

nmprescribing

Continued Professional Development for Non Medical Prescribers & Medicines Management 2011



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Scheduled Training Events

Our scheduled training events are ideal for individuals and small groups. They allow participants to share experiences, network and learn alongside people from a variety of backgrounds and professions.

In-House Training Events

You can choose the date and location of the training event – we provide the trainer, handouts and materials needed.

All attendees receive a certificate of attendance.

The cost of in-house training varies according to the type of programme you choose. Simply call us on 07931 925522 for a quote.

The group size is ideally up to a maximum of 30 however this can be negotiated.

NB *The Jury is Out* can be for up to 100 delegates.

To book in-house training please contact us to discuss your needs and for an individual quote.

Introduction

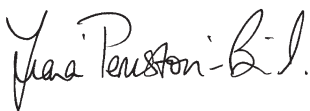
I am delighted to provide you with details of our continued professional development scheduled training dates for 2011. These training events are designed for Non Medical Prescribers (both registered and in training); Medical Prescribers are also welcome to attend.

As well as scheduled events we also run in-house training which saves you time and money because our experienced trainers come directly to you no matter where you are, reducing the cost of travel and eliminating accommodation costs for your staff. Our in-house training helps your staff to share ideas and knowledge in order to where necessary, improve standards of clinical practice.

Our unique Medicines Management updates are for any health care professional/worker both registered and unregistered working in NHS, private, charity and voluntary organisations. The Medicines Management is available as both scheduled and in-house training.

Our trainers are highly qualified and experienced in teaching within their area of expertise, which enables them to deliver a learning experience which adds real value to those attending. The content of our training events will provide excellent information in a relaxed and enjoyable interactive environment. All events include use of power point, open discussion using flip chart, group work, discussing scenarios based on real life experiences, feed back and further discussion.

If you have a specific training topic in mind in relation to prescribing which we do not currently offer, do contact us and we will endeavour to design a bespoke programme for you.



Fiona Peniston-Bird

BSc (Hons) RGN RHV NIP

Non Medical Prescribing Development Consultant



The Jury is Out

Non Medical Prescribing Training

The Course Aim

To update participants in legal aspects of Non Medical Prescribing to improve safe practice and minimise risk of litigation.

Learning Outcomes

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

- Legal and professional liability of prescribers
- Professional accountability in terms of prescribing
- The law in relation to prescribing
- Negligence claims
- The role of the Courts
- Consent issues
- Legal implications when prescribing for children
- Importance of record keeping and the law
- Rules of the court and what happens in the witness box

Course Content

- Legal issues
- Issues of consent
- The importance of good record keeping
- Prescribing and safer management of controlled drugs
- In the afternoon there will be preparation of court skills for Non Medical Prescribers followed by a mock court room scenario. The role play will focus on a negligence trial where three Non Medical Prescribers are accused of negligence causing harm to a patient. Participants will have an opportunity to act as witnesses and have their evidence tested under cross examination.

Trainer

Our trainer **Richard Griffith**, is head of healthcare law at the Department for Philosophy, History and Law, Swansea University. Initially training as a nurse he gained his diploma in nursing and bachelor of nursing before turning his attention to the law. Richard has a wide legal background having gained a post graduate diploma in law at the University of Glamorgan together with the common professional examination of the law society. He then went on to read for a master of laws at Cardiff law School.

Richard has published widely on a variety of legal issues concerning medicines and health care in a number of nursing and medical journals and is a regular columnist for the *British Journal of Community Nursing*, *Nurse Prescribing Journal* and the *British Journal of Midwifery*. He is author of *Law and professional issues in nursing* published by Learning Matters.

Having spoken at numerous Non Medical Prescribing events for **nmprescribing** during 2009/10, Richard has received excellent evaluation feedback from delegates including the statements opposite.

1 day **£129** +VAT



Dates & Venues

Wednesday 4th May 2011

Plymouth

Tamar Science Park

Plymouth

PL6 8BX

Wednesday 18th May 2011

Newcastle

The CastleGate

Melbourne Street

Newcastle upon Tyne

NE1 2JQ

“Better than excellent!

