



British Fertility Society
Management of a Fertility Service Study Day
18 November 2008, Chandos House, 2 Queen Anne Street, London

Management of a Fertility Service Training Course A Specialist Certification Course

This study day only forms the theoretical part of the BFS Management of a Fertility Service Training Course.

Application for Training

Potential trainees should register with the Training Subcommittee of the BFS when they decide to start the training. Application forms are available at: www.fertility.org.uk/education

Candidates seeking to register for Certification in Management of a Fertility Service should:

1. Be a member of the British Fertility Society.
2. Undertake training over an agreed period of time (normally a minimum of 6 months, and a maximum of 18 months) in a Centre recognised as a "Training Centre" by the BFS, under the guidance of designated trainer(s).
3. Attend the Management of a Fertility Service Study Day approved by the BFS.
4. Keep a logbook detailing experience.
5. Keep a record of monthly appraisals with their trainer.
6. At the end of training apply for certification by:
 - i. Submission of a Certificate of attendance at the Study Day
 - ii. Submission of the Logbook and Appraisal Record.
 - iii. Submission of letter of support from their trainer.

A fee of £120 is required upon application for the training course.
A separate meeting registration fee is required upon registration onto the study day.

For further details please visit the <http://www.fertility.org.uk/education/index.html> or contact Rachael Kington on the details below:

British Fertility Society
Euro House, 22 Apex Court
Woodlands, Bradley Stoke
Bristol BS32 4JT, UK
Tel: +44 (0) 1454 642 217
Fax: +44 (0) 1454 642 222
bfs@bioscientifica.com



British Fertility Society

Management of a Fertility Service Study Day

18 November 2008

**Chandos House,
2 Queen Anne Street, London**

Programme & Registration

This study day only forms the theoretical part of the BFS Management of a Fertility Service Training Course.



Preliminary Programme

08.30 - 09.00	Registration	
	Welcome and Introductory remarks	<i>Valentine Akande, (Bristol)</i>
	Meeting Chairman (AM)	<i>Valentine Akande, (Bristol)</i>
09.00 - 09.30	The role of the person responsible	<i>Yakoub Khalaf (London)</i>
09.30 - 10.00	How to setup a successful fertility service	<i>Charles Kingsland (Liverpool)</i>
10.00 - 10.30	Equipment validation and 'third party' agreements	<i>Sue Avery (Birmingham)</i>
10.30 - 11.00	Morning Coffee	
Interactive group working sessions		
	Group 1	Group 2
11.00 - 12.00	How do you manage your staff? Appraisals, recruitment, retention & the law <i>Heidi Birch (West Midlands)</i> <i>Lyndon Miles (Cardiff)</i>	Budget setting and business cases <i>Gill Ryan (Bristol)</i>
12.00 - 13.00	Complaints handling and management & public relations <i>Richard Kennedy (Warwick)</i> <i>Marion Westwood (London)</i>	Marketing and public relations <i>Gillian Lockwood (West Midlands)</i> <i>Tony Rutherford (Leeds)</i>
13.00 - 13.45	L u n c h	
	Meeting Chairman (PM)	<i>Luciano Nardo, (Manchester)</i>
13.45 - 14.15	Risk management	<i>Richard Kennedy (Warwick)</i>
14.15-14.45	Quality management systems	<i>Alison McTavish (Aberdeen)</i>
14.45-15.15	Working with the HFEA and preparation for inspections (incident reporting & EDI)	<i>Deborah Bloor (London)</i>
15.15 - 15.45	A f t e r n o o n T e a	
Group Working		
	Group 1	Group 2
15.45 - 16.45	Internal audit <i>Alison McTavish (Aberdeen)</i>	Patient safety incidents - Adverse event management and reporting <i>Chris Malone (Liverpool)</i>
16.45-17.00	Discussion and Closing Remarks	



Meeting Information

The British Fertility Society is delighted to bring you the opportunity to book onto this unique one day training event. This course offers interactive workshops, as well as lectures enabling participants to understand and visualise the challenges faced in running a fertility service and how to overcome them.

The course is run by experts and leaders actively practising in this field. The day is structured to deliver interactive, practical and enjoyable multi professional training.

