



British Fertility Society
Quality Management of a Fertility Service Study Day
11 June 2010, Copthorne Tara Hotel, London Kensington

This one day training event offers interactive workshops, as well as lectures enabling participants to understand and visualise the challenges faced in running a fertility service and how to overcome them.

The course is run by experts and leaders actively practising in this field. The day is structured to practical and enjoyable multi professional training.

Delegates will be provided with the most up to date information with a comprehensive review of regulations/guidelines and thinking in the management of a fertility service

With the rapid development of assisted reproduction and the changing environment in which it is practised, the role of person responsible continues to evolve. This programme will also assist those aspiring to the position of Person Responsible in establishing a level of knowledge appropriate to this role.

Who might benefit from this course?

Scientist, nurses clinicians and management personnel with relevant working experience in the field of infertility & assisted conception

Management of a Fertility Service Training Course
A Specialist Certification Course

This study day only forms the theoretical part of the BFS Quality Management of a Fertility Service Training Course.

Application for Training

Potential trainees should register with the Training Subcommittee of the BFS when they decide to start the training. Application forms are available at: www.fertility.org.uk/education or contact the secretariat on the details below:

British Fertility Society
Euro House, 22 Apex Court
Woodlands, Bradley Stoke
Bristol BS32 4JT, UK
Tel: +44 (0) 1454 642 217
Fax: +44 (0) 1454 642 222
bfs@bioscientifica.com



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11 June 2010

Copthorne Tara Hotel, Kensington, London

Programme & Registration Information



Preliminary Programme

Time	Topic
08.30 – 09.00	Registration and coffee Welcome and introductory remarks
09.00 – 09:30	The role of the PR and staff competency assessment
09:30- 09:50	Quality manual development
09:50 – 10:10	Process mapping
10:10 – 10:30	Resource Management & third party agreements
10:30 – 11:00	Morning Coffee and Exhibition
11.00 – 11.45	Workshop 1 Quality manual development
11:45 – 12:30	Workshop 2 Process mapping
12:30 – 13:30	Lunch & Exhibition
13:30 – 14:15	Workshop 3 Resource management
14:15 – 14:45	Validation of equipment and processes
14.45-15.15	Coffee
15.15-15.45	Risk management
15.45-16.15	Audit, document and data management
16.15-16.45	The HFEA perspective: ensuring quality and preparing for inspections
16:45– 17:00	Panel discussion and closing remarks

Meeting Information

Date and Place of Meeting

The Quality Management of a Fertility Service Study Day 2010 will take place at the Copthorne Tara Hotel, Kensington, London on 11 June 2010.

Registration for the BFS Quality Management of a Fertility Service Study Day

Registration Rates are:

BFS Members @ £290
Non-Members @ £425

This fee includes the sessions, morning and afternoon coffee breaks and lunch.

To register, please visit: www.fertility.org.uk/meetings/forthcoming.html and register online

The registration desk will open at 08:00 until 17:00 on 11 June 2010.

Application for the BFS Quality Management of a Fertility Service certification can be found online at www.fertility.org.uk/education. There is a fee of £120 upon application.

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 705949

Please note that the British Fertility Society is not responsible for accommodation bookings.

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 1 MAY 2010. Fees after this date cannot be refunded for any reason, including ill-health. Cancellations and refunds will be processed after the conference.