

Administrative Details

Venue

The venue for the course will be the Village Hotel, 186 Otley Road, Headingley, Leeds, LS16 5PR. The Village Hotel and Leisure Club Leeds is just a short drive from Leeds city centre and directions to the venue will be sent out with the delegate joining instructions.

Course Fees

The following course fee includes the cost of tuition, course notes, refreshments and lunches for Wednesday 18 – Thursday 19 May 2011. **£465**

Please note course fees must be paid in full no later than 10 working days before the course commences.

Accommodation

En-suite, bed and breakfast accommodation can be booked for delegates at the course venue (Village Hotel) and this can be added to your invoice, if required. The rates shown are for sole occupancy on a bed and breakfast basis. Please note all rooms are non-smoking. Delegates will be responsible for their own evening meals, except on Wednesday 18 May when the course dinner is included. There is an excellent restaurant at the Hotel, as well as a good selection of evening bar meals, which can be paid for on delegates' extras accounts.

We have negotiated the following special rates for bed and breakfast accommodation:

Tuesday 17 May	£86
Wednesday 18 May	£86

Course dinner

All delegates are invited to the course dinner on Wednesday 18 May as part of their delegate programme, at no extra charge. This is an excellent networking opportunity for delegates and speakers, and will be a relaxing end to day one of the course. The dress code is smart/casual. If you wish to attend the course dinner please indicate on the registration form.

Terms and Conditions

Payment should accompany your registration form unless you have requested an invoice to be sent to you. Please note, registrations received without a supporting purchase order document cannot be processed. The course fee is exempt from VAT and payment can be made by bank transfer, credit card or cheque made payable to the 'University of Leeds'. Please note, due to University policy, we can only accept credit card details over the telephone. Unfortunately we are unable to accept payment by American Express. Terms of payment are 30 days from date of invoice. Fees must be paid in full no later than 10 working days before the course commences. Failure to pay may result in attendance being refused.

Registrations are accepted on the understanding that the printed programme is given in good faith but may have to be re-scheduled or the speakers changed for reasons outside our control.

The University of Leeds reserves the right to cancel or postpone the course, in which case fees will be refunded in full. In the event of cancellation, the University will not be held liable for delegates travel or accommodation expenses.

Where a delegate wishes to cancel a registration, written cancellations received up to 10 working days before the course will be subject to an administrative charge of 20% of the total remittance. After this date the full fee is chargeable and no refunds will be made, this also applies for non-attendance but copies of the course documents will be sent. Substitutions may be made at any time.

Registration and Enquiries

To register please complete and return the registration form by email, post or fax.

For enquiries please contact:

Rachael Lawson,
CPD Course and Events Co-ordinator,
CPD Unit, Faculty of Engineering,
c/o School of Civil Engineering, Room 209,
University of Leeds,
LEEDS, LS2 9JT, UK.

T: + 44 (0) 113 343 8104

F: + 44 (0) 113 343 2511

E: cpd@engineering.leeds.ac.uk

W: www.healthcare.leeds.ac.uk/study/CPD/PTQA/

Potential delegates who have any special requirements should contact the above as soon as possible.

Registration Form

ASEPTIC SERVICES FOR MANAGERS

Wednesday 18 – Thursday 19 May 2011

I wish to register on the above course (please tick and insert details)

Course Fees	Cost
<input type="checkbox"/> Aseptic Services for Managers	£465

Course Dinner (included in the fee)

I would like to attend the course dinner on Wednesday 18 May YES / NO

ACCOMMODATION

Please book the following en-suite bed and breakfast accommodation which I understand will be added to the invoice and paid to the University of Leeds

<input type="checkbox"/> Tuesday 17 May 2011	£86
<input type="checkbox"/> Wednesday 18 May 2011	£86

Total accommodation fee £

Total payable to the University of Leeds £

Payment details (please tick box indicating payment method)

- I enclose a cheque* for £ made payable to 'The University of Leeds'
* Please note that cheques should accompany your registration form and should be made payable in pounds sterling and drawn on a UK bank.
- Please invoice my organisation. I attach an official purchase order document to accompany this registration.
Please note registrations without a supporting purchase order document cannot be processed.
- I wish to pay by credit card, please contact me for my card details

In sending this registration I agree to the terms and conditions stated.