Delegates will be provided with the most up to date information and comprehensive review of regulations/guidelines and thinking in the management of a fertility service

With the rapid development of assisted reproduction and the changing environment in which it is practised, the role of person responsible continues to evolve. This programme will also assist those aspiring to the position of Person Responsible in establishing a level of knowledge appropriate to this role.

Who might benefit from this course?

- Scientists with relevant working experience in the field of assisted conception
- Nurses with relevant working experience in the field of assisted conception
- A clinicians with who have completed training in obstetrics and gynaecology in the UK or equivalent certification from the EEC, and relevant working experience in an infertility or assisted conception service
- Managers who have responsibility for managing fertility services

Date and Place of Meeting

The Management of a Fertility Service Study Day will take place at Chandos House, 2 Queen Anne Street, London, W1G 9LQ on Tuesday 18 November 2008

Registration for the BFS Management of a Fertility Service Study Day

The registration desk will open at 08.30 until 17:00 on 18 November 2008. Name badges will be provided at the registration desk and must be worn at all times.

Accommodation

Accommodation can be sought from the British Hotel Reservation Centre: Tel: +44(0) 207 8281075. All B & B requirements may be booked through agencies specialising in reasonably priced private accommodation for medical professionals:

Housecalls Tel: +44(0) 208 7427057
 Doctor in the House Tel: +44(0) 208 705949

Please note that the British Fertility Society is not responsible for accommodation bookings.



British Fertility Society
Management of a Fertility Service Study Day
 18 November 2008, Chandos House, 2 Queen Anne Street, London

Registration Form

(BLOCK CAPITALS PLEASE)

Job Title - Tick all appropriate:

Nurse Nurse Manager Clinician Scientist Consultant
 Manager Student Associate Counsellor Retired

Title: _____ First name: _____

Surname: _____

Post: _____

Dept: _____

Hospital: _____

Correspondence address: _____

_____ *Postcode:* _____

Day Tel: _____ *Fax:* _____

Email: _____

A self service lunch is included in the registration fee. Are you a vegetarian?
 Do you have any other dietary or special access requirements:

If you are not a member but would be interested in receiving BFS membership information, please tick here

Group Working Sessions:

Please indicate your preferred choice of workshop to attend: (Workshop places will be allocated on a first come, first served basis).

	Group 1	Group 2
11:00 – 12:00	<input type="checkbox"/>	<input type="checkbox"/>
12:00 – 13:00	<input type="checkbox"/>	<input type="checkbox"/>
15:45 – 16:45	<input type="checkbox"/>	<input type="checkbox"/>



British Fertility Society
Management of a Fertility Service Study Day
 18 November 2008, Chandos House, 2 Queen Anne Street, London

BFS STUDY DAY PAYMENT

Registration fees (inclusive of VAT) for the BFS Study Day

BFS Members @ £275 **Non-Members @ £325**

These fees are for the BFS Study Day only.

I enclose a cheque to the 'British Fertility Society'

Please charge my: Visa MasterCard Switch/Maestro

Card holder's full name and billing address:

Card number: _____

Expiry date: ___ / ___ Issue number*: _____

Issue date*: ___ / ___ Three Digit Security Code**: ___

*Switch/Maestro cards only

** The last 3 digits on the signature strip

Signature: _____

Date: _____

Please complete and return with your remittance and the completed registration form to:
 Hannah Brake, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley
 Stoke, Bristol, BS32 4JT or fax: +44(0)1454 642222

If you do not wish your details to be issued to interested parties, please tick here

Cancellations

Cancellations must be confirmed in writing and accompanied by your confirmation and receipt. An administrative charge of £15 will be made on all cancellations received on or before 28 October 2008. Fees after this date cannot be refunded for any reason, including ill-health. Cancellations and refunds will be processed after the conference.

BFS MANAGEMENT OF A FERTILITY SERVICE TRAINING COURSE

If you wish to apply for the BFS Management of a Fertility Service Training Course please complete the application form available at:

www.fertility.org.uk/education/TrainingProgrammes/Trainee%20BFS.pdf

A separate fee of £120 is required upon application. For further details please visit www.fertility.org.uk/education or alternatively contact the BFS secretariat on 01454 642217 or bfs@bioscientifica.com. The training course is open to BFS members only.