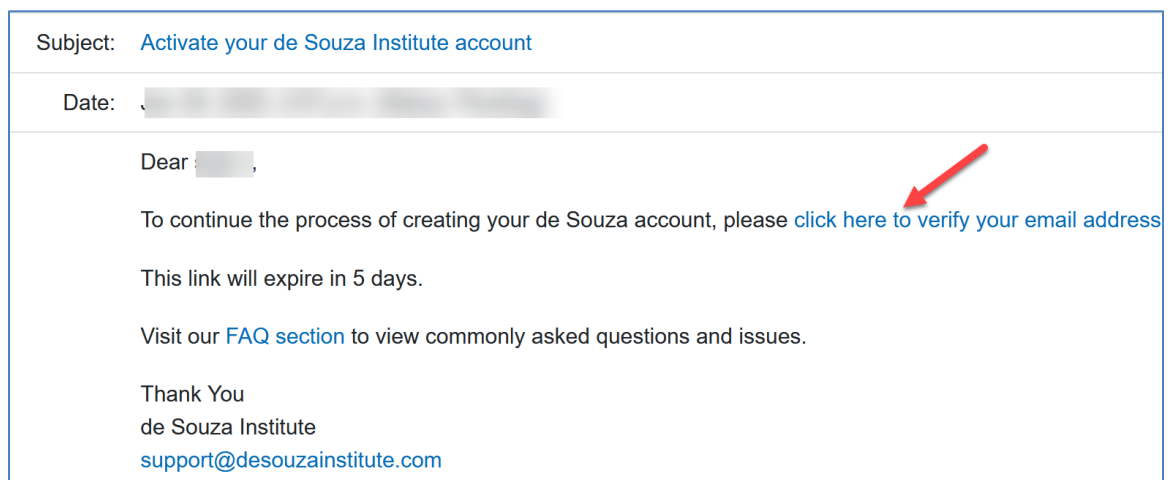
a) You'll be redirected to the sign-up page. Enter your details and click "Create my account."

The screenshot shows the 'Create Your Account' page for de Souza Institute. At the top left is the logo, and at the top right are links for 'de Souza Institute Website' and 'Contact Us'. The main heading is 'Create Your Account', followed by a note: 'To register for our courses, please create an account. Already have an account? Click here to login.' A 'digicert' logo is visible on the right. The form is divided into several sections: 'Email Address and Password' with fields for 'Your Email Address (Username)', 'Re-enter Your Email Address', 'Create Your Password', and 'Re-enter Your Password'; 'Mailing Address and Contact Information' with fields for 'Your First Name', 'Your Last Name', 'Phone', and a multi-line 'Address' field; 'Tell Us About Your Profession' with a 'Profession' dropdown, 'Department or Area of Practice', and 'Organization' fields; 'Subscribe to our Newsletter' with a consent checkbox; and 'How did you find out about us?' with a text input field. At the bottom, there is an 'Agreement' section with a consent checkbox and a 'Create my account' button, which is highlighted by a red arrow. The footer contains 'Copyright de Souza Institute © 2025' and 'Privacy Policy | Terms'.

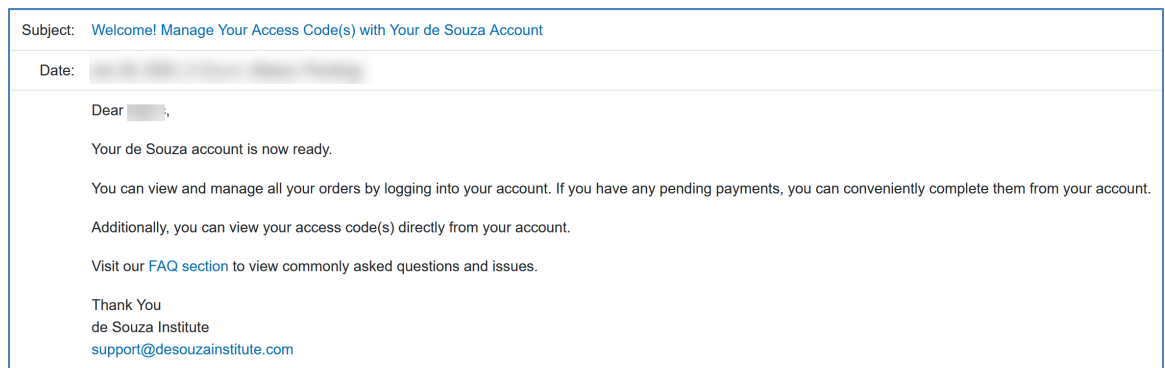
b) You will be directed to a confirmation page.



