

Thursday 27 November 2008

**Closing Date for bookings
Wednesday 19 November 2008 (12 noon)**

Note: We make a commitment with the venue, on your behalf, to pay for your place in response to your booking. All cancellations must be reported ASAP and at least 2 working days prior to the event. A charge of £25 will be incurred for cancelled bookings under 2 working days or for non-attendance on the day.

TIMINGS:

- 12.30 pm:** Lunch and mingling
- 1.30 pm:** Start/Introduction with
Dr Iain Lawther, GP Tutor
PCT speaker to be confirmed
- 1.45 pm:** Workshop 1
- 2.45 pm:** Refreshment break
- 3.15 pm:** Workshop 2
- 4.15 pm:** EITHER Practice Reflection Session
OR GP Appraisal Update
- 5:00 pm:** Close

VENUE:

Springfield Centre
Off Blakelaw Road
Blakelaw
Newcastle upon Tyne
NE5 3HU
Tel: 0191 2774401



SUITABILITY OF WORKSHOPS

We have applied a key indicating suitability of workshops to specific staff - these are highlighted by the initials:

- "GP" - suitable for doctors
- "N-HCA" - suitable for nurses and health care assistants
- "NCS" - suitable for non-clinical staff, ie, ancillary or reception staff

Title and Speaker	Synopsis
1) SMOKING CESSATION - Facilitated by Dawn Charlton, Smoking Cessation Advisor, Arthurs Hill Clinic	This workshop will be aimed at nurses who are intermediate smoking cessation advisors and require a yearly update. N-HCA PLEASE NOTE - THIS SESSION WILL RUN ONLY ONCE AT 1.45 PM AND IS EXPECTED TO RUN FOR 1 HOUR 15 MINUTES
2) QUESTIONS AND ANSWERS IN ENT - Facilitated by Dr Andy Welch, ENT Surgeon, Freeman Hospital	This is a question and answer based update in ENT topics from an ENT consultant at Freeman Hospital in Newcastle. Andy will have an open session where GPs can ask questions about suitable referrals, managing common conditions, advances in ENT treatments, or any other topics of interest. GP/N-HCA
3) A SPOONFUL OF SUGAR - MEDICINES MANAGEMENT - Facilitated by Linda Todd, Medicines Management Advisor, NHS North of Tyne	This session, on medicines management, is run by a pharmacist and is for ancillary and reception staff. It aims to cover S.U.G.A.R., which looks at Storage, Understanding, Groups, Answers and Regulations. This will help ancillary staff understand medicine groups, controlled drugs, repeat prescriptions, queries at the desk and many other topics. NCS
4) GENTOURINARY MEDICINE UPDATE - Facilitated by Dr Oluseyi Hotonu and Dr Medhat Basta, Specialist Registrars	This workshop is an update on GUM medicine from two specialist registrars in Newcastle. The session will focus on a variety of clinical scenarios with the opportunity to rehearse sexual history taking and examination. GP/N-HCA
5) WE ALL NEED THE NHS - HELP TO KEEP IT SAFE - Facilitated by Patrick Canner, Senior Auditor LCFS, Northumbria, Internal Audit and Counter Fraud Services	This workshop is provided by a specialist counter fraud officer and looks at fraud in the NHS. The session aims to educate staff about what fraud is, what types are committed in the NHS and about local and national strategies to counteract it. Through a case study, Patrick also will look at how fraud can be reported and investigated. GP/N-HCA/NCS PLEASE NOTE - THIS SESSION WILL RUN ONLY ONCE, 3.15 PM - 4.15 PM
6) EFFECTIVE MEETINGS - Facilitated by Steve Blades, GP Tutor	Many hours are spent in meetings of various types but are they effective and do they make the best use of busy people's time? This workshop will look at: preparation for meetings; running meetings - skills and process; common problems within meetings; follow-up after meetings. It is designed for people chairing or organising meetings. GP/N-HCA/NCS PLEASE NOTE - THIS SESSION WILL RUN ONLY ONCE, 3.15 PM - 4.15 PM
7) IMMUNISATIONS UPDATE - Facilitated by Dr Pat Francis, Consultant Paediatrician and Immunisation Co-ordinator, Newcastle General Hospital	This workshop is aimed at clinical staff and covers important changes to the childhood immunisation programme. It covers revised schedules and time tables and also important information on public health and epidemiology development. For all nurses. GP/N-HCA

