

Medicines Management Team
Plymouth Teaching Primary Care Trust
Building 1
Derriford Business Park
Brest Road
Plymouth
PL6 5QZ

Tel: 01752 434870
Fax: 01752 315710

17th September 2010

To: Community Pharmacy Staff

Dear Colleague,

Medicines Management Training workshops to be held in October and November

We have organised three workshops focusing on Medicine Management to be held on the dates listed below. We would like to extend an invitation to one Pharmacy Technician /Dispenser from your pharmacy to one of these workshops with an expectation that the learning will be shared, where appropriate with other pharmacy colleagues. We are also inviting one or two representatives from each GP practice who are involved in processing repeat prescriptions. Hopefully, this will facilitate shared understanding of roles as well as putting faces to names etc. Should you wish to check when the representative(s) from your local surgery is attending, please ring and we will let you know.

The agenda for these three duplicate workshops will include:

- Shared understanding of roles and responsibilities.
- Basic 'housekeeping' principles for repeat prescribing
- Repeat Dispensing

Please note that running these workshops has been endorsed by the LPC and there will be an honorarium for attendance of £25.00. The workshop is especially welcome in the light of CPD requirements for registered technicians. For this reason a certificate of attendance will be issued.

We can confirm that the dates for these meetings to be held are:

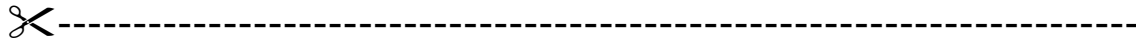
Date & time	Venue
Thursday 7 th October at 12.30 (for 1 o'clock start)	Board Room at the PCT Buildings Building 1 Derriford Business Park PL6 5QZ
Wednesday 3 rd November 12.30 (for 1 o'clock start)	Wycliffe Surgery, Cattedown Primary Care Centre PL4 0BZ
Tuesday 16 th November 12.45 (for 1 o'clock start)	Mount Gould LCC Health Educational Room PL4 7PY

Light refreshments will be available from 12:30pm/12.45pm depending on the date chosen and the workshop will start promptly at 1.00pm until 2.30pm.

At the bottom of this letter is a form which we request you return as soon as possible to help us finalise the meeting details. Additionally, if you have any specific questions relating to this workshop please write them in the space on the return slip to enable us to prepare answers in advance to present to the meeting.

Kind regards,

Medicines Management Team



To: Jane Underwood
Medicines Management Team
Plymouth Teaching Primary Care Trust
Building 1
Derriford Business Park
Plymouth
PL6 5QZ

Fax: 01752 315710

Or email information to Jane.Underwood@plymouth.nhs.uk

Confirmation of training workshop

Pharmacy

Name of person attending

Meeting Date to be attended: Thursday 7th October
(Tick one only) Wednesday 3rd November
Tuesday 16th November

Workshop related questions that you would like addressed at the meeting:
(Please bear in mind that we may need to limit the number of questions if time is short)

1.

2.