



BFS Workshop on Quality Management Systems

A two day meeting organised by the

British Fertility Society

Thursday 28th September – Friday
29th September 2006

Meeting organisers:

Dr Sue Avery
Alison McTavish

Venue:

Imperial College London
Roderic Hill Building
South Kensington Campus
London
SW7 2AZ



PROGRAMME Thursday 28th September

- 0900** **REGISTRATION & COFFEE**
- 0930** Introduction and Housekeeping
- 0945** The EU Directive and the HFEA Standards
- 1015** Understanding the Standards
- 1045** Quality Management – the clinic point of view
- 1115** **COFFEE**
- 1130** The Role of the Quality Manager
- 1200** Getting Started
- 1220** Documentation and document control
- 1240** Key Performance Indicators
- 1300** **LUNCH**
- 1345** Introduction to the workshop session
- 1400** Key Issues in QM Implementation Workshops
1400 Getting Started
1445 Documentation and document control
1530 Monitoring performance (KPI's)
- 1630** Preliminary debrief and plans for tomorrow



PROGRAMME Friday 29th September

- 0900** Feedback from Day 1 Workshop Facilitators
- 0940** Traceability Equipment and materials
- 1000** Organisational structure and managerial responsibilities
- 1020** Audit in Practice
- 1045** **COFFEE**
- 1100** Practical issues in Quality Management Workshops
1100 Equipment and materials - traceability
1145 Organisational structure and managerial responsibilities
1230 Audit in Practice
- 1315** **LUNCH**
- 1400** Feedback from Day 2 Workshop Facilitators
- 1440** QM in practice
- 1515** Where do you go from here?
- 1545** **CLOSE**

PARTICIPANTS

Dr Mark Hamilton
Consultant Obstetrician and Gynaecologist
University of Aberdeen

Dr Gillian Lockwood
Medical Director
Midland Fertility Services

Dr Sue Avery
Director, Assisted Conception Unit
Birmingham Women's Hospital

Ms Alison McTavish
Nurse Manager
Aberdeen Maternity Hospital

Mrs Christine Malone
Quality Manager
Liverpool Women's Hospital

Mr Charles Kingsland
Consultant Obstetrician and Gynaecologist
Liverpool Women's Hospital

Mr Enda McVeigh
Medical Director
The Oxford Fertility Unit

Mr Charles Lister
Head of Policy
Human Fertilisation and Embryology Authority

Janet Currie
Quality Manager
The Oxford Fertility Unit

Dena Kelman
Quality Manager
Lister Hospital, London

Jo Craig
Senior Embryologist
The Oxford Fertility Unit



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GENERAL INFORMATION

Venue

The Imperial College London
Roderic Hill Building, South Kensington Campus,
London, SW7 2AZ

The closest Underground station is South Kensington. On leaving the station turn right into the subway sign-posted for the museums, walk past the Science Museum Shop and continue for 5 minutes until you reach the very end of the subway. At the exit turn left up Exhibition Road, turn left into Prince Consort Road. Roderic Hill Building is on the left just before the 2nd zebra crossing.

Parking: Car parking facilities are available in pay and display car parks or meter parking for limited periods.

Fee and Payment

The registration fee is £250 for BFS members and £325 for non-members. The fee includes coffee, lunch, tea and admission to the lectures. **Cheques for the total due should be made to the British Fertility Society** and sent to Kate Openshaw, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol BS32 4JT.

Cancellations

Must be confirmed in writing and accompanied by a receipt. An administrative charge of £10 will be made **on all cancellations** received before 10th September 2006. Fees after this date cannot be refunded for any reason, including ill-health.

CPD Credits

CPD accreditation is being sought.

Data Protection Act

Your name, current post and hospital (or correspondence address if no current hospital post) will be included on the list of participants which will be issued to delegates, speakers, and other interested parties.

Accommodation

Accommodation information may be sought from:

The Queensgate Hotel - Tel: 020 7761 4000
54 Queens Gate
London, SW7 5JW
www.thequeensgate.com

REGISTRATION FORM

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Please read the section on general information before completing this form.

Registration fee (*Please tick as appropriate*)

BFS Members £250. Non-BFS Members £325

I enclose a cheque (British Fertility Society) for £.....

Title (Professor/Mr/Mrs/Ms/Dr/other) _____

Surname _____

Forename(s) _____

Post _____

Dept. _____

Hospital _____

Address for correspondence _____

Postcode _____

Country _____

Daytime telephone number _____

Please tick if you require a vegetarian meal

If you do not wish your details to be issued to interested parties, please tick here

This completed form with payment should be returned to:

**Kate Openshaw, British Fertility Society, Euro House,
22 Apex Court, Woodlands, Bradley Stoke, Bristol BS32 4JT**