

Thursday 9th October 2008

Timings

Lunch & mingling	12:30 pm
Start/Introduction	1:30 pm
GP Tutor and Lyn Dixon Director of Service Modernisation/Executive Nurse NHS North of Tyne	
1st Session	1:45 pm
2nd Session	3:15 pm
3rd Session	4:15pm
Close	5:00pm

**VENUE: Springfield Centre, Off Blakelaw Road,
Blakelaw, NE5 3HU**

**Closing Date for bookings
Monday 29th September (12 noon)**

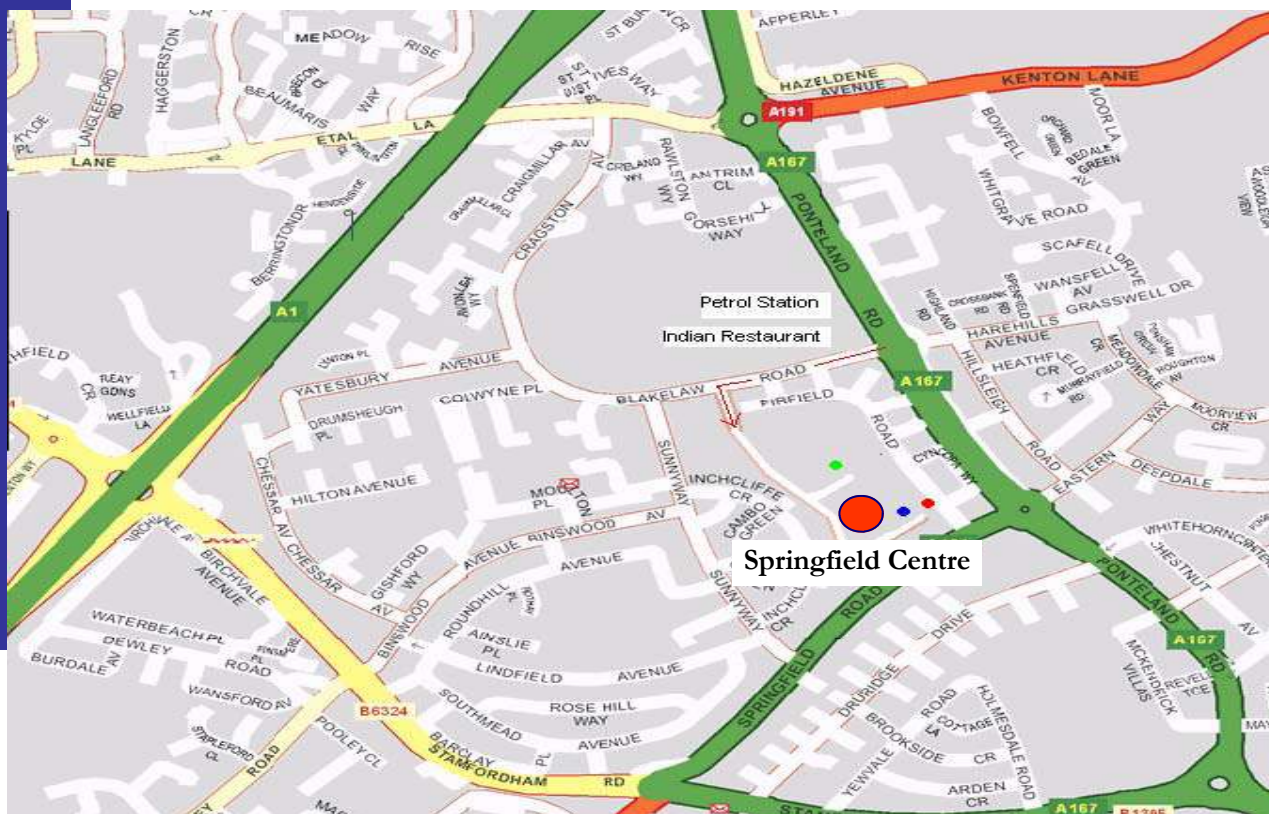
Note: All cancellations must be reported asap and at least 2 working days prior to the event. A charge of £25.00 will be incurred for cancelled bookings under 2 working days or for non attendance on the day.

Who can attend ?

This event is aimed firstly at clinicians from the Newcastle North East and Central areas. For each event priority is given to clinicians from the host locality for whom cover will be provided. Places (but no cover) will also be available to Newcastle clinicians from outside the locality if available. Sessional GPs on the Newcastle performers list or working in Newcastle will also be able to attend.