Please send completed registration to:

Rachael Lawson, CPD Course and Events Co-ordinator, CPD Unit, Faculty of Engineering, c/o School of Civil Engineering, Room 209, University of Leeds, LEEDS LS2 9JT, UK.

T: + 44 (0) 113 343 8104 F: + 44 (0) 113 343 2511

E: cpd@engineering.leeds.ac.uk

W: www.healthcare.leeds.ac.uk/study/CPD/PTQA/

Delegate Prof / Dr / Mr / Mrs / Miss / Ms (please select)

Surname:

Initials:

First name for badge:

Position held:

Trust:

Hospital:

Address:

Postcode:

T:

F:

E:

Special dietary requirements:

School of Healthcare FACULTY OF MEDICINE AND HEALTH



UNIVERSITY OF LEEDS



Aseptic Services for Managers

Wednesday 18 – Thursday 19 May 2011



Please pass this leaflet to a colleague if this course is not relevant to you

DRIVING SoH
POSITIVE
CHANGE

Information about the course

Aseptic Services for Managers

Wednesday 18 – Thursday 19 May 2011

Course Director

Ian Beaumont, Director, Quality Control North West
Regional Quality Assurance Pharmacist North West Region

Course aims and structures

This course is a follow-up course to the Aseptic Preparation and Dispensing of Medicines (APDM) course for senior, experienced pharmacy staff involved in aseptic preparation activities. The course aims to address key current issues in aseptic preparation services and to equip Aseptic Unit Managers to respond to them. Current guidance will be appraised and discussed and workshop sessions will provide guidance for improvement of working practices.

Intended audience

This course is specifically designed for Aseptic Unit Managers. The course is also very relevant for Senior/Chief Pharmacy Technicians, Aseptic Unit Deputy Managers, and Senior QA/QC personnel in both licensed and unlicensed aseptic units.



To receive an electronic registration form email us at cpd@engineering.leeds.ac.uk

What our previous delegates say

'A must do course for senior staff involved in aseptic services'

'Essential training package for aseptic managers and clinical pharmacists who use products of the aseptic preparation service'

'A useful review of current and key issues for aseptic services managers'

'Good opportunity to meet together with other aseptic managers to discuss current issues and share good practise'

'Very useful, relevant and up to date info with lots to consider for practical application'

'Senior and Chief Technicians should attend this course it's the best one I have been on in years!'

Accreditation

The Aseptic Services for Managers course has been jointly organised by the **NHS, Technical Specialist Education and Training (TSET)** and the University of Leeds.

Other Pharmaceutical Technology & Quality Assurance (PTQA) short courses:

- **Medical Gases for Service Managers – Study day**
Monday 21 March 2011
- **Pharmaceutical Medical Gas Testing – 2 Day Retraining and Reassessment Programme**
Monday 23 – Tuesday 24 May 2011
- **Aseptic Preparation and Dispensing of Medicines**
Monday 4 – Thursday 7 July 2011

Other School of Healthcare short courses:

- **Specialised Ventilation in Healthcare Premises**
Tuesday 1 – Thursday 3 November 2011

Full course programme

DAY ONE : Wednesday 18 May 2011

Chair: Ian Beaumont, Director, Quality Control North West

- 10.00 Registration and coffee**
- 10.30 Welcome and introduction to day one**
Ian Beaumont, Course Director
- 10.40 Current issues and priorities for the aseptic service manager**
Peter Rhodes, NHS Pharmaceutical Aseptic Services Group
- 11.20 Clinical priorities for aseptically prepared injections**
Steve Williams, Consultant Pharmacist in Medicine & Medication Safety, University Hospitals of South Manchester NHS Foundation Trust
- 12.00 WORKSHOP: Current problems and issues for the aseptic manager**
Led by Ian Beaumont and Peter Rhodes (coffee/tea to be taken during workshop)
- 12.30 Workshop feedback session**
- 13.00 Lunch**

