



**VISION PRIMARY
CARE TRAINING**

FLEXIBLE - AFFORDABLE - LOCAL

VISION PRIMARY CARE TRAINING LTD CALENDAR JANUARY 2025

If you want to run any of the courses in house for your staff this can be a cost effective way to train. We can also provide you with information to 'advertise' the course out to neighbouring practices for any spare places thus making it even more cost efficient. Bookings can be done on line or use the booking form attached at the end of this document.

Future dates will be published later in the year but please contact us for more information. Course content can also be found at www.visionpct.co.uk

| COURSE TITLE | DATES | VENUE | COURSE OUTLINE | COST |
|--|-------|--|---|--|
| <p>CHAPERONE TRAINING</p> <p>Half Day 1.30pm - 4.00pm</p> <p>For staff new to Chaperoning or</p> <p>To update staff to comply with CQC guidance on training frequency</p> | | <p>Book and run In House Training Course before Friday 11th April 2025 to get a 20% reduction.</p> | <p>Background and context on the use of chaperones</p> <p>Role of the Chaperone, following good practice</p> <p>Minimising risk for clinicians and patients</p> <p>Confidentiality and background to consent</p> <p>Importance of following a Chaperone Protocol</p> <p>Chaperoning different patient groups eg who are vulnerable patients, learning disability/mental illness/ethnicity and other cultural considerations</p> <p>Reporting concerns, what to do, when to do it, following procedures</p> <p>Opportunity to discuss difficulties and outcomes from case studies</p> <p>Delegates comments on this course:</p> <p>I must remember to keep an open mind. Everyone's needs are different</p> <p>The importance of consent and awareness of cultural/life differences in relation to chaperoning</p> <p>A really good course for me as I now feel more confident when being asked to Chaperone in the future.</p> <p>Following the practice protocol for Chaperoning is important</p> | <p>£425 For up to 15 staff</p> |

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Address: The Covert, Hunts Lane, Netherseal, South Derbyshire, DE12 8BJ Tel: **07801 821928**

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| <p>MEDICAL TERMINOLOGY</p> <p>1 Day Course 10.00am – 16.30pm</p> <p>For Secretaries, Summarisers, Auditors, Receptionists, Patient Care Co-ordinators, Dispensers, HCAs, Work Flow Administrators</p> | <p>25th February 2025 & 23rd September 2025</p> <p>13th March 2025</p> | <p>The Copper Beech, Alex Moorhouse Way, Costessey, Norwich NR5 0JT</p> <p>Framfield House Surgery Ipswich Road, Woodbridge</p> | <p>Suitable for those in admin and clerical roles, auditing, work flow optimising, summarising notes, secretarial and HCAs. Individual exercises, consultant letters, games, quizzes and group work all go to make this highly relevant course informative and interesting. The content includes the digestive, respiratory, cardiovascular, locomotive, and renal systems as well as abbreviations, signs and symbols, conditions, procedures and investigations.</p> <p>Delegates comments:- <i>A wonderful experience! Interesting and useful course well led.</i> <i>I have learnt information which will benefit the practice, patients and when dealing with surgeon and post op work</i> <i>Very informative and interesting, using examples of patient ailments</i> <i>Really useful course in relation to general practice work</i> <i>Really enjoyed the course, very interesting – Jane made it very interesting too. Would definitely recommend. Very good, knowledgeable and appropriately pitched content. Good participation by learners.</i></p> | <p>£130</p> <p>This course can be run in house for up to 15 delegates £650</p> |
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FURTHER INFORMATION @ www.visionpct.co.uk

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|--|---|---|--|--|
| <p>LEADERSHIP/ SUPERVISION OF TEAMS</p> <p>1 Day Course 10.00am – 4.30pm For Team Leads Admin, Dispensary, Reception or anyone being promoted into a new role as team leader</p> | <p>TBC</p> <p>24th June 2025</p> | <p>Framfield House Surgery Ipswich Road, Woodbridge</p> <p>The Copper Beech, Alex Moorhouse Way, Costessey, Norwich NR5 0JT</p> | <p>Role and responsibilities of a Team Leader Job descriptions – for yourself and your team; Taking a part in appraising your team; the importance of selecting and training a new team member; Developing new skills to do the job more effectively Teams: How does a good team work? How do your own teams compare? Improving your own teams. Motivating and nurturing your team Delegation: You can't do everything; How, what, why, when to delegate Over and under delegation – the implications Leadership: Achieving the right balance; What do good leaders do? Getting the Best Out of People: Personal experiences; Case Studies; Dealing with poor performance</p> <p>Delegates comments:- <i>Very good course, nice to meet people in similar roles. Well worth doing for anyone entering into a supervisory/management role As usual, the training was very in depth and informative and I felt I took away more confidence and a better attitude to supervising staff I have learnt so much about what I should be doing and Jane conveyed it very well indeed. Thank you – you have made a real difference to how I will approach my team in the future.</i></p> | <p>£155</p> <p>This course can be run in house for up to 15 delegates £650</p> |
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BOOKING FORM – (COMPLETE IN BLOCK CAPITALS)

NAME

JOB TITLE

MANAGER'S NAME

MANAGER'S EMAIL ADDRESS

INVOICE TO BE SENT TO (email address)

PRACTICE STAMP/ADDRESS



CONTACT TELEPHONE NUMBER

EMAIL: (please ensure that the correct email address of the delegate attending is entered below as all joining instructions are sent via email)

Course information will always be sent out via email 2-3 weeks prior to the course commencing. *Wherever possible we make every effort to run courses as advertised. However course dates maybe subject to change if numbers do not meet the minimum required to make it viable.*

| COURSE TITLE | DATE(S) | | |
|--------------|---------|-------|---|
| | | FEE | £ |
| | | +VAT | £ |
| | | TOTAL | £ |

If you wish to pay by **BACS** please ensure you include the correct email details for payment of invoices. **BACS** details are included on the invoice.

Send one booking form per person. You may email us at info@visionpct.co.uk to reserve your place.

NB – All cancellations must be in writing. You may, however, send another colleague. Places cancelled 10 days prior to the commencement of the course will be charged at 75% of the total fee.

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Company Reg.No. 08760683

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