

**15%
DISCOUNT
FOR RCN MEMBERS**

Organised by
British Journal of
**Healthcare
Assistants**

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in association with



3rd national HCA conference

Translating knowledge into practice

Regent's College, London

Thursday 5th November 2009



MA HEALTHCARE LIMITED

40 YEARS OF MEDICAL EDUCATION

Translating knowledge

Objectives

It is anticipated that participants will benefit from:

- A clinical and professional knowledge update
- The chance to hear the latest on HCAs administering the flu vaccine
- Information on the launch of new HCA resource: influence your employer to reward your contribution
- An exploration of new areas of practice for HCAs
- Interactive workshops to enable you to engage the materials
- Experienced and skilled workshop presenters

Who should attend?

The 3rd national HCA conference – Translating knowledge into practice is aimed at:

- Healthcare assistants, especially those working in general practice
- Assistant practitioners
- Professionals involved in training HCAs



Thursday 5th November 2009 AM/PM

08.00-09.00 Registration and refreshments

09.00-09.10 **Welcome and introduction by chair**

Paul Vaughan, Regional Director, Royal College of Nursing, West Midlands

09.10-09.40 **Safeguarding patients: know their rights and your responsibilities**

Rosie Jewers, Legal Officer, Royal College of Nursing

09.40-09.55 **Contributing to the British Journal of Healthcare Assistants**

Julie Smith, Editor, *British Journal of Healthcare Assistants*

09.55-10.20 **For the record! What does the Workload Analysis Tool tell us about the HCA role?**

Janet Bell, Nurse Practitioner and Independent Consultant, Primary Care, Hertfordshire

10.20-10.50 **Apprenticeships: What's in it for you?**

Anne Eaton, Director, Standards and Qualifications Directorate, Skills for Health

10.50-11.20 Refreshments and exhibition viewing

11.20-12.20 **WORKSHOP SESSION 1**

(Please choose one of the following)

A: 'Kiss it better': Insights into wound management

Hilary Andrews, Independent Nurse Advisor

B: 'A weighty issue': Understanding your role supporting people with their weight management

Tanis Hand, HealthTrain, Wales

C: 'You said what': Exploring your communication skills and managing difficult behaviour

Anna Lynall, Independent Consultant, National

D: 'Just a drop': Venepuncture best practice and basic interpretation of blood results

Zoe Rawles, HealthTrain, Wales

E: 'It doesn't have to be bitter': Strategies for managing diabetes

Helen Dyer, Nurse Practitioner, Woodlands Practice, Kent

12.20-13.20 Lunch and exhibition viewing

13.20-14.20 **WORKSHOP SESSION 2**

(Please choose one of the following)

A: 'Whazzup': Teenage sexual health

Janet Bell, Nurse Practitioner and Independent Consultant, Primary Care, Hertfordshire

B: 'The heart of the matter': An overview of cardiovascular disease and the ECG

Zoe Rawles, HealthTrain, Wales

e into practice

Thursday 5th November 2009 PM

13.20-14.20 **WORKSHOP SESSION 2** *continued*

C: 'Put your best foot forward': Enhancing your presentation skills

Paul Vaughan, Regional Director, Royal College of Nursing, West Midlands

D: 'Stop the spread': Understanding the administration of the influenza and pneumococcal vaccine

Francina Hyatt, Clinical Nurse Trainer, NHS Croydon Community Health Services

E: 'No buds please': Principle of ear care and ear irrigation

Tanis Hand, HealthTrain, Wales

14.20-14.50 Refreshments and exhibition viewing

14.50-15.50 **WORKSHOP SESSION 3**

(Please choose one of the following)

A: 'A fresh breath': Looking at key issues when managing patients with asthma

Chris Loveridge, COPD and Spirometry Clinical Lead, Education for Health

B: 'It is not over': Understanding palliative care

Gavan O'Sullivan, Clinical Nurse Specialist, Camden and UCLH Palliative Care Team

C: 'Who's life is it anyway?': Key principles of health promotion (specifically smoking and alcohol messages)

Helen Dyer, Nurse Practitioner, Woodlands Practice, Kent

D: 'Your professional development': Unleashing your career potential

Liz Clark, Deputy Director, OU-RCN Strategic Alliance, The Open University, Milton Keynes

E: 'Any bright ideas?': This session is aimed at people who train and educate or recruit HCAs and APs

Francina Hyatt, Clinical Nurse Trainer, NHS Croydon Community Health Services, London

Sue Cressey, NHS Croydon Community Health Services and Kingston and St George's University, London

15.50-16.20 **Statutory regulations for health care professionals**

Jan Goldsmith, Professional Advisor, Nursing and Midwifery Council, London

16.20-16.35 **Question and answer session**

16.35 **Close of conference**

3 EASY WAYS TO BOOK



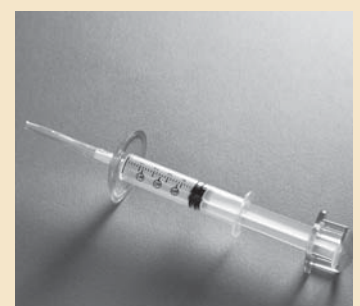
Complete and return the registration form overleaf



0207 501 6762



www.mahealthcarevents.co.uk



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Registration form

I would like to secure my place at **3rd national HCA conference**
– **Translating knowledge into practice** PHOTOCOPIES OF THIS FORM ACCEPTED

Title (Dr, Mr, Mrs etc):

Forenames

Surname

Job title

Home address

.....

