Aseptic Preparation and Dispensing of Medicines
Monday 4 – Thursday 7 July 2016
Aseptic Preparation and Dispensing of Medicines (APDM)
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Course Director
Chris Watts, Principal Aseptics Services Technician, Guy’s and St Thomas’ NHS Foundation Trust

Course outline and structure
This Continuing Professional Development residential course has been jointly organised by NHS Technical Specialists Education and Training Group (NHS TSET) and the University of Leeds and is designed to:

- Meet the needs of pharmacy staff (pharmacists and experienced senior technicians) who are engaged in the aseptic processing of medicines
- Cover the principles and practice of asepsis
- Provide an update on knowledge of standards, practices and quality assurance arrangements relating to the aseptic preparation and dispensing of medicines

The course is presentation based with discussion groups on three afternoons. There will also be an exhibition of relevant manufacturers’ products on days two and three of the course.

Who should attend?
This course is designed to extend the knowledge of experienced junior technicians, senior technicians, pharmacists and non-senior QA/QC personnel working in both licensed and unlicensed aseptic units.

Exhibition
There will be an exhibition of related products from the Pharmaceutical industry on day 2 and 3 of the course (Tuesday and Wednesday) and our exhibitors will be on hand during the refreshment and lunch breaks to answer any questions you may have.

What our previous delegates say:

"Don’t miss an opportunity to take this course. A wealth of information from fantastic trainers. A truly invaluable resource for all levels of pharmacy staff."

"A must for anyone working in Aseptics"

"The course exceeded my expectations. The presenters and subjects were engaging and interactive."

"Fantastic overview of aseptic preparation!"

Monday 4 July 2016
09.30 Registration and coffee
10.15 Introduction and aims of the course “Why are we here?”
Chris Watts, APDM Course Director
10.30 Overview of aseptic services now
Rob Duncombe, The Christie NHS Foundation Trust, Manchester
11.25 What can go wrong?
Paul Tunstell, Pharmacy Aseptic Services Manager, Guy’s and St Thomas’ NHS Foundation Trust
12.10 DISCUSSION GROUPS / Feedback
Chris Watts, APDM Course Director, Paul Tunstell, Guy’s and St Thomas’ NHS Foundation Trust and Stephen Sheehan, Barking, Havering and Redbridge University Hospitals NHS Trust
12.45 Introduction to Gowning exercise
Chris Watts, Guy’s and St Thomas’ NHS Foundation Trust and Stephen Sheehan, Barking, Havering and Redbridge University Hospitals NHS Trust
15.00 Gowning ‘hands-on’ exercise with special thanks to Micronclean
15.30 Tea/Coffee
16.00 Practical aspects of clean room gowning
Jodi New, Operational Production Manager, Huddersfield Royal Infirmary
16.45 Exercise feedback session
Chris Watts, Guy’s and St Thomas’ NHS Foundation Trust and Stephen Sheehan, Barking, Havering and Redbridge University Hospitals NHS Trust
17.15 End of day one
19.00 Dinner (will be served at 19.00 – 19.45 in the Dining Room)
20.30 Optional ‘Quiz’ in HQ2 Bar for all delegates

Tuesday 5 July 2016
09.00 Registration and coffee
10.00 Design and function of clean rooms
Malcolm Thomas, Consultant Engineer
10.45 Tea/Coffee and opening of exhibition
11.15 Air handling
Malcolm Thomas, Consultant Engineer
12.30 Lunch and exhibition
13.15 DISCUSSION GROUPS
Aseptic manipulation/filtration and aseptic preparation
Mark Oldcorne, QA Pharmacist
Professor Graham Sewell, Head of School of Health Professions, University of Huddersfield
Microbiological aspects of aseptic practice
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West
16.45 Micro-environmental monitoring
Richard Bateman, QA Specialist Pharmacist, Guy’s Hospital
17.15 Feedback
18.45 Coach departs Leeds Trinity University for course dinner
19.30 Course dinner – Revolution, Leeds City Centre
22.30 First return coach
00.00 (Midnight) Second return coach

Wednesday 6 July 2016
09.00 Cleaning a clean room
Richard Bateman, QA Specialist Pharmacist, Guy’s Hospital
09.45 Hand preparation
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West
10.30 Tea/Coffee and exhibition
11.00 Gloves and gloving – properties and selection
Mark Oldcorne, QA Pharmacist, Wrexham Maelor Hospital
11.30 Practical considerations in the management of critical work stations
Chris Watts, Guy’s and St Thomas’ NHS Foundation Trust
12.30 Lunch and exhibition
13.15 DISCUSSION GROUPS
Aseptic manipulation/filtration and aseptic preparation
Mark Oldcorne, QA Pharmacist
Microbiological aspects of aseptic practice
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West

Thursday 7 July 2016
09.30 Personnel management issues in the aseptic suite
Stephen Sheehan, Barking, Havering and Redbridge University Hospitals NHS Trust
10.00 Safe handling in aseptic preparation
Professor Graham Sewell, Head of School of Health Professions, University of Huddersfield
11.00 Tea/Coffee
11.15 Training requirements
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West
12.15 Closing remarks and summary of the course
Chris Watts, APDM Course Director
12.30 Buffet lunch, issue of certificates and close.