The Jury is Out should be mandatory for all Non Medical Prescribers!”

“I could have listened and learned from Richard all day”

“Richard Griffith’s sessions were excellent. Extremely well presented and very thought provoking”

Prescribing Antibiotics

Non Medical Prescribing Training

The Course Aim

To update participants in a variety of infections and their treatments.

Learning Outcomes

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

- Pathogenicity
- The chain of infection
- Antimicrobial drugs
- MRSA and C difficile
- Better hygiene
- Resistance
- Antibiotic use
- Respiratory tract infections
- Acute otitis media
- Urinary tract infections

Course Content

- Influences on antibiotic prescribing including the pharmacology of the main antibiotic drug groups
- The evidence base behind antibiotic prescribing for common infections
- Resistance issues
- Competency in clinical assessment skills
- Key issues around infection control
- Communicating with patients about antibiotic prescribing
- Ethical issues in antibiotic prescribing
- Prescribing competencies in relation to antibiotic prescribing
- This workshop will feature a mixture of lectures, case study scenarios and group work
- **Participants should bring a BNF with them**

Participants will be sent a workbook to complete prior to the course

in order to enable them to get the most out of the “Prescribing Antibiotics” study day.

Trainer

Our trainer **Jerome Durodie**, is clinical lecturer at Medway School of Pharmacy. He is a pharmacist and has community experience, both as manager, regular locum and was Prescribing Advisor at East Surrey PCT from 2000 – 2007. Jerome was subsequently Public Health Pharmacist in the newly reorganised Surrey PCT, until 2008. He became a National Prescribing Centre therapeutics trainer in 2003.

Having spoken at numerous Non Medical Prescribing events in association with **nmprescribing** during 2009/10, Jerome has received excellent evaluation feedback from delegates including statements opposite.

1 day **£129** +VAT



Dates & Venues

Thursday 19th May 2011

Newcastle

The CastleGate

Melbourne Street

Newcastle upon Tyne

NE1 2JQ

Thursday 21st July 2011

Plymouth

Tamar Science Park

Plymouth

PL6 8BX

“Excellent and thought provoking especially how infection spreads so easily”

“Interactive, stimulating, excellent speaker with extensive therapeutic and clinical knowledge and expertise”

“Given more confidence as to when to prescribe antibiotics and when not to”

Evidence Based Prescribing Non Medical Prescribing Training

The Course Aim

To enable participants to understand and take into account the evidence available in order to make safer prescribing decisions when prescribing for patients.

Learning Outcomes

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

- Determining risk
- Validity of research
- Statistics
- Clinical significance
- Application of evidence to practice

Course Content

'Am I covered?' – The context of EBM

'Playing with numbers':

- understanding risk: absolute or relative?
- number needed to what exactly?
- 'Is there a p-interval after coffee?' – confused about statistics and their significance?!
- 'DOO or POO, that is the question!'

'The appliance of science':

- is it clinically significant if it's statistically significant?
- 'FOCC that!' – essential questions for the critical mind

Putting it all together: your chance to put it all into practice with some real life papers!

Prior to the course attendees will need to have (skim-) looked and obtained the following papers:

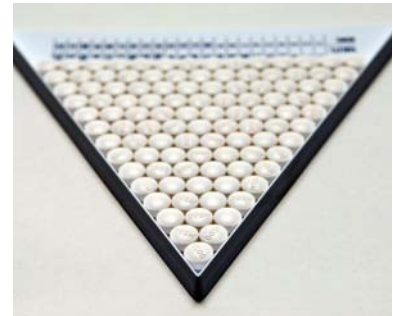
1. The PROactive study, *The Lancet*, 2005, 366, 1279 - 1289
2. The ASCOT-BPLA study, *The Lancet*, 2005, 366, 895 - 906
3. The DREAM study, *The Lancet*, 2006, 368, 1096 - 1105

Trainer

Our trainer **Jerome Durodie**, is clinical lecturer at Medway School of Pharmacy. He is a pharmacist and has community experience, both as manager, regular locum and was Prescribing Advisor at East Surrey PCT from 2000 – 2007. Jerome was subsequently Public Health Pharmacist in the newly reorganised Surrey PCT, until 2008. He became a National Prescribing Centre therapeutics trainer in 2003.