c) Check your email inbox and click the verification link.



d) Once clicked, your account will be activated, and you'll receive a confirmation email.



e) You will be automatically logged into your account and redirected to the checkout page with your information pre-filled. Proceed to step 5 for the next instructions.

4) Login to existing account:

Go to your cart and click the checkout button. Your contact information will be pre-filled.
Proceed to step 5 for the next instructions.

5) Check the “I’m buying this course on behalf of someone else” checkbox

Course Calendar / My Cart / Checkout

My Cart - Checkout

Course fees and applicable group pricing will be calculated after entering your contact information.

COURSE	QUANTITY
Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25)	1
Courses: 1	Participants: 1

Contact Information

First Name*

Last Name*

Email Address* We will use this email address to send you an email with confirmation code

Alternate Email Address

Phone*

Alternate Phone

Position Title

Organization/Institution/Company*

I'm buying this course on behalf of someone else.

Buying just one course? Check this box if you're purchasing for someone else.

Organization's Mailing Address

PAYMENT OPTIONS

1) Choose your payment method

a) Credit card payment

Course Calendar / My Cart / Checkout / Pay Online My Cart

My Cart - Pay Online

***** PLEASE READ ***** ←

The course fees and applicable group pricing have been applied. Review the information below, and if you need to make changes go back to your cart.
If everything is correct, enter your credit card information and click "Pay Now".

COURSE	FEE (CAD)	QUANTITY	SUBTOTAL (CAD)
Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25)	\$553.00	1	\$553.00
Courses: 1	Participants: 1		Total: \$553.00

[Your Contact Information](#)

If you opt for online credit card payment, and the payment is successful, the single access code will be displayed and emailed to the email address that had been entered. Distribute the access code to the intended participant.

Course Calendar / My Cart / Receipt Receipt (pdf)

Thank you for your purchase.

Download your receipt here. **Please keep the receipt for your records.** The information on this page will also be emailed to you.
Please complete the enrollment process for each course by using the access codes provided below.

Participants must complete the enrollment process for each course by using the access codes provided below. If this purchase is for your organization, you are responsible for distributing these access codes and instructions to each participant. Spots are limited and purchase of an access code does not guarantee a spot in the course until the access code is used and the participant is confirmed as paid.

Instructions for using the access codes to enroll in a course: ←

- To register for courses, you must have a de Souza account.
- If you don't have an account, create one now. Once you have submitted the form and verified your email address your account will be approved.
- Once you have an account, click on the course links provided below. Enter your email address and password then fill out the enrollment form. When prompted for payment, click on the "I have an access code" button and enter the matching access code. A confirmation will be displayed once you are enrolled in the course.
- You can view videos and instructions for how to enroll on our tutorial page.
- Please review de Souza Institute's Cancellation, Incomplete or No Show Policy and other policies.

