

SEMINARS (HEALTHCARE SECTOR)

Below and overleaf, is a list of some of our seminars. All seminars are designed especially for GPs, Practice Managers and CCG staff and are delivered in small 'tutorial style' groups by dynamic, clear and knowledgeable speakers.

Seminar	
Practice Management Master Class – How to Keep In Touch With, Discipline and Dismiss Sick Employees <i>This seminar looks, in considerable practical detail, at how to deal with sick employees. It considers how and when an employer can contact a sick employee, what (exactly) can be said, what powers there are to meet with those who are absent, what should be sought from a medical report and examination, and specifically what can be said to an employee who is absent and at return to work interviews. Guidance is also given on dismissing sick employees.</i>	
Practice Management Master Class – Performance Management <i>The Practice Management Master Classes are designed to give practice managers (and GPs) an in-depth guide to areas which are of significant day-to-day importance. This Master Class deals with all aspects of performance management, including non-disciplinary aspects such as role definition, personal development plans and performance reviews. It also covers other aspects of performance management, where things go wrong, including how to use performance standards and measures to deal with performance problems. Performance reviews are considered in detail, along with the legal requirements for a capability process and possible dismissal.</i>	
Practice Management Master Class – Practical Recruitment, Selection and Retention (Parts I & II) <i>This two-day seminar provides those involved in recruitment (both practice managers and GPs) with detailed guidance regarding the process. Delegates will be informed how to define the requirements of a job, what is involved in drafting job descriptions and person specifications, and the legal requirements surrounding these issues. Guidance is provided on sifting applications, how to select candidates and how to conduct interviews. Probably the best application form for surgeries is provided.</i>	
Appraisals <i>This seminar looks at appraisals and how they can be used to help all employees grow and develop within the workplace. Delegates will learn how to develop forms and procedures, conduct appraisal interviews, and put in place performance plans. The seminar includes detailed documentation to allow GPs and Managers to evaluate, supervise and improve performance.</i>	
Changing Contracts of Employment <i>The law relating to contracts of employment is ever-changing and it is essential for employers to know how to update their staff contracts appropriately to avoid breach of contract and/or constructive dismissal claims.</i>	
Contracts of Employment (Parts I & II) <i>This seminar looks at the law relating to contracts of employment and carries with it (for a very reasonable additional cost) a subscription to our Specimen Contract of Employment. It addresses a significant number of important clauses to be included within a contract of employment as well as numerous staff handbook issues and employment policies.</i>	
Directors and their Duties <i>