

INTRODUCTION TO PRIMARY HEALTHCARE



Tuesday 29th May 2012
9.00 – 4.30pm (lunch included)

Easthorpe House, Ruddington, Notts NG11 6LQ

Contact

Alice Sheppard, Administrator

01636 893928

Alice.sheppard@gp-c84045.nhs.uk

For more information or to reserve a place at any event, please contact Niki or visit our website on:

www.chec.org.uk

This hugely successful course is recommended to anyone who is a new (within last 12-18 months) non-clinical employee in Primary Care.

This course will:

- Give an overview of the role of Primary Care within the NHS
- Increase awareness of the various activities undertaken within Primary Care
- Allow delegates to explore their roles within Primary Care

Course topics:

- Overview of "our NHS"
- The Primary Care Team
- Improving Customer Service
- Health and Safety
- The 7cs
 - Confidentiality & Caldicott
 - Care Values
 - Clinical Governance
 - Complaints
 - Chaperoning
 - Commissioning
- Working in General Practice

INTRODUCTION TO PRIMARY HEALTHCARE Booking Form



CHEC

CHEC is a primary care practice-based inter-disciplinary educational facility. We provide education for a range of clinical and non-clinical primary care staff.

We offer courses and events designed to meet your learning needs. Our education compliments, rather than competes with, existing provision.

The timetable and format for the event

DATE:
Tuesday 29th May 2012

The programme will start at 9.00am and finish at 4.30pm. The programme will contain a mixture of Powerpoint presentations and discussions.

Please do not send remittance with this booking form as an invoice will be sent when the form is received. Places are then confirmed on receipt of payment. Refunds will be made for cancellations made more than 10 working days beforehand.

Cost	Date	Venue
£85	29-05-12	Easthorpe House, Ruddington, Notts NG11 6LQ

Please complete all boxes on this booking form.

Practice Manager Name _____

Email _____

Organisation _____

Address _____

_____ **Postcode** _____

Tel _____ **Fax** _____

Email _____

Participant Name _____

Job Title _____

Participant Name _____

Job Title _____

Please email this form to
Alice.sheppard@gp-c84045.nhs.uk

or FAX to 01636 893391

Or please print and return to:
CHEC, Medical Centre,
High Street, Collingham,
Newark
Nottinghamshire
NG23 7LB