Having spoken at numerous Non Medical Prescribing events in association with **nmprescribing** during 2009/10, Jerome has always received excellent evaluation feedback from delegates.

1 day **£129** +VAT



Dates & Venues

Thursday 5th May 2011

Plymouth

Tamar Science Park

Plymouth

PL6 8BX

Thursday 9th June 2011

Newcastle

The CastleGate

Melbourne Street

Newcastle upon Tyne

NE1 2JQ

Thursday 23rd June 2011

Aylesbury

Sivatech

Gatehouse Close

Aylesbury

Buckinghamshire

HP19 8DJ

Thursday 7th July 2011

Bristol

Cribbs Business Centre

Hollywood Tower Mansion

Hollywood Lane

Bristol

BS10 7TW

Safety First: Prescribing for Co-Morbidities

Non Medical Prescribing Training

The Course Aim

To update participants in relation to potential issues associated with prescribing for co-morbidities to improve safe and effective prescribing.

Learning Outcomes

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

- The classification of adverse drug reactions and interactions and how they occur
- The physiological changes which occur in the elderly and how these might impact on drug handling
- The significance of drug interactions with particular respect to the elderly
- The nature of polypharmacy and the groups of patients most affected
- The factors which result in polypharmacy and how they may be avoided
- Undertaking a medication review

Course Content

This update will utilise lectures and small group work to enhance participant understanding of what drug interactions are, why they occur and the impact of these on elderly patients. The session will involve the use of an audience response system, similar to that used on 'Who wants to be a millionaire', and participants will have the opportunity to undertake a medication review for an elderly patient.

Trainers

Joanne Lymn is an associate professor and deputy director of research for the School of Nursing, Midwifery and Physiotherapy at the University of Nottingham. Joanne is a scientist who completed a PhD and has continued to maintain laboratory-based research alongside developing her expertise in teaching. Joanne was involved with teaching medical students at Oxford University and Imperial College London before moving to the University of Nottingham where she specialises in teaching pharmacology to non-medical prescribing students. Joanne has a Lord Dearing Award for Teaching and Learning and has published a number of articles in relation to prescribing education in medical and nursing journals.

Dianne Bowskill is a lecturer at the University of Nottingham, with a district nurse background, who has been involved in non-medical prescribing education since its inception. Dianne has recently completed a doctorate which focussed on non-medical prescribing and has been involved in a number of educational projects with Joanne. Most recently both Joanne and Dianne acted as editors for 'The New Prescriber' a textbook aimed at non-medical prescribers and incorporating all aspects of effective, safe prescribing.

1 day **£129** +VAT



Dates & Venues

Tuesday 3rd May 2011

Plymouth

Tamar Science Park

Plymouth

PL6 8BX

Tuesday 7th June 2011

Newcastle

The CastleGate

Melbourne Street

Newcastle upon Tyne

NE1 2JQ

Tuesday 21st June 2011

Aylesbury

Sivatech

Gatehouse Close

Aylesbury

Buckinghamshire

HP19 8DJ

Tuesday 5th July 2011

Bristol

Cribbs Business Centre

Hollywood Tower Mansion

Hollywood Lane

Bristol

BS10 7TW

A Pot Pourri of Dermatology

Non Medical Prescribing Training

The Course Aim

To update participants in common dermatological conditions and improve practice in prescribing for this patient group.

Learning Outcomes

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

- Acne Vulgaris and its management
- Classifications of eczema and treatment options
- Psoriasis and its management
- Rosacea and its subtypes: How to treat your patients
- Non-melanoma and malignant melanoma skin cancer

Course Content

- Recognition of disease areas
- Prescribing in Dermatology
- When to refer on
- Workshops will run on topical therapies in dermatology prescribing
- Clinical slide quiz to evaluate learning throughout the day

