



**VISION PRIMARY
CARE TRAINING**

FLEXIBLE – AFFORDABLE – LOCAL

VISION PRIMARY CARE TRAINING LTD CALENDAR 2020
VERSION 12 – September – December 2020

Course content can also be found at www.visionpct.co.uk You can book on line or use the booking form attached at the end of this document.

PRACTICE SUPPORT STAFF

COURSE TITLE	DATES	VENUE	COURSE OUTLINE	COST + VAT
Chaperone Training PM 2.00 – 4.30pm		Course suitable for in house training.	Background and context on the use of chaperones Role of the Chaperone Minimising risk Confidentiality/Consent Having a Chaperone Protocol Different patient groups e.g. learning disability/mental illness/ethnicity and other cultural considerations Difficulties and outcomes from case studies	£395 in house up to 18 delegates
Medical Terminology 9.30 am – 4.00 pm 1 Day Course These are very popular courses. You are advised to book early. Book your place by Friday 18th September	29 th September 2020 30 th September 2020 26 th November 2020	Framfield Medical Centre, Ipswich Road Woodbridge Suffolk, IP12 4FD Butterfly Hotel, Symonds Road, Bury St Edmunds, IP32 7DZ Best Western Brook Hotel, Bowthorpe, Norwich NR5 9JB	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, reproductive, endocrine, locomotive, and renal systems as well as abbreviations, signs and symbols, conditions, procedures and investigations.	£100 This course can be offered In house for up to 15 delegates Ask for price.

VISION PRIMARY CARE TRAINING LTD

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

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Advanced Medical Terminology 9.30 – 4.00 pm (Please note the cut off date for application for this course is	13 th October 2020	Roundwell Medical Centre, Dr Torrens Way, Costessey, Norwich NR7 0GB	Medical terminology for the circulatory, lymphatic, nervous systems, eyes and skin with conditions, diseases, procedures and investigations. A mixture of individual exercises and group work with quizzes and games. It is advisable for delegates to have attended a one day course first.	£100
Successful Supervision of Teams 1 day course 9.30 – 4.00 pm Suitable for Team Leads Admin, Dispensary, Reception etc. (Please note the cut off date for application for this course is 30th October	12 th November 2020	Framfield House Surgery, Ipswich Road, Woodbridge, Suffolk IP12 4FD	Role and responsibilities of a supervisor 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	£155

FURTHER INFORMATION @ www.visionpct.co.uk

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PRACTICE NURSES & HCAs

COURSE TITLE	DATES	VENUE	COURSE OUTLINE	COST + VAT
Minor Illness/Injury for PNs Modules 1 9.30 – 4.30 pm Module 2 9.30 – 4.30 pm (Please note the cut off date for application for these modules is Friday 25th September)	Mondays 5 th & 19 th October 2020	Roundwell Medical Centre, Dr Torrens Way, Costessey, Norwich NR5 0GB	An introduction to some of the most common minor illnesses that regularly present in General Practice with reference to current guidelines. The interactive lectures and practical sessions will provide evidence based knowledge and the skills needed to safely assess and manage patients presenting with the most common minor illnesses. Delegates should leave feeling confident to deal with many self-limiting diseases, be able to promote self-care, effectively safety net and identify potential red flags. Module 1:- Communication skills and effective history taking Anatomy Common infections that effect the eye, ear, nose, throat and chest Common musculoskeletal complaints such as sprains and strains Simple ankle examination using the Ottawa rules Case studies Module 2:- Common ailments that include the: urinary tract, simple gynaecological problems and bowel complaints Communicable diseases incorporating HPA recommendations. Skin complaints such as rashes, bites and stings Recognition of the sick child.	£145 per module
Ear Irrigation for PNs and HCAs 9.30 – 4.30 pm (Please note the cut off			A better understanding of the problems associated with ear care and how to resolve them. Note: delegates will be required to identify a mentor in their practice to continue with a practical assessment sheet to gain further experience in this field. This course is suitable for HCA's. Supervised practice in the	£145

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date for application for this course is Friday 23rd October)	Monday 2 nd November	Roundwell Medical Centre, Dr Torrens Way, Costessey, Norwich NR5 0GB	delegate's workplace is recommended after this course. Understanding the normal anatomy and function of the ear Recognise the importance of comprehensive history taking Recognition of common ear problems in general practice Understanding safe practice in ear irrigation Practical otoscopy and ear irrigation Professional issues involving consent & accountability Plan supervised practice	
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BOOKING FORM – (COMPLETE IN BLOCK CAPITALS)

NAME

JOB TITLE

MANAGER'S NAME

MANAGER'S 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 may be 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 make ensure you include the correct email details of your Practice Manager to send the invoice to. BACS details are included on the invoice.

OR
Send one booking form per person together with a cheque made payable to Vision Primary Care Training Ltd to the address below. 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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