



MEDICAL GASES FOR SERVICE MANAGERS

Tuesday 20 March 2012

Venue: The National Hospital for Neurology and Neurosurgery, London

This one day short course is intended for senior managers who are involved in or are responsible for the supply, provision and quality of medical gases in their hospitals.

Medical Gases are an essential part of modern medical therapy and treatment, but where do they come from, and how do they get to the patient? This is a subject and a task that tends to be taken somewhat for granted in most hospitals, but medical gases are medicines and as such are one of the responsibilities of chief pharmacists, matrons or senior managers in hospitals where pharmacists are not present.

Topics presented will include:

- The general provision of medical gases
- The legal position, roles and duties of personnel involved in the provision of medical gases
- A description of services and some potential problems and hazards
- A guided walk-through of the medical gas pipeline systems and cylinder management

Speakers include:

- Paul Jones, Consultant (Medical Gases)
- Richard Maycock, BOC Healthcare
- Brian Midcalf, Consultant (Medical Gases)
- Tim Sizer, Regional Pharmaceutical Quality Assurance Officer - NHS South West
- Zvezdan Zurapovic, University College London Hospitals



Programme – Tuesday 20 March 2012

Course Director: Tim Sizer, Regional Pharmaceutical Quality Assurance Officer - NHS South West

| Time | Session | Speaker |
|---------------|--|---|
| 09.00 – 09.30 | Registration | |
| 09.30 – 09.45 | Introduction: aims of the study day | Tim Sizer, Regional Pharmaceutical Quality Assurance Officer - NHS South West |
| 09.45 – 10.15 | The importance of medical gases. How are they produced, properties and clinical uses | Tim Sizer |
| 10.15 – 11.15 | HTM overview, roles, training and assessment and how the Permit to Work (PTW) system works practically | Richard Maycock, BOC Healthcare |
| 11.15 – 11.45 | Refreshment break | |
| 11.45 – 12.30 | Practical issues as a manager | Speaker to be confirmed |
| 12.30 – 13.30 | What can go wrong? | Paul Jones, Consultant (Medical Gases) |
| 13.30 – 14.15 | Lunch | |
| 14.15 – 15.00 | Medical gas source equipment and reserve supplies overview | Richard Maycock, BOC Healthcare |
| 15.00 – 16.00 | MGPS – Walk-through Guided tour of a real system | Zvezdan Zurapovic, University College London Hospitals Richard Maycock, BOC Healthcare |
| 16.00 – 16.15 | Refreshment break | |
| 16.15 – 17.00 | Quality and risk management issues. Role of the QC (MGPS), periodic testing programmes and sign-off | Brian Midcalf, Consultant (Medical Gases) |
| 17.00 | End of course and issue of certificates | |

ADMINISTRATIVE DETAILS

VENUE

The venue for the course will be **The National Hospital for Neurology and Neurosurgery**, Queen Square, London, WC1N 3BG and directions to the venue will be included within the delegates joining instructions. Please note, parking is very limited at the hospital so public transport is strongly advised. The nearest tube station is Russell Square. Buses 68, 168 and 188 serve the hospital. The nearest mainline train stations are Euston, King's Cross and St. Pancras.

COURSE FEES

The following course fee include the cost of tuition, course notes, lunches and light refreshments: **£285**

COURSE ORGANISERS

This short course has been jointly organised by the University of Leeds and NHS Technical Specialists Education and Training Group (TSET) to meet specific needs identified by NHS personnel. It is also designed to provide up-to-date knowledge and information of standards, practices and quality assurance arrangements relating to the safe and effective provision of medical gases.

TERMS AND CONDITIONS

Payment in full should accompany your booking. The course fee is exempt from VAT. Fees must be paid in full no later than 15 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.

Delegates will receive a full refund for cancellations made within 7 days of booking, except where the booking has been made for an event commencing within the next 7 days. Where a delegate wishes to cancel a registration after this 7 day period, written cancellations received up to 15 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.

HOW TO BOOK

Delegates can book their place via our secure online store or by completing a manual registration form. Please follow the guidance below on how to complete your booking:

MANUAL REGISTRATIONS

1. Download a registration form from the course website (www.healthcare.leeds.ac.uk/study/CPD/PTQA/) or contact Rachael Lawson to request a copy (E: cpd@engineering.leeds.ac.uk T: **0113 343 8104**)
2. Send your completed registration form along with payment or purchase order to the CPD, Conference & Events Coordinator at the address below.

Payment can be made by bank transfer, credit card, or by cheque made payable to the 'University of Leeds'. Please note that if you have requested an invoice, registrations received without a supporting purchase order document cannot be processed. Terms of payment are 30 days from date of invoice.

ONLINE BOOKING

1. Log on to our Online Store at: <https://store.leeds.ac.uk/>
2. Select Conferences and Events in the left-hand navigation bar.
3. Select Healthcare > Pharmaceutical CPD Courses
4. Select the course or event for which you wish to register and click on 'Book'.
5. If you are a new user, please follow the instructions to register. If you already have an account log in as instructed.
6. Complete the application process as directed by the booking system.

You will receive an automatic confirmation email within 24 hours of your booking.

FOR BOOKING QUERIES AND FOR ALL OTHER ENQUIRIES

If you are experiencing problems with your booking or have any queries about the course please contact:

Rachael Lawson,
CPD, Conference & Events Co-ordinator
CPD, Conference & Events Unit,
Engineering Research & Innovation Service,
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E: cpd@engineering.leeds.ac.uk

W: www.engineering.leeds.ac.uk/short-courses/

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