Trainers

Paula Oliver has spent the past sixteen years as a Clinical Nurse Specialist in Dermatology in a secondary care setting in West Sussex. Five years ago she took up a new challenge and is currently working for a pharmaceutical company that is dedicated to dermatology Galderma (UK) Ltd. Her role as Nurse Consultant is primarily as an educator in dermatology disease management for all health care professionals. Paula is passionate about dermatology as a specialism and strongly believes the important role that health care professionals have to empower their dermatology patients to manage their skin disease. Paula also maintains an honorary contract with Western Sussex NHS Trust to continue her clinical practice, by caring for patients with dermatological diseases and maintaining her dermatology nursing and prescribing skills and continues running the Photodynamic therapy service in the Trust. She is currently an active member of the RCN Dermatology Forum and the British Dermatology Nursing group. Paula has published several articles relating to dermatological issues and is currently completing her MSc in Clinical Studies plus Education at the University of Brighton.

Fiona Reid EN, RGN, BSc (Hons), PGCE, Independent Nurse Prescriber, has worked in Dermatology for 20 years in a variety of roles. Fiona has worked for Galderma (UK) a company dedicated to Dermatology education for the past 3 years working in an educational and service development role where she educates all Health care professionals on psoriasis, acne, eczema, skin cancer and PDT. Fiona maintains an honorary contract in Leeds and Harrogate running a difficult acne clinic in Harrogate and in Leeds helping with psoriasis research and general dermatology patients. She has experience in systemic monitoring and minor surgery where she set up and ran the nurse led clinics. Fiona is currently the secretary elect for the British Dermatology Nursing group.

1 day **£129** +VAT



Dates & Venues

Wednesday 23rd March 2011

Bristol

**Cribbs Business Centre
Hollywood Tower Mansion
Hollywood Lane
Bristol
BS10 7TW**

Tuesday 17th May 2011

Newcastle

**The CastleGate
Melbourne Street
Newcastle upon Tyne
NE1 2JQ**

Tuesday 19th July 2011

Plymouth

**Tamar Science Park
Plymouth
PL6 8BX**

A Complex Co-Morbid Conundrum: Pain Management for Patients Presenting with a Substance Use Disorder

The Course Aim

To provide participants with a range of knowledge which will enable them to not only understand the complex relationship between pain and substance use disorders but also understand how to manage patients in an appropriate manner who present to them.

Learning Outcomes

By the end of the session participants should be able to:

- Understand key diagnostic criteria for substance use disorders
- Understand the basic principles of pain management and explain current models that underpin prescribing and pain management interventions
- Challenge their own pre-conceptions around pain management in patients with substance use disorders
- Recognise the presentation of misuse or dependency to illicit, OTC and prescription medication in patients
- Prescribe in a safe and evidence-based way to patients with a co-morbid presentation
- Understand what non-pharmacological interventions are available to support patients with a co-morbid presentation

Course Content

- Introduction to substance use disorders
- Overview of Pain Management Models
- Common misconceptions when dealing with the co-morbid presentation
- Recognising symptoms of a co-morbid presentation
- Pharmacological and Non-pharmacological interventions for patients with a pain and substance use disorder
- Review the clinical management strategy or care plan
- The role of the multi-disciplinary team in the management of co-morbid substance use and pain presentations

Trainer

Graham Parsons, a pharmacist for 19 years worked with Boots for 9 years. Graham became a locum pharmacist and started to develop an interest in Substance Use disorders. In 2003 Graham was invited to work alongside a GP Specialist in Substance Misuse and undertook the RCGP Certificate in the Management of Substance Misuse and a Diploma in Community Pharmacy at Cardiff University.

Graham joined NHS Plymouth in 2005 as a specialist medicines management advisor in substance misuse. In April 2007 Graham became a prescriber within the Plymouth Primary Care Addiction Service and in May 2009 became a Pharmacist with Special Interest (PhwSI). In July 2010 Graham was appointed to the Advisory Council on the Misuse of Drugs.

In addition to supporting the local training run through the Plymouth Primary Care Addiction Service, Graham also delivers training for the Royal College of General Practitioners and is a visiting teacher practitioner at the University of Bath's School of Pharmacy and Pharmacology.