Title and Speaker	Synopsis
8) GYNAECOLOGY UPDATE - Facilitated by Dr Mansour, Consultant Community Gynaecologist, Newcastle Hospitals	This workshop gives an update in areas of gynaecology suitable for clinicians. It will focus mainly on referral avoidance, clinical diagnosis and management and also pathways of care. However, Dr Mansour, a consultant in Newcastle, also will offer open questions and clinical advice. GP/N-HCA
9) "And now for something completely different"- ORGAN DONATION IN THE NHS - Facilitated by Tracy Lawther, Corneal Donation Specialist Sister, and Joyce Curwen, Senior Transplant Co-ordinator, both from Newcastle NHS Foundation Trust.	This workshop looks at organ donation in the NHS. The facilitators will aim this at all staff and it will cover the recent changes in transplant legislation, the legal aspects of consent, the challenges of approaching families, current waiting list figures, improving awareness to all and also the indications and contra-indications to transplants. It will cover aspects of corneal, solid organ and tissue transplantation. GP/N-HCA/NCS PLEASE NOTE - THIS SESSION WILL RUN ONLY ONCE, 1.45 PM - 2.45 PM
10) ASSERTIVENESS IN THE WORKPLACE - Facilitated by Helen Frankenberg, North East Change Centre	This workshop will identify a range of situations in which we need to manage demands at work and then to explore ways of being assertive to manage this demand including saying "no". GP/N-HCA/NCS
PRACTICE REFLECTION SESSION	This session will run from 4.15 pm following your 2 workshops. This session is for attendees to regroup in their practice teams and discuss key learning points to take back and implement in their practice. GP/N-HCA/NCS
GP APPRAISAL UPDATE - Facilitated by Dr Iain Lawther, GP Tutor	This session will run from 4.15 pm following your 2 workshops. The session will be a Q&A presentation on: the development of revalidation and its links with appraisal; what evidence is needed for appraisal; 360° feedback; patient questionnaires; and the new North of Tyne appraisal matching website. GPs ONLY

Booking Form - TimeOut 27 November 2008

Please indicate in order of preference, 4 workshops (1, 2, 3 & 4) you wish to attend. No 3 and 4 choices will be reserve choices which would be used should either of your 1st or 2nd choices be oversubscribed or cancelled.

IF NO ORDER OF PREFERENCE IS INDICATED, YOU MAY BE ALLOCATED TO WORKSHOPS

- Smoking Cession (Workshop 1 only)
- Questions and Answers in ENT
- A Spoonful of Sugar - Medicines Management
- Genitourinary Medicine Update
- We All Need the NHS - Help to Keep it Safe (Workshop 2 only)
- Effective Meetings (Workshop 2 only)
- Immunisations Update
- Gynaecology Update
- Organ Donation in the NHS (Workshop 1 only)
- Assertiveness in the Workplace

- Special dietary/access requirements (state in box below). Vegetarian is catered for as standard.

If you wish to have anything specifically covered in one of these workshops, we can request this from the speaker. Please state in this box any comments/suggestions and state which workshop it relates to.

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- 4.15 pm to 5.00 pm - reflection session OR
 - 4.15 pm to 5.00 pm - GP appraisal update
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PLEASE COMPLETE THIS FORM BY PRINTING **CLEARLY**, as these details appear on your certificate

Name:

Practice:

Role: (please circle) - GP / Practice Nurse / District Nurse / Health Visitor / Practice Manager / Allied Health Professional / Administrator / Receptionist / Other (please state)

Telephone No:

E-mail Address:

PLEASE ENSURE YOU PROVIDE AN E-MAIL ADDRESS - THIS WILL BE USED FOR CONFIRMATION PURPOSES. If you do not have an active e-mail address, please supply a practice/department address which you would be happy for us to confirm your booking to. All confirmations are sent electronically.

Please use this space to tell us what you have had identified in your Appraisal/PDP as a learning objective and we will see if we can use this information in developing future educational events. Please write clearly and be as specific as possible:

RETURN THIS BOOKING FORM TO: Lynn Herron, Medical Directorate, North of Tyne NHS, Bevan House, 1 Esh Plaza, Sir Bobby Robson Way, Great Park, Newcastle upon Tyne, NE13 9BA
Telephone: 0191 217 2827/**Fax:** 0191 217 2510/**E-mail:** lynn.herron@northtyneside-pct.nhs.uk
Queries only to: Jacqui.douglas@northoftyne.nhs.uk.

Please note: We try to accommodate all requests for spaces at these events, however we do have a maximum capacity which we must adhere to for health and safety reasons. We do operate a reserve list and therefore all cancellations must be directed to us, in order to reallocate places. An e-mail will be sent to confirm your booking. We are unable to offer places on any event without prior booking. Places cannot be offered on the day of the event.

If in any doubt please ring to check we have received your booking.