Aseptic Preparation and Dispensing of Medicines
Monday 2 – Thursday 5 July 2018

Early registration highly recommended
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
The APDM Continuing Professional Development 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
An exhibition of related products from the Pharmaceutical industry will run alongside the course on Tuesday and Wednesday. Exhibitors will be on hand during the refreshment and lunch breaks to answer any questions you may have.

If you are interested in exhibiting please contact the course coordinator: cpd@healthcare.leeds.ac.uk Stands are limited so early booking is advised.

Monday 2 July 2018

09.30 Registration and coffee
10.15 Introduction and aims of the course “Why are we here?”
10.30 Overview of aseptic services now
Rob Duncombe, The Christie NHS Foundation Trust, Manchester
11.25 What can go wrong?
Paul Turner, Pharmacy Aseptic Services Manager, Guy’s and St Thomas’ NHS Foundation Trust
12.10 Discussion groups / Feedback
Chris Watts, APDM Course Director, Paul Turner, Guy’s and St Thomas’ NHS Foundation Trust
12.45 Aseptic gowning workshop video
Chris Watts, Guy’s and St Thomas’ NHS Foundation Trust
15.00 Gowning workshop
16.30 Tea/Coffee
16.00 Gowning workshop feedback session
Chris Watts, Guy’s and St Thomas’ NHS Foundation Trust
17.30 Practical aspects of clean room gowning
Cheryl Wyrr-Mackenzie, Hampshire Hospitals NHS Foundation Trust
17.50 End of day one
19.00 Dinner
20.30 Optional ‘Quiz’ in the Lounge Bar

Tuesday 3 July 2018

09.00 Documentation in aseptic units
Rufus Smith, Lead Pharmacist for Cancer and Technical Services, Yeovil District Hospital NHS Trust
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
12.15 Lunch and exhibition
13.15 Discussion Groups
Aseptic manipulation/preparation
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West Microbiological aspects of aseptic practice

Tuesday Discussion Groups Programme (13.15 to 17.30)
(NB times are approximate, to allow flexibility in the workshop sessions. Tea/coffee will be taken at a convenient point)

- Aseptic manipulation part 1
- Aseptic manipulation part 2
- Micro-environmental monitoring
- Particles – inspection and risk
- Group exercises T2 + Feedback
17.30 End of day two

19.00 Dinner

Wednesday 4 July 2018

09.00 Practical considerations in the management of critical work stations
Chris Watts, Guy’s and St Thomas’ NHS Foundation Trust
10.00 Hand preparation
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West
11.00 Tea/Coffee and exhibition
11.30 Gloves and gloving – properties and selection
Mark Olczak, QA Pharmacist, Wrexham Maelor Hospital
12.00 Cleaning a clean room
Laura-Jayne Kueating, Principal Pharmacist QA/QC Cwm Taf University Health Board and Aneurin Bevan University Health Board
12.45 Lunch and exhibition
13.25 Discussion Groups
Aseptic manipulation/preparation
Tim Sizer, Regional Pharmaceutical Quality Assurance Officer South West
Microbiological aspects of aseptic practice

WEDNESDAY DISCUSSION GROUPS PROGRAMME (13.25 to 17.30)
(NB times are approximate, to allow flexibility in the workshop sessions. Tea/coffee will be taken at a convenient point)

- Aseptic manipulation part 1
- Aseptic manipulation part 2
- Micro-environmental monitoring
- Particles – inspection and risk
- Group exercises T2 + Feedback
17.30 End of day three
19.00 Coach departs Leeds Trinity University for course dinner
19.30 Course dinner – Leeds City Centre

Thursday 5 July 2018

09.30 Personnel management issues in the aseptic suite
Professor Graham Sewell, Head of School of Health Professions, Guy’s and St Thomas’ NHS Foundation Trust
10.00 Safe handling in aseptic preparation
Stephen Sheehan, Barking, Havering and Redbridge University Hospitals NHS Trust
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 Close of course, issue of certificates and buffet lunch

What our previous delegates say:

“Fantastic course. Beneficial to all people in the aseptic pharmacy field regardless of role.”

“Great course, thorough content and highly qualified speakers. Very positive experience.”

“Excellent course. Experienced and engaging speakers delivering a wealth of knowledge.”

“Fantastic course. Covered all essential areas of aseptics. Thanks for a great week.”

100% of 2017 respondents said the course met their aims of attending
Further information

Venue
The venue for the course is 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 and further details for the venue can be found at www.leedstrinity.ac.uk/about-us/visit-us

Course fees
The following course fee includes the cost of tuition, course materials, refreshments and lunches for Monday 2 – Thursday 5 July 2018 £520

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 2 – Wednesday 4 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 4 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 1 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 4 July
Non-resident delegates are able to attend the course dinner on Wednesday 4 July at an additional charge of £35.

Accessibility
Please let us know if you have any specific requirements including any access or dietary requirements in relation to this course.

How to Book
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. Please email cpd@healthcare.leeds.ac.uk to request a registration form or call +44 (0)113 343 2494/5746
2. Send your completed registration form along with payment or purchase order document to 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. 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/
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:
Jenna Kellett – Course Coordinator,
CPD, Conference and Events Unit
Faculty of Engineering
School of Chemical and Process Engineering, 3.11
University of Leeds, Leeds LS2 9JT
T: + 44 (0) 113 343 2494/5746
F: + 44 (0) 113 343 2511
E: cpd@healthcare.leeds.ac.uk
W: www.engineering.leeds.ac.uk/short-courses/ @LeedsUniCPD

Terms and conditions for booking
Payment in full should accompany your booking unless you have requested to pay by invoice (in which case a valid purchase order document must accompany your registration). The course fee is exempt from VAT. Terms of payment are 30 days from invoice date and 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.