1 day **£129** +VAT



Dates & Venues

Monday 16th May 2011

Newcastle

The CastleGate

Melbourne Street

Newcastle upon Tyne

NE1 2JQ

Friday 24th June 2011

Aylesbury

Sivatech

Gatehouse Close

Aylesbury

Buckinghamshire

HP19 8DJ

Tuesday 28th June 2011

Bury St Edmunds

Denny Bros Conference Suite

Kempson Way

Bury St Edmunds

Suffolk

IP32 7AR

Wednesday 6th July 2011

Bristol

Cribbs Business Centre

Hollywood Tower Mansion

Hollywood Lane

Bristol

BS10 7TW

You Me & Medicines

Safe & Effective Medicines Management Update

The Course Aim

To update participants in a variety of medicines management issues to improve safety and efficacy of medicines for patients whilst building on participants personal experience and knowledge.

Learning Outcomes

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

- The role of the law in relation to medicines management
- Accountability in relation to medicines management
- Accountability and the role of the NMC/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

Course Content

- Introduction to the Medicines Act 1968 and the Misuse of Drugs Act 1972
- Accountability, NMC, regulatory body and Codes/Standards of Practice
- Accountability relating to Medicines Management in the workplace eg the role of Foundation Trusts
- Who can prescribe?
- Patient Group Directions
- Administering medicines – consent
- Checks before administering medicines
- Allergies
- Medicines in an emergency
- How to obtain information about medicines

Trainer

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.

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.

1 day **£129** +VAT



Dates & Venues

Tuesday 22nd March 2011

Bristol

**Cribbs Business Centre
Hollywood Tower Mansion
Hollywood Lane
Bristol
BS10 7TW**

Wednesday 8th June 2011

Newcastle

**The CastleGate
Melbourne Street
Newcastle upon Tyne
NE1 2JQ**

Wednesday 22nd June 2011

Aylesbury

**Sivatech
Gatehouse Close
Aylesbury
Buckinghamshire
HP19 8DJ**

Wednesday 20th July 2011

Plymouth

**Tamar Science Park
Plymouth
PL6 8BX**

You Me & Medicines is also available for in-house training please contact us for more information.

Back to Basics Workshop for Community Practitioner Formulary Nurse Prescribers

The Course Aim

Assist participants to ensure they are using their prescribing skills to maximise patient care.

Learning Outcomes

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

- Legal issues for CPFNPs
- The NMC standards for nurse prescribers
- What can and what can't be prescribed
- The importance of record keeping
- Prevention of adverse reactions
- PACT data
- Unlicensed/off-label prescribing
- Your relationship with the pharmaceutical industry
- Prescribing for pregnant women/the elderly
- Continued Professional Development

Course Content

- Discussion regarding the legal framework which enables prescribing
- Revision of standards issued by the NMC for nurse prescribers
- Discussion providing clarity on what CPFNPs are able to prescribe
- Revision of the importance of record keeping and documenting prescribing activity
- Prescribing safely
- Access to useful tools and websites in relation to keeping up to date
- Security of prescription pads
- The legal requirements when writing a prescription
- Discussion on accessing PACT data
- Clarity around unlicensed and off-label prescribing
- Scenario's for group work discussion

There is the opportunity for those attending to practice writing a mock prescription whereby the trainer will provide feedback; especially useful for those CPFNPs who are not currently using their prescribing qualification or who lack confidence in their prescribing.

Trainer

Our trainer **Fiona Peniston-Bird** has been heavily involved in Non Medical Prescribing since 1999 when she became a Community Practitioner Formulary Nurse Prescriber whilst working as a Health Visitor. She then trained as a Nurse Independent Prescriber in 2002 and subsequently took a post as Non Medical Prescribing Facilitator within South East Coast Strategic Health Authority in 2003. Fiona founded **nmprescribing** in 2007. She lectures on the Nurse Independent/Supplementary Prescribing course at University of Winchester, and is an external examiner at Medway School of Pharmacy. She is a member of the editorial board and writes a monthly question and answer page in the *Nurse Prescribing journal*. She is currently studying for Post Graduate Certificate in Learning & Teaching in Higher Education at University of Winchester (Masters Level).