PARALLEL SESSIONS:

Delegates are free to choose which parallel sessions are most relevant for them to attend. Please note, all delegates will receive copies of all the parallel presentations within their course notes to take away for future reference.

14.00 – 14.40

PARALLEL SESSION (A)	PARALLEL SESSION (B)
Chemotherapy Dose Banding Burhan Zavery, Operational Services Manager, Mid Cheshire Hospitals NHS Foundation Trust	Managing errors in aseptic units Richard Bateman, QA Specialist Pharmacist Guy's Hospital

14.40 – 15.10

PARALLEL SESSION (C)	PARALLEL SESSION (D)
Preparation of Monoclonal Antibodies Tim Sizer, Regional Pharmaceutical Quality Assurance Officer - NHS South West	VHP in practice Sharon Hart-Davies, Production Manager, Leeds Teaching Hospitals

15.10 Tea

- 15.40 Contingency planning**
Rob Duncombe, Chief Pharmacist, Princess Alexandra Hospital
- 16.20 Validation strategies for aseptic services**
Mark Oldcorne, Quality Assurance Pharmacist, Wrexham Maelor Hospital
- 17.20 End of day one**
- 18.45 Coach departs village hotel for course dinner**
- 19.00 Course dinner**

Please note, although the organisers remain devoted to the programme specified, they reserve the right to vary the programme in detail if required to do so by factors beyond their control.

DAY TWO : Thursday 19 May 2011

Chair: Ian Beaumont, Director, Quality Control North West

- 09.00 Introduction to day two**
Ian Beaumont, Course Director
- 09.05 Developments in microbiology protocols and other aseptic standards**
John Rhodes, Laboratory Manager, Stockton Quality Control Laboratory
- 09.45 WORKSHOP: Environmental issues for managers**
John Rhodes, Laboratory Manager, Stockton Quality Control Laboratory
- 10.15 Coffee**

PARALLEL SESSIONS:

10.45 – 11.25

PARALLEL SESSION (A)	PARALLEL SESSION (B)
Investigational Medicinal Products Angela Hallam, St Mary's Pharmaceutical Unit, Cardiff and Vale NHS trust	Cytotoxic residue monitoring Phil Weir, Head of Research and Scientific Services, Quality Control North West

11.25 – 12.25

PARALLEL SESSION (C)	PARALLEL SESSION (D)
Training and equipping the aseptic workforce Gill Risby, Yorkshire and the Humber Pharmacy Technical & Support Staff Development Unit, University of Leeds	Labelling and Auto - ID Joanne Hayes, Head of Good Practice Division, Quality Control North West

12.25 Lunch

- 13.25 Preparing for EL(97)52 Audits and MHRA inspections**
Rob Lowe, Director of Quality Assurance Specialist Services, University of East Anglia
- 14.05 CAPA**
Anne Black, Quality Assurance Pharmacist, The Newcastle upon Tyne Hospitals NHS Foundation Trust
- 14.25 WORKSHOP: CAPA**
Anne Black, Quality Assurance Pharmacist, The Newcastle upon Tyne Hospitals NHS Foundation Trust (coffee/tea to be taken during workshop)
- 15.00 Workshop feedback session**
- 15.25 Pharmaceutical quality and risk management systems in aseptic services**
Charlotte Gibb, Principal Pharmacist, Mid-Yorkshire Hospitals NHS Trust
- 16.10 End of day two and course, issue of certificates**

View the full programme online at www.healthcare.leeds.ac.uk/study/CPD/PTQA/