ACCESS CODE	REGISTER FOR EACH COURSE USING THE LINKS BELOW (LOGIN REQUIRED)
8951-5afd3	Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25) Register by: March 17, 2025

Your Purchase Details

COURSE	FEE (CAD) - Group Pricing*	QUANTITY	SUBTOTAL (CAD)
Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25)	\$ 553.00	1	\$ 553.00
Courses: 1	Participants: 1		Total: \$ 553.00

[Your Contact Information](#)

If you're logged in and unable to complete your payment now or prefer to pay by credit card later, you can complete the payment directly from your account by following these steps:

- i) Login to <https://my.desouzainstitute.com/>
- ii) Under My Account, click on 'Manage Access Code(s)'
- iii) Click on the 'pay by credit card' button

The screenshot shows the 'My Account' page with a sidebar on the left containing navigation options like 'Home', 'Manage Access Code(s)', 'Certificates & Receipts', and 'Profile'. The main content area is titled 'Your Orders' and contains a table with the following data:

Receipt or Invoice Number	Date of Purchase	Amount	Number of Seats	Number of Courses	Payment Status	Payment Method	Actions
345-1174	Jan 28, 2025, 2:46 p.m.	\$ 553.00	1	1	Pending Pay by credit card	Online (credit card)	View Details

A red arrow points to the 'Pay by credit card' link in the 'Payment Status' column, and another red box highlights the 'View Details' link in the 'Actions' column.

- iv) Or you can view the details of your order and pay from there

The screenshot shows the 'View Order' page for receipt number 345-1174. It features a table with course details and a 'Transaction Details' section. The course table is as follows:

COURSE	FEE (CAD)	QUANTITY	SUBTOTAL (CAD)
Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25)	\$553.00	1	\$ 553.00
Courses: 1	Participants: 1		Total: \$ 553.00

The 'Transaction Details' section includes the following information:

- Date of Transaction:
- TransID:
- Invoice Number: 1174
- Payment Method: Online (credit card)
- Payment Type: Pending [Pay by credit card](#)
- Amount: \$ 553.00
- Updated By:
- Address:

A red arrow points to the 'Pay by credit card' link in the 'Payment Type' field. The 'Contact Information' section on the right lists fields for Name, Position Title, Email, Alternate Email, Phone, Alternate Phone, Organization, and Address.

b) Cheque or Electronic Funds Transfer

We prefer payment by credit card or electronic funds transfer (EFT). If cheque payment is your only option, please confirm the purchase by clicking Submit. An invoice will be generated, displayed on-screen, and sent to the email address you provided.

Course Calendar / My Cart / Checkout / Invoice Print

Invoice 345-1178

***** FOR YOUR IMMEDIATE ATTENTION ***** ←

Print this page and check your email.

We accept payments from credit card or Electronic Funds Transfer (EFT) or cheque.

If your total amount exceeds CAD 10,000, you cannot pay by credit card. We recommend that you use Electronic Funds Transfer (EFT) or cheque.

If paying by cheque is the only option for you, please send to address below along with a printed copy of this invoice. After receiving your payment, we will email you the **access codes** along with further instructions on enrolling in the courses you have selected. If we have not received your payment **prior to the earliest registration end date** listed below then the participants will not be able to enroll in the course.

For more information, see the [Cancellation, Incomplete or No Show Policy](#).

Please make payments payable to:

de Souza Institute
c/o Toronto General Hospital
200 Elizabeth Street, RFE 3-440
Toronto, Ontario, Canada M5G 2C4
Contact support@desouzainstitute.com

COURSE	FEE (CAD)	QUANTITY	SUBTOTAL (CAD)
Addressing Empathy Fatigue, Managing Grief for Health Care Professionals (AEFG03APR25) Register by: March 17, 2025	\$553.00	1	\$ 553.00
Courses: 1	Participants: 1		Total: \$ 553.00

[Your Contact Information](#)

Once the cheque or EFT is received, de Souza Institute will mark the invoice as “paid.” An email with the single access code that was purchased will be sent. Distribute the access code to the intended participant.

If you're logged in and prefer to pay by credit card later, you can complete the payment directly from your account by following the steps on page 10.

USING THE ACCESS CODE TO ENROLL IN A COURSE

- 1) Intended participant will need to login to My Account and enroll as usual in the course. At the payment options screen, click on “I have an access code” button.

- 2) Enter the matching access code and click Submit.

- 3) A confirmation will be displayed once you are enrolled