1 day
in-house training



(1/2 day training can be negotiated)
Please contact us to discuss and book a date

Local Non Medical Prescribing Update for Nurse/ Pharmacist/AHP Independent & Supplementary Prescribers

The Course Aim

Assist participants to ensure they are up to date with the latest developments in NMP, thus enabling them to use their prescribing skills to maximise patient care.

Learning Outcomes

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

- Legislation of Non Medical Prescribing
- NMC/RPSGB Standards for nurse and pharmacist prescribers
- Record keeping
- Legal requirements
- Prescribing off label and unlicensed medicines
- Mixing medicines

Course Content

- Update and latest developments for Allied Health Professionals
- How the National Prescribing Centre can help you
- Discussion on useful tools to prescribe safely
- Revision of the regulatory body professional standards for prescribers
- Clarity on prescribing unlicensed medicines and off label medicines – who can do what
- Clarity on mixing medicines
- Useful tips on using the BNF
- Update on legislation including prescribing controlled drugs
- Discussion on CPD
- Prescribing for children

Trainer

Our trainer **Fiona Peniston-Bird** has been heavily involved in Non Medical Prescribing since 1999 when she became a Community Practitioner Formulary Nurse Prescriber whilst working as a Health Visitor. She then trained as a Nurse Independent Prescriber in 2002 and subsequently took a post as Non Medical Prescribing Facilitator within South East Coast Strategic Health Authority in 2003. Fiona founded **nmprescribing** in 2007. She lectures on the Nurse Independent/Supplementary Prescribing course at University of Winchester, and is an external examiner at Medway School of Pharmacy. She is a member of the editorial board and writes a monthly question and answer page in the *Nurse Prescribing journal*. She is currently studying for Post Graduate Certificate in Learning & Teaching in Higher Education at University of Winchester (Masters Level).

3 hour
in-house training



Please contact us for more
details and to book a date

Booking Form

Event Title

Venue of Event **Date of Event**

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:

BRIEF DESCRIPTION OF JOB:

ORGANISATION/TRUST:

FULL POSTAL ADDRESS:
(Including Postcode)

EMAIL ADDRESS:

TELEPHONE:

DIETARY REQUIREMENTS:

(Please note a sandwich lunch, tea and coffee is provided for scheduled training events)

Please write your e-mail address clearly as confirmation will be sent by e-mail. Please also ensure you complete your full postal address details for our records. If you require any special arrangements for access to the conference facilities 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

Book your place now **0793 192 5522** nmprescribing@ntlworld.com www.nmprescribing.co.uk



Payment Form

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:

nmprescribing

Training Events

32 Bramley Road

Worthing

West Sussex

BN14 9DR

CONFIRMATION OF BOOKING

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



Useful Information & Details on How to Book Our Training Events

The times of the training events vary but are usually from 9.30am to 16.30pm. Timings will be confirmed via email once your booking has been made. Our scheduled training events include morning and afternoon refreshments and a sandwich lunch. Dietary requirements can be accommodated provided we are given details on your booking form.

Delegate fees are exclusive of VAT which will be charged and include tuition, training materials and certificate of attendance.

Accommodation is not included for our scheduled events and should you need to book a hotel we suggest you investigate the many offers available on the web. We may need to charge a contribution towards the cost of the trainer's basic overnight accommodation for the night prior to in-house training but we keep this charge to a minimum.

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 are also 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 8% charge.

Cancellation Policy for In-House Events: If bookings are cancelled 8 weeks or more prior to the event a full refund is available. If bookings are cancelled between 4 and 8 weeks prior to the event 50% of the costs are refundable. If bookings are cancelled less than 4 weeks prior to the event then the full cost of the event will be charged. We are willing to postpone dates should the need arise with a minimum of 48 hours notice.

Cancellation Policy for Scheduled Events: 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: Scheduled events 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 advise you not to book accommodation and travel until you have received your confirmation. This will be sent 2-3 weeks before the event start date. **nmprescribing** will not reimburse travel and accommodation expenses.

10% Group Booking Discount: There is a 10% group booking discount on scheduled training events. To qualify for the discount bookings must be for groups of 5 or more attendees for the same event. All applications must be submitted at the same time.

