

DIVISION OF MEDICINE FOR OLDER PEOPLE**INDUCTION PROGRAMME****WEDNESDAY 6th AUGUST 2008****PATHOLOGY SEMINAR ROOM
NORTH BUILDING**

09.15 – 09.40 a.m.

**MRS LESLEY HUMPHREY
DIVISIONAL GENERAL MANAGER and
DR CLAIRE SPICE
CONSULTANT GERIATRICIAN**Welcome, Introduction to Educational activities,
study leave, appraisals, career counselling,
confidential counselling services etc.

09.40– 10.00 a.m

**JANE MARSHALL
SENIOR PHARMACIST**

10.00 – 10.30 am

**DR SAVITHRI GUNASEKERA
SPECIALIST REGISTRAR**How the Department runs, admissions, MAU.
How to organise X-rays, bloods, scans etc.
Effective patient handover and on-call
responsibilities

10.30 – 11.00 a.m

**CHRISSIE IMMINS, MEDICAL SERVICES
MANAGER and KATHRYN HUGHES,
MEDICAL SERVICES OFFICER**Welcome pack. Annual leave, study leave,
sickness reporting, completion of forms etc.
Outline of the Division of Medicine for Older
People. Answer questions.

Doctor's Induction Programme - Wednesday 6th August 2008

08:00 - 08:15	Restaurant	Registration & Audit Forms Distribution	All Groups
08:15 - 08:35	Room 1	Welcome - Penny Gordon (Director of Postgraduate Education)	All Groups
08.35 - 08.50	Room 1	Welcome - Graeme Zaki (Medical Director)	All Groups
08.50 - 09.05	Room 1	Mental Capacity Act Brief (Jo Odell)	All Groups
09.05 - 09.10	Room 1	Antibiotic Prescribing Cards (Adel Sheikh)	All Groups

Groups 1 & 2		Group 3		Group 4	
9:10 - 11:10	Rooms 11, 12 & Resus Training Room	9:10 - 10:10	Clinical Skills Workshop: (9.10-9.25) Room 13 Transfusion (9.25-9.40) Room 13 Infection Control (9.40-9.55) Room 13 Phlebotomy (9.55-10.10) Room 13 IV Therapy	9:10 - 10:10	Room 9 Medical Personnel Rooms 2,4, 5,6,7,8 Occupational Health Computer Suite IT Access Room 10 Security Passes
		10:15 - 11:15	Room 9 Medical Personnel Rooms 2,4, 5,6,7,8 Occupational Health Computer Suite IT Access Room 10 Security Passes	10:15 - 11:15	Clinical Skills Workshop: (10.15-10.30) Room 13 Transfusion (10.30-10.45) Room 13 Infection Control (10.45-11.00) Room 13 Phlebotomy (11.00-11.15) Room 13 IV Therapy

11:10 - 11:30 Refreshment Break (coffee and cakes/fruit) Restaurant

Groups 3 & 4		Group 1		Group 2	
11:35 - 13:35	Rooms 11, 12 & Resus Training Room	11:35 - 12:35	Clinical Skills Workshop: (11.35-11.50) Room 13 Transfusion (11.50-12.05) Room 13 Infection Control (12.05-12.20) Room 13 Phlebotomy (12.20-12.35) Room 13 IV Therapy	11:35 - 12:35	Room 9 Medical Personnel Rooms 2,4, 5,6,7,8 Occupational Health Computer Suite IT Access Room 10 Security Passes
		12:40 - 13.40	Room 9 Medical Personnel Rooms 2,4, 5,6,7,8 Occupational Health Computer Suite IT Access Room 10 Security Passes	12:40 - 13.40	Clinical Skills Workshop: (12.40-12.55) Room 13 Transfusion (12.55-13.10) Room 13 Infection Control (13.10-13.25) Room 13 Phlebotomy (13.25-13.40) Room 13 IV Therapy

**from 13:30 Sandwich lunch available, to be joined by members of Chaplaincy team. Time to complete evaluation forms and sign out Room 1
14:00 approx Close**