



British Fertility Society

Training and update course for Persons Responsible and IVF Managers

16 March 2007, RCOG, 27 Sussex Place, Regents Park, London

Meeting Information

Date and Place of Meeting

The Training and update course for Persons Responsible and IVF Managers will take place on Friday 16th March 2007 at the Royal College of Obstetricians and Gynaecologists, 27 Sussex Place, Regents Park, London, NW1 4RG, UK. Tel: +44 (0)207 7726200, Fax:+44 (0)207 77230575

Registration Fees

The registration fee for this training course is £225 for British Fertility Society members and £300 for non-members. This fee includes the sessions, morning and afternoon coffee breaks and a sandwich lunch.

To register, please complete and return the attached registration form and fee to Lizzy Jones, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT. Tel: +44(0)1454 642217, Fax:+44(0)1454642222
Email: dfs@bioscientifica.com Web: www.fertility.org.uk/meetings/forthcoming.html

Certificate of Attendance

A certificate of attendance will be issued at the end of the meeting.

Badges

Name badges will be provided at the registration desk and must be worn at all times.

Accommodation

Accommodation can be sought from the British Hotel Reservation Centre:-
Tel: +44(0)207 8281075. All B & B requirements may be booked through agencies specialising in reasonably priced private accommodation for medical Professionals:
Housecalls Tel: +44(0)208 7427057
Doctor in the House Tel: +44(0)208 8705949

Cancellations

Cancellations must be confirmed in writing and accompanied by your confirmation and receipt. An administrative charge of £15 will be made on all cancellations received on or before Friday 2 March 2007. Fees after this date cannot be refunded for any reason, including ill-health. Cancellations and refunds will be processed after the conference.



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Programme & Registration



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Registration Form

Please return this registration form by Friday 2 March 2007 to Lizy Jones, contact details below. Delegates are requested to register prior to the meeting.

(BLOCK CAPITALS PLEASE)

Title: _____ First name: _____

Surname: _____

Post: _____

Dept: _____ Hospital: _____

Correspondence address: _____

Postcode: _____

Day Tel: _____ Fax: _____

Email: _____

A sandwich lunch is included in the registration fee. Are you a vegetarian?

If you are not a member but would be interested in receiving BFS membership information, please tick here

Please complete and return with your remittance and the completed registration form to: Lizy Jones, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT or fax: +44(0)1454 642222

Registration fees (inclusive of VAT)

BFS Members @ £225 £ _____

Non-Members @ £300 £ _____

I enclose a cheque to the 'British Fertility Society' £ _____

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



Training Course Programme

Time	Topic	Speaker
09.00 – 09.25	Registration	
09.25 – 09.30	Welcome and introductory remarks	Richard Kennedy (Coventry)
09.30 – 09.50	Regulation and the role of PR	Trish Davies, HFEA
09.50 – 10.10	Employment law and equal opportunities	TBC
10.10 – 10.30	The role of the Healthcare Commission in the inspection of IVF services and complaints management	Speaker from Healthcare Commission
10.30 – 10.45	Equipment servicing, maintenance and "third party" agreements	Sue Avery, Birmingham
10.45 – 11.00	Coffee	
Group working		
11.00 – 13.00	Group 1 (40mins) Regulation – do you know your regs?	Group 2 (40mins) How to manage a difficult complaint
	Trish Davies, HFEA	Marion Westwood, London
		Group 3 (40mins) Dealing with disciplinary issues and ensuring equality
		TBC
13.00 – 14.00	Lunch	
14.00 – 14.20	Patient safety incidents and risk management	Sally Adams, Northampton
14.20 – 14.40	Consent, record keeping and litigation in assisted conception	Christina Milne, MPA
14.40 – 15.00	Health and Safety in the assisted conception unit	Anil Adishes, Buxton
15.00 – 15.20	Tea	
Group working		
15.20 – 17.20	Group 1 (40mins) Information collection, handling including EDI and software data packages, Caldicott and the Data Protection Act	Group 2 (40mins) Health and Safety assessment and implementation
	David Tellis, HFEA	Anil Adishes, Buxton
		Group 3 (40mins) Patient safety incidents – Adverse event management and reporting - Root Cause Analysis, Risk assessment
		Sally Adams, Northampton
17.20 – 17.30	Discussion and closing remarks	Richard Kennedy, Coventry