Accreditation
The Aseptic Preparation and Dispensing of Medicines (APDM) course has been jointly organised by the NHS Technical Specialists Education and Training Group (NHS TSET) and the University of Leeds. This course is equivalent to 23 hours of CPD.

View the full programme online at www.engineering.leeds.ac.uk/short-courses/
**Administration Details**

### Venue
The venue for the course will be Leeds Trinity University, Brownberrie Lane, Horsforth, Leeds, LS18 5HD situated just six miles to the north west of Leeds. Directions to the venue will be included within the delegate joining instructions.

### Course fees
The following course fee includes the cost of tuition, course materials, refreshments and lunches for Monday 4 – Thursday 7 July 2016 **£515**

### Accommodation
Basic en-suite accommodation is available at Leeds Trinity University student Halls of Residence and the University has negotiated a special rate accommodation package for delegates. The on-site accommodation package of **£315** per delegate includes dinner, bed and breakfast en-suite accommodation for Monday 4 – Wednesday 6 July. Please note, accommodation is offered on a first come first served basis and all rooms are single for sole occupancy.

### Course dinner
The course dinner will be held on Wednesday 6 July and is an excellent networking opportunity for delegates and speakers. There is no charge for the course dinner for resident delegates, if non-resident delegates wish to attend an additional charge will apply. The dress code is smart/casual.

### Additional options
**Sunday 3 July**
Bed and breakfast en-suite accommodation is available at an additional charge of **£60**. Check in is available between 3pm and 8pm and dinner is not included/available on Sunday evening.

**Wednesday 6 July**
Non-resident delegates are able to attend the course dinner on Wednesday 6 July. An additional charge of **£35** will apply.

### Special requirements
Potential delegates who have any special requirements should contact the course coordinator as soon as possible.

### Terms and conditions for booking
Payment in full should accompany your booking. The course fee is exempt from VAT. Fees must be paid in full no later than 15 working days before the course commences. Failure to pay may result in attendance being refused.

Registrations are accepted on the understanding that the printed programme is given in good faith but may have to be re-scheduled or the speakers changed for reasons outside our control. The University of Leeds reserves the right to cancel or postpone the course, in which case fees will be refunded in full. In the event of cancellation, the University will not be held liable for delegates travel or accommodation expenses.

Delegates will receive a full refund for cancellations made within 7 days of booking, except where the booking has been made for an event commencing within the next 7 days. Where a delegate wishes to cancel a registration after this 7 day period, written cancellations received up to 15 working days before the course will be subject to an administrative charge of 20% of the total remittance. After this date the full fee is chargeable and no refunds will be made, this also applies for non-attendance but copies of the course documents will be sent. Substitutions may be made at any time.

### How to Book
Early registration is highly recommended for this popular course. Delegates can book their place via our secure online store (to pay by debit or credit card) or by completing a manual registration form (to receive an invoice). Please follow the guidance below on how to complete your booking:

#### Manual registrations
1. Download a registration form from the course website [http://www.engineering.leeds.ac.uk/short-courses/](http://www.engineering.leeds.ac.uk/short-courses/)
2. or contact Jenna Kellett to request a copy (E:cpd@healthcare.leeds.ac.uk T:0113 343 2494)
3. Send your completed registration form along with payment or purchase order document to Jenna Kellett at the address below.

Payment can be made by bank transfer, credit card, or by cheque made payable to the “University of Leeds”. Please note that if you have requested an invoice, registrations received without a supporting purchase order document cannot be processed. Terms of payment are 30 days from date of invoice. Fees must be paid no later than 15 working days before the course commences.

#### Online booking
1. Log on to our Online Store at: [https://store.leeds.ac.uk/](https://store.leeds.ac.uk/)
2. Select Conferences and Events in the left-hand navigation bar.
3. Select CPD Pharmaceutical and Healthcare courses
4. Select the course or event for which you wish to register and click on “Book”.
5. If you are a new user, please follow the instructions to register. If you already have an account log in as instructed.
6. Complete the application process as directed by the booking system.

You will receive an automatic confirmation email within 24 hours of your booking.

For online booking queries and for all other enquiries please contact:

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