

Thursday 16 February 2012

Venue: Glenavon Hotel
52 Drum Rd
Cookstown
Co Tyrone
BT80 8QS

Time: 09.30 - 17.00

Programme

- 09:30 - 09:55 Registration & Refreshments**
- 09:55 - 10:00 Welcome**
- 10:00 - 11:30 Employment Law (Session 1)**
- 11:30 - 11:45 Morning Refreshments**
- 11:45 - 13:00 Employment Law (Session 2)**
- 13:00 - 14:00 Lunch**
- 14:00 - 15:30 Prevalence (Session 1)**
- 15:30 - 15:45 Afternoon Refreshments**
- 15:45 - 17:00 Prevalence (Session 2)**
- 17.00 Close**

Employment Law

Speaker: Lucinda Wright, (British Medical Association Northern Ireland)

This seminar will provide advice to you regarding staff management, areas covered include; short and long term sickness absence management, performance management, grievance, disciplinary, bullying / harassment processes and flexible working requests.



Prevalence

Speaker: Matthew Dimond, (Insight Solutions)

This seminar will demonstrate to you how your income and patient care can be affected by low prevalence and how to calculate your prevalence. It will also enable you to return to your practice armed with ways in which you can validate your data, set up & run data tidy up searches. The agenda includes; What is prevalence, Changes to prevalence, Factors that affect prevalence, Data Quality Assessments, How to achieve and maintain accurate registers, Hints & Tips and Best Practice.



BOOK NOW!! As places are Limited!

Seminar Fee: (please tick)

- | | | |
|---|-----|--------------------------|
| RCGP Practice Manager Forum members | £40 | <input type="checkbox"/> |
| Non RCGP Practice Manager Forum members | £50 | <input type="checkbox"/> |

(All fees include lunch & refreshments)

Registration Form

EMPLOYMENT LAW / PREVALENCE: AN UPDATE FOR PRACTICE MANAGERS

Date: Thursday 16 Feb 2012

Venue: Glenavon Hotel, Cookstown

HOW TO BOOK

Telephone or email to book your place:

T: 028 9023 0055

E: bmonaghan@rcgp.org.uk

Then post a completed copy of the form to:

RCGP Northern Ireland
4 Cromac Place
Belfast
BT7 2JB

Places will be allocated on a first come first serve basis.

CANCELLATIONS/ SUBSTITUTIONS

The Royal College of General Practitioners Northern Ireland, reserve the right to change the programme without prior notice.

Where for any reason beyond its reasonable control the RCGP cancels the event, the liability of the RCGP shall be limited to a refund of the fee payable for that particular event.

To be entitled to a refund, cancellations must be received in writing no less than 14 days prior to the event. No refund for cancellations received within 14 days of the event will be given. Should you be unable to attend the event a substitute delegate is welcomed.

YOUR DETAILS

Please Complete a separate form per delegate

Title:

First Name:

Surname:

Practice:

Address:

.....

Postcode:

Contact No:

Email Address:

If you would like to be included in the lunch arrangements please tick this box

Please specify any dietary requirements:

.....

Other Special requirement (e.g. disabled access):

.....

DATA PROTECTION STATEMENT

I consent to the Royal College of General Practitioners Northern Ireland processing the information contained within this form, by any means, for the purpose of informing me of other events, products or services affiliated with the Royal College of General Practitioners Northern Ireland.

Signed: _____ Date: _____

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Please Complete and return to:

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