

“To PGD or not to PGD – that is the question” Patient Group Direction (PGD) Update and Training

1 day **£80** + 20% VAT = £96

Wednesday 7th March 2012

All Saint's Church Hall, Barton Road, Stretford, Greater Manchester, M32 9RL (8 ½ miles outside Manchester Airport – just off M60)

The Course Aim

To update and train participants in the writing and use of Patient Group Directions (PGDs), using participant's personal experience and knowledge.

Learning outcomes

By the end of the session participants will have an increased understanding of:

- The definition of a PGD
- Whether a PGD is required
- The legal aspects of PGDs
- Who can / cannot use a PGD
- Accountability and PGDs
- The need for approved PGD processes and protocols in the work place
- The parameters of PGDs

Course content

- Introduction to the need for PGDs
- Understanding the legal aspects of a PGD, who can use them and who can write them
- How to write a PGD
- Monitoring and auditing the use of a PGD

Trainer

Our trainer **Marion Russell BSc (Hons) RN Cert Ed (FE) Cert Health Promotion** has been involved in medicines management training since 2003 in the acute, mental health and primary care setting. This includes running medicines management updates for groups of registered nurses, including return to practice nurses, overseas nurses and midwives. She has also trained pharmacists, AHPs, operating department practitioners, healthcare assistants and dental nurses.

Marion also delivers You, Me and Medicines, Safe and Effective Medicines Management training for nmprescribing

This event is also available as in-house training. Please contact us for a quote.

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Useful Information & Details on How to Book

The times of this training day will be confirmed via email once your booking has been made. Our events usually run from 9.30am to 16.30pm. Refreshments will be available and a sandwich lunch is provided. Dietary requirements can be accommodated provided we are given details on your booking form.

Delegate fees of £96 are inclusive of VAT which will be charged and include tuition, training materials which might be emailed before or after the day and certificates of attendance.

Accommodation is not included and should you need to book a hotel we suggest you investigate the many offers available on the web.

Booking can be made over the telephone, via post or simply scan and email your completed form to us. Copies of the booking form can be made as often as you like and can also be downloaded from our website www.nmprescribing.co.uk

Bookings are regarded as firm and you are advised that once made, you have entered into a contract.

Terms & Conditions

Payment can be made using a cheque made out to **Fiona Peniston-Bird**.

BACS payment can also be made and details are on the payment form. We do not accept credit card payments.

We are able to raise an invoice once your application has been received. **It is vital that the correct information is provided to us including purchase order numbers where available.** Payment is due within 30 days of issue. Late payments may incur an additional 1.5% charge.

Cancellation policy: A refund less 25% administration fee will be made if cancellations are received in writing at least 4 weeks before the event. We regret that any cancellation after this time cannot be refunded and that refunds for failure to attend cannot be made, but substitute delegates are welcome at any time.

Cancellation by nmprescribing: This event may be cancelled in exceptional circumstances at any time. Should this occur **nmprescribing** will endeavour to reschedule the event to suit participants and where this is not possible, a full refund of the delegate fee will be made.

Travel & Accommodation: We strongly advise you not to book accommodation and travel until you have received confirmation of your place and no longer than 1 month in advance of the event date to avoid financial loss in the event of cancellation. Confirmation will be sent at least 1 month prior to the event. **nmprescribing** will not reimburse travel and accommodation expenses.

Parking is available on Barton Road. All Saint's Church Hall is just 8 ½ miles outside **Manchester airport**; rail links are easy and convenient as are roads with the M60 exceptionally close. More information regarding location, parking and travel will be issued with confirmation.

Booking Form “To PGD or not to PGD” Wednesday 7th March 2012

YOUR DETAILS (Please complete a new form for each delegate/training event. Photocopies are acceptable)

DR/MR/MRS/MS/MISS (Please circle)

FIRST NAME:

SURNAME:

JOB TITLE:

NAME OF NMP LEAD FOR TRUST:

ORGANISATION / TRUST

FULL POSTAL ADDRESS:
(Including Postcode)

.....

EMAIL ADDRESS:

TELEPHONE:

DIETARY REQUIRMENT:
(Please note a sandwich lunch and drinks are provided)

Please write your email address clearly as confirmation will be sent by email. Please also ensure you complete your full postal address details for our records. If you require any special arrangements for access to the venue please let us know at the address below.

I AGREE TO THE TERMS & CONDITIONS OF BOOKING

Signed.....Date.....

HOW TO BOOK

POST COMPLETED APPLICATION & PAYMENT FORMS TO:

nmprescribing
Training Events
32 Bramley Road
Worthing
West Sussex
BN14 9DR

Payment Form "To PGD or not to PGD" Wednesday 7th March 2012

PAYMENT MUST BE RECEIVED BEFORE THE EVENT DATE

PAYMENT DETAILS (Please tick payment method)

BY CHEQUE

A cheque for is enclosed
Please make cheques payable to **Fiona Peniston-Bird**

BY INVOICE

(Please complete details below in block capitals)

NAME TO INVOICE:.....

ORGANISATION / TRUST:.....

PURCHASE ORDER NUMBER:.....

FULL POSTAL ADDRESS:.....
(Including Postcode)
.....

EMAIL ADDRESS:.....

TELEPHONE:.....

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

HOW TO BOOK

POST COMPLETED APPLICATION & PAYMENT FORMS TO:

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Training Events
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Worthing
West Sussex
BN14 9DR

CONFIRMATION OF BOOKING WILL BE MADE BY EMAIL UNLESS STATED OTHERWISE
