

Newcastle West PBC Locality

Thursday 19 March 2009

Closing Date for bookings
Wednesday 11 March 2009 (12 noon)

Please be aware that places may be fully booked before the closing date.
Please see terms of booking on booking form.

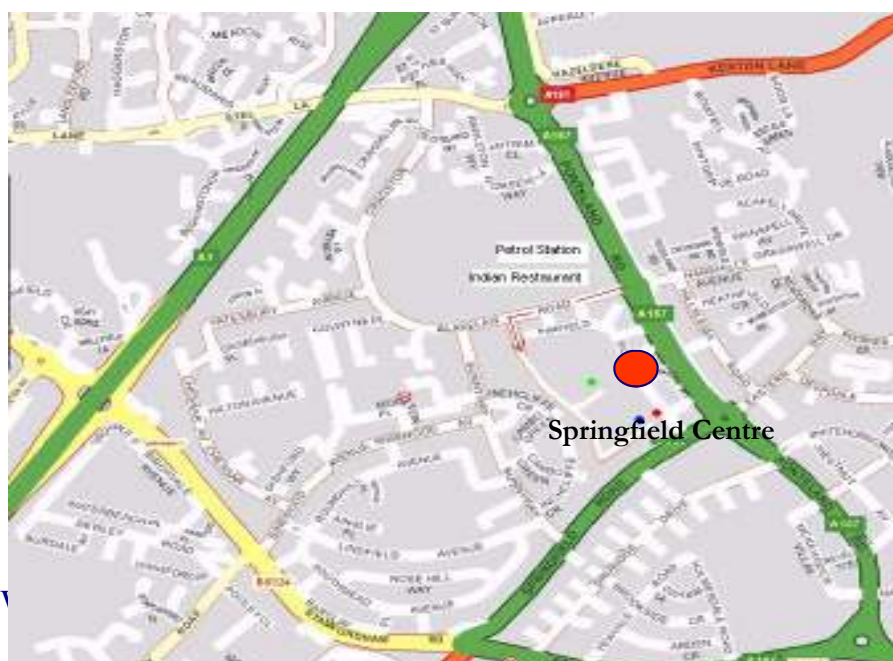
Programme Coordinator: Dr Paula Wright, GP Tutor, NHS North of Tyne

PROGRAMME:

- 12.20 pm Lunch, Visit sponsors
- 1.20 pm: Introduction GP Tutor and
Dr David Jones - Safeguarding Children Update
- 1.40 pm: Workshop 1
- 2.40 pm: Refreshment break
- 3.10 pm: Diane Hurley – Pandemic Flu Planning
- 3.20 pm: Workshop 2
- 4.20 pm: Practice Reflection Session
- 5.00 pm: Close

VENUE:

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



**Synopsis, speakers and target audience for workshops 19 March 2009
Newcastle West TimeOut Springfield Centre**

Confidentiality/information and data protection - Sandra Thompson, Information Support Services Manager, ICT, NHS North of Tyne

This session will provide practice administrative staff with a greater understanding of Data protection, confidentiality and Caldicott principles and an opportunity to explore how these apply in their workplace. [NON CLINICAL STAFF]

Medicines management - Carolyn Jackson

To explain content aims and objectives of an ongoing medicine management training programme for one designated member of reception staff per practice. Rationale for the selection of a designated staff member.

To elicit feedback and input on any other priority areas that the practice feel appropriate. Managers will go back to practice to choose member of staff to undertake training. [NON CLINICAL STAFF]

Using the Integrated Care Pathway for the Dying Patient – Alexa Clark Palliative Care Consultant and a MacMillan Nurse

Using case studies, this workshop will give practical tips in using the Integrated Care Pathway document, and around care at the end of life. It will include its use for those with non malignant diagnoses, medication via syringe drivers, use in care homes, dealing with expected deaths when the coroner will need to be informed.

It is the opportunity to ask questions, clarify points around its use and discuss any issues that you may have experienced with the pathway. [CLINICIANS]

Ophthalmology skills refresher and common cases - Dr Michael Birch, Consultant Ophthalmologist, RVI

[GPS AND NURSE PRACTITIONERS]

The role of Community matrons - Janet Kelly.

