

February 2010

Dear Colleague

**“You, Me and Medicines”
Safe and Effective Medicines Management Update**

I am delighted to send you details of our brand new training for any health care professional/worker needing an update in the management of medicines working in NHS, private, charity and voluntary organisations. This training will be available from the end of June 2010.

Our trainer **Marion Russell BSc (Hons) RN Cert Ed (FE) Cert Health Promotion** has been involved in medicines management since 2003 in the acute care setting. This included running medicines management updates for groups of registered nurses, including return to practice nurses and overseas nurses, midwives, operating department practitioners, healthcare assistants, clinical support workers and dental nurses. These updates have received excellent evaluations from participants. Her down-to-earth enthusiastic approach to the subject has endeared her audience to her:

“We thought five hours of medicines management would be boring not so, you involved the whole group and the day went too quickly”

“You have made us re think about our role in medicines management and given us the courage to stick up for ourselves”

“At the end of the day Marion knew all our names we all felt part of the group, Amazing!”

“Marion’s style of delivery has made us listen to what she has to say” (Conference Evaluation 2009)

In 2008 Marion was runner up in the “Practice Development Nurse of the Year” award in the Nurse of the Year awards at Guys and St Thomas NHS Foundation Trust having been nominated by her fellow practice development nurses and cited for her enthusiasm for and motivating others, in her subject.

Marion was a member of the steering group working with the Nursing Midwifery Council on the development of the Standards for Medicines Management which as launched in February 2008. She was the initiator and founder member of the Nurses Working Pharmacy Network Group set up to support nurses who work in pharmacy: a group she continues to support and is actively involved in.

I hope that you will be able to make a booking for us to come to your locality and run one or more updates during 2010. As ever I assure you your staff will receive an excellent and informative session. I look forward to receiving your booking form.

Yours faithfully



Fiona Peniston-Bird RGN RHV BSc (Hons) NIP
Non Medical Prescribing Development Consultant



nmprescribing

PRESENTS

“You, Me and Medicines”

COURSE AIMS:

Update participants in a variety of medicines management issues to improve safety and efficacy of medicines for patients.

The Learning outcomes for those attending are:

An increased understanding of:

- The role of the law in relation to medicines and management
- Accountability in relation to medicines management
- The role of the NMC and Standards for Medicines Management or own regulatory body
- The need for approved processes and protocols in the work place relating to medicines management
- What defines a legal prescription and who can prescribe
- The parameters of patient group directions
- The need for informed consent and empowering patients relating to their medicines
- Updates of recent medicines management issues

CERTIFICATE OF ATTENDANCE WILL BE PROVIDED



COURSE CONTENT:

Supply and administration

Dispensing, storage, transportation and disposal of medicines.

Management of Adverse reactions

Reporting error's

Unlicensed / off-label prescribing

Standards of Practice

Transcribing

Scenarios and group work

Opportunity to ask questions, network and share throughout.

WHO SHOULD ATTEND?

This relaxed and friendly full day training is for:

Registered Health Professionals

Nurses

Midwives

Dental Nurses

Health Visitors

Allied Health Professionals

Health Care Assistants

Working in the NHS, Voluntary, charity or private organisations.

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Choice of Dates:

(From end of June 2010 onwards. A minimum of 8 weeks notice is recommended in order to avoid disappointment)

1st date..... 2nd date..... 3rd date.....

YOUR DETAILS**DR/MR/MRS/MS/MISS****(Please circle)****FIRST NAME:****SURNAME:****JOB TITLE:****ORGANISATION / TRUST:****FULL POSTAL ADDRESS:**
(Including Postcode)**EMAIL ADDRESS:****TELEPHONE:**

ESTIMATED NUMBER OF ATTENDEES
(max 30)

LOCATION OF EVENT:.....

ANY OTHER INFORMATION/COMMENTS:.....

I AGREE TO THE TERMS AND CONDITIONS OF BOOKING (SEE NEXT PAGE) AND UNDERSTAND THERE IS A TOTAL COST OF £1000 FOR THE DAY, PLUS VAT AND THE TRAINERS TRAVEL EXPENSES FOR THIS 1 DAY EVENT WHICH IS PAYABLE ON COMPLETION OF THE WORKSHOP

SIGNED.....DATE.....

HOW TO BOOK**POST COMPLETED BOOKING & PAYMENT FORMS TO:**

**FIONA PENISTON-BIRD
(MM)
32 BRAMLEY ROAD
WORTHING
WEST SUSSEX
BN14 9DR**

TEL: 07931 925522

EMAIL: nmprescribing@ntlworld.com

“You Me and Medicines”

Safe and Effective Medicines Management update

PAYMENT IS DUE ON COMPLETION OF WORKSHOP

PAYMENT	Please make cheques payable to Fiona Peniston-Bird
BY INVOICE:	PLEASE SEND INVOICE TO:
NAME (in block capitals)	
ORGANISATION:	
PURCHASE ORDER NUMBER:	
FULL POSTAL ADDRESS: (Including Postcode)	
TELEPHONE:	
EMAIL ADDRESS:	
BY BACS:	
ACCOUNT NAME:	N & F PENISTON-BIRD
SORT CODE:	20-98-75
ACCOUNT NUMBER:	00691518
YOUR BACS REFERENCE:	

Please send your BACS remittance form as confirmation of payment

WORKSHOP FEE

(NOT PER HEAD—TOTAL COST)

£1000 + VAT @ 17.5% = £1175

PLUS TRAVEL

The fee includes a certificate of attendance.

POST COMPLETED PAYMENT FORMS TO:

Fiona Peniston-Bird

(MM)

32 Bramley Road,

Worthing,

West Sussex,

BN14 9DR

nmprescribing@ntlworld.com

www.nmprescribing.co.uk

CONFIRMATION OF BOOKING

All bookings will be confirmed by email, unless stated otherwise.

TERMS & CONDITIONS

Cancellation Policy: If workshops are cancelled 8 weeks or more prior to the event a full refund is available. If workshops are cancelled between 4 and 8 weeks prior to the event 50% of the costs are refundable. If workshops are cancelled less than 4 weeks prior to the event then organisations will be charged the full cost of the event.

PLEASE DO NOT BOOK VENUES OR ADVERTISE THIS EVENT UNTIL YOU HAVE BEEN CONTACTED TO CONFIRM AVAILABILITY OF THE TRAINER