..... Post code

Work address

.....

..... Post code

Telephone

Email

I understand that this registration booking is subject to the booking conditions.

Signature

DELEGATE RATES Please tick the box as applicable

Healthcare Assistants and Non HCAs £165 incl. VAT

15% discount for RCN members £140.25 incl. VAT.....

WORKSHOPS Please tick ONE box for each of the three sessions

Session 1: A B C D E

Session 2: A B C D E

Session 3: A B C D E

All delegates must specify a workshop for each of the 3 sessions

The conference fee includes:

- Entrance to the conference
- Full conference documentation
- Lunch and refreshments
- Certificate of attendance

I WISH TO PAY BY:

• Credit card

Please debit my Visa Mastercard Maestro
 American Express

Card no

Valid from Expiry date

Issue no (Maestro cards only) 3 digit security code

Signed..... Date

• Call the Credit Card Booking Hotline 0207 501 6762

- Book online at www.mahealthcareevents.co.uk
- Make your cheque payable to MA Healthcare Ltd
- **Invoice** Requesting an invoice and signing this form will secure your place at the conference. All invoices must be paid in full before the event. See booking condition 5.

To receive an invoice you must complete this section in full giving either your work or trust address. We are unable to send out invoices to home addresses

PLEASE COMPLETE IN FULL WITH CONTACT NAME IF DIFFERENT FROM ABOVE

PO Number

Contact

Full invoice address.....

.....

..... Post code

Telephone..... Fax

Signed

How did you hear about the conference?

Direct mailing Email Recommendation MA Healthcare Events website

Other website (please specify).....

Advert in Journal (please specify).....

Other (please specify).....

Data Protection - By submitting your details, you are indicating your consent to receiving marketing communication from MA Healthcare or a member of MA Healthcare's group (including our latest news, events, competitions and offers), unless you have ticked the box below to indicate your objection to receiving these messages. Please tick here if you do not wish to receive this information via e-mail Please tick here if you do not wish to receive this information via post or telephone We occasionally work closely with other companies to offer you things that we think may be of interest to you. Please tick this box if you do not want to receive details of their products via post or phone Please tick this box, if you would like to receive this information via email

PLEASE RETURN TO:

MARK ALLEN GROUP, 3RD NATIONAL HCA CONFERENCE,

FREEPOST BFH1 337, LONDON, SE24 9BR

FAX BOOKING LINE: 0207 733 8174

TEL BOOKING LINE: 0207 501 6762

How to get to the venue

Regent's College Conference Centre, Inner Circle,
Regent's Park, London NW1 4NS

Tel: +44(0) 20 7487 7540

Web: <http://conferences.regents.ac.uk/map.asp>

Regent's College Conference Centre is only a ten minute walk from Baker Street Tube, with easy access from Euston, Kings Cross main line stations and plenty of off road parking (metered) in the park, it offers a relaxed yet professional environment to meet and talk to your colleagues and fellow delegates.

Accommodation details

Grange Hotels are offering a special rate for delegates attending *3rd national HCA conference – Translating knowledge into practice*. To make a reservation please contact Grange Hotels central reservations quoting: 'MA Healthcare'.

GRANGE HOTELS Telephone number: 0207 233 7888

Fax number: 0207 630 9897

Email: reservations@grangehotels.com



Expotel can provide a complimentary hotel booking service for delegates attending *3rd national HCA conference – Translating knowledge into practice*.

To enquire about making a reservation or to get details of other hotels contact Expotel on the number below, choose the 'hotel' option and quote MA Healthcare/3rd National HCA conference

EXPOTEL

Telephone number: 0845 054 8470

Email: events@expotel.com

Booking conditions

MA Healthcare Ltd (The Company) accepts bookings under the following conditions:

1 All correspondence will be sent to the participants at the address specified on the booking form or over the telephone. (This address will also appear on the official participant's list).

2 The completed booking form together with full payment must be sent to MA Healthcare Ltd. A confirmation will then be issued. Cheques should be made payable to **MA Healthcare Limited**. Returning the signed registration form constitutes a firm booking.

3 Bookings may be made by telephone but payment must be made in full by credit card.

4 All payments, including credit card, must be in sterling.

5 The Company reserves the right to cancel a booking if payment is not made six weeks prior to the conference taking place. Any outstanding payment becomes the responsibility of the signatory made on the reservation form.

6 Payment for any booking made within six weeks of the conference will still be due to the company irrespective of whether the delegate attends.

7 Should you be unable to attend, a substitute delegate may take his/her place. Notification must be received in writing one week prior to the conference.

8 The Company reserves the right to change the conference speakers in cases of illness or other conditions beyond its control.

9 The Company does not accept responsibility for loss or damage to delegates' own property and/or personal effects caused by events beyond its control, including (but without limitation) fire, flood, strikes, civil disturbances or for consequential loss or damage of any kind whatsoever.

10 Speakers approached at time of print.

Cancellation of booking

Written cancellations received six weeks prior to the conference will be accepted and a refund of 90% of the booking charge will be made. After this date, no refunds can be given. Verbal cancellations will not be accepted.

If written cancellation is not received six weeks prior to the conference full payment will still be due irrespective of whether the delegate attends the conference.



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