This interactive session will provide an opportunity for community nursing staff and primary care colleagues to understand the policy drivers, referral criteria and role of the community matron in the management of patients with long term conditions. [GPS AND NURSES]

Heart Failure; Vivienne Crisp, HF nurse

Recognition and management of heart failure; use of structured reviews and the role of the community heart failure team. [NURSES]

Weight management - Gillian Elsender and Margaret King

Referral pathways into levels 2 & 3 and referral criteria, group sessions – content, where & when, treatment options, follow up and progression groups. [NURSES]

Peripheral arterial disease - New guidelines - Prof Gerry Stansby, Prof of Vascular Surgery, Freeman Hospital

Cases illustrating the current management of patients with peripheral arterial disease.

[PRIMARILY GPS BUT SOME NURSES MAY BENEFIT]

Tissue Viability and wound healing tissue viability nurse Newcastle - Mike Tudor

Many wound care products have been developed to overcome problems in the wound healing process (tackling factors such as humidity, infection etc). This sessions uses graphics and case studies to help practitioners identify what dressing products best suits the patient and their wound taking into account quality of care and costs. [NURSES]

Nursing home admissions to hospital - Irene Young and Chris Stenton

Advance care planning and use of an integrated care pathway at the end of life. Palliative care registers in nursing homes with the aim of reducing the number of inappropriate admissions to hospital of residents, in the last week of life when they have expressed a wish to be cared for in familiar surroundings. [CLINICIANS]

Safeguarding Children - David Jones (Named GP Newcastle, Child Protection, NHS North of Tyne); Myra Milne (Social Worker); Paula Askill (nurse lead)

Update/training which will count towards North of Tyne Appraisal requirements. The role of childrens social care and the interaction between the local authority and professionals from partner agencies. Q&A and cases showing inter agency working. [CLINICIANS]

Booking Form - TimeOut 19 March 2009

Please indicate in order of preference, 4 workshops (1, 2, 3 and 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

- Confidentiality/Information and Data Protection
- Using Integrated Care Pathway for the Dying Patient
- Ophthalmology Skills Refresher and Common Cases
- The Role of Community Matrons
- Heart Failure
- Weight Management
- Peripheral Arterial Disease - New Guidelines
- Tissues viability and wound healing
- Repeat Prescribing for Admin Staff

- Nursing Home admission to hospital
- Safeguarding Children

Name:

Practice:

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

Telephone No:

Dietary / Access requirements

E-mail Address:

PLEASE ENSURE YOU PROVIDE AN E-MAIL ADDRESS - THIS WILL BE USED FOR CONFIRMATION PURPOSES.

Terms of Timeout booking:

1. This event is open to clinicians and non clinical staff attached to GP Practices within the **designated locality**. GP locums on the NHS North of Tyne Performers or those from other lists working in Newcastle can also attend.
2. Places are limited according to venue capacity and are allocated on a **first come first served basis for those working within the designated locality, up to the closing date**. Please be aware that **places may be fully booked before the closing date**.
After the closing date available places will be allocated to those working outside of the designated locality. Allocations to workshops are based on preferences indicated on the booking form. If no preference is indicated or workshops are full or withdrawn the timeout team will allocate you to a workshop.
3. An e-mail will be sent to confirm receipt of your booking form and a further email will be sent confirming an allocation of a place for you, therefore *a personal or practice email address must be supplied on the booking form*. We are unable to offer places on any event without prior booking. Places cannot be offered on the day of the event.
4. We do operate a reserve list and therefore all cancellations must be directed to us in order to reallocate places. If you do not require your place, having secured one, please ensure your **cancellation** reaches us 10 days before the event. If you do not attend or cancel outside of the 10 day cancellation period you may be charged £25 for the booking which you made.
5. Clinical cover and call handling is available to practices from the **designated locality who are attending the event**. The criteria for cover is that all GPs who are scheduled to be working on the afternoon of the TimeOut are booked and attend the TimeOut event. There is no obligation for attendees to close their practice for the afternoon if they wish to remain open.

RETURN THIS BOOKING FORM TO: TIMEOUT BOOKINGS, Clinical Governance, Medical Directorate, NHS North of Tyne, Bevan House, 1 Esh Plaza, Sir Bobby Robson Way, Great Park, Newcastle upon Tyne NE13 9BA. **Telephone:** 0191 21728268 / **Fax:** 0191 2172510

E-mail: timeout@northoftyne.nhs.uk.