



Record Keeping & Documentation study day for Ward & Clinic Staff

<i>The Britannia International Hotel London, Canary Wharf</i>	Saturday 25th February 2012
<i>Britannia Country House Hotel, Manchester</i>	Saturday 17th March 2012

Overview of the course:

The aim of this study day is to provide relevant information on all aspects of documentation and record keeping. By the end of the day practitioners will:

- Be familiar with the principles of good record keeping and some of the more common pitfalls encountered in poor record keeping
- Will be aware of the legal principles relating to the Data Protection Act as well as Caldicott principles impact on their documentation and record keeping practice
- Will have knowledge of the professional requirements of record keeping and the action that professional regulators may take in the event of poor practice

The course will include:

- Principles of record keeping
- Legal and professional issues relating to documentation and record keeping
- Practical session in groups

Further information including the programme can be viewed on our website, www.pepractice.co.uk

There are 18 places available on each course. The course fee is £120.00. The course fee will include the study day, course materials, certificate of attendance, lunch and refreshments.

Places can be booked on line at www.pepractice.co.uk or by send the completed registration form to the address below. To obtain additional application forms please contact: **PEP Ltd, PO BOX 283, Manchester, M21 3BD. Tel: 0161 861 9238, Fax: 0161 861 9238, Email: info@pepractice.co.uk**



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*The Britannia International Hotel
London, Canary Wharf*

Saturday 25th February 2012

*Britannia Country House Hotel,
Manchester*

Saturday 17th March 2012

Overview of the course:

(Please complete all sections of this application form in block capitals).

Surname: Forenames: Title:

Address (for all correspondence):

Telephone (daytime):

Telephone
(evening):

Email Address:

Present Appointment -Hospital:

Special Dietary Requirements:

Please note that your fee of £120.00 for- fees includes all Course fees, lecture notes, lunch and refreshments during course

PAYMENT: Please tick the box next to your payment method:

☐ I enclose a Cheque / Postal Order payable to 'PEP': £

☐	Please invoice my employer / company for a total of	£
Purchase order number:		

Invoice Address (Including Department)

Post code:

Telephone
number:

Please note, in the event of a cancelled booking please refer to our cancellation policy on line. www.pepractice.co.uk

To reserve your place on this course or to obtain additional application forms please contact:

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