What cover will be available ?

Cover will be provided by NDUC from 12 noon to 6.30 pm to practices for both localities for this event.



The Time out programme for Newcastle is decided by the Newcastle Time out Planning group and Co-ordinated in rotation by the GP tutors **Dr Paula Wright** and **Dr Iain Lawther** (responsible for the October and November 08) events.

Practice Reflection Session

This session will run from 4:15pm 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.

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

- "GP" - suitable for doctors;
- "N-HCA" - Nurses and health care assistants;
- and "NCS" - suitable for non-clinical staff, i.e. ancillary or reception staff.

Title and Speaker	Synopsis
1) SMOKING CESSATION - Facilitated by Dawn Charlton, Smoking Cessation Advisor, Arthurs Hill Clinic (2 Workshops)	This will be a split workshop by a specialised smoking cessation advisor. The first hourly sessions will be aimed at nurses who are intermediate smoking cessation advisors and need a yearly update. The other hourly session will be aimed at successful brief intervention strategies for smoking cessation and will apply to doctors/nurses. GP/N-HCA
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) GENITOURINARY 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 taking a thorough sexual history, correct techniques for clinical and genital examinations and a refresher in common sexually transmitted infections. 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
6) EFFECTIVE MEETINGS - Facilitated by Steve Blades, GP Tutor	This workshop is carried out by our GP and postgraduate tutor colleague Steve Blades and looks at how to make the most of meetings. It will look at aspects such as communication skills, time management, negotiation and reaching resolutions. This will be suitable for all clinical and non-clinical staff. GP/N-HCA/NCS
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 timetables and also important information on public health and epidemiology development. For all nurses. GP/N-HCA
8) GYNAECOLOGY UPDATE - Facilitated by Dr Karen Brown, Consultant Gynaecologist, RVI	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, Karen, 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 Curven, 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; we make a commitment with the venue, on your behalf, to pay for your place in response to your booking. Please ensure you can attend this event prior to booking a place. WE RESERVE THE RIGHT TO CHARGE £25 FOR CANCELLED BOOKINGS OR NON ATTENDANCE.

Booking form — 9th October 2008

Please indicate in order of preference 3 workshops (1, 2 & 3) you wish to attend. No. 3 choice will be a reserve choice 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 YOUR WORKSHOPS.

- 1) **SMOKING CESSATION**
GP/N-HCA
- 2) **QUESTIONS AND ANSWERS IN ENT**
GP/N-HCA
- 3) **A SPOONFUL OF SUGAR**
NCS
- 4) **GENITOURINARY MEDICINE UPDATE**
GP/N-HCA
- 5) **WE ALL NEED THE NHS - HELP TO KEEP IT SAFE**
GP/N-HCA/NCS
- 6) **EFFECTIVE MEETINGS**
GP/N-HCA/NCS
- 7) **IMMUNISATIONS UPDATE**
GP/N-HCA
- 8) **GYNAECOLOGY UPDATE**
GP/N-HCA
- 9) **Organ donation in the NHS**
GP/N-HCA/NCS

- 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.

Practice

Reflection session 4:15pm to 5:00pm - please state which practice your are attached to, this will enable us to process your booking.

Name

Role

PLEASE COMPLETE THIS FORM BY PRINTING CLEARLY, as these details appear on your certificate

Practice

Telephone No

E-mail address (*PLEASE ENSURE YOU PROVIDE AN EMAIL ADDRESS - THIS WILL BE USED FOR CONFIRMATION PURPOSES - IF YOU DO NOT HAVE AN ACTIVE E-MAIL ADDRESS PLEASE SUPPLY A PRACTICE/DEPT EMAIL ADDRESS WHICH YOU WOULD BE HAPPY FOR US TO CONFIRM YOUR BOOKING TO.*)

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 to:

Maritza Hernandez
Medical Directorate, North of Tyne NHS,
3rd Floor, Centre for Advanced Industry,
Coble Dene, North Shields,
Tyne and Wear

Queries only to: Jacqui.douglas@northoftyne.nhs.uk

Telephone 0191 217 32691 or Fax 0191 217 2150

E-mail responses to: Maritza.Hernandez@northoftyne.nhs.uk

Please note: We endeavour 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 Email will be sent to confirm your booking - WE ARE UNABLE TO OFFER PLACES ON ANY EVENT WITHOUT PRIOR BOOKING AND CONFIRMATION ISSUED FROM THIS OFFICE CONFIRMING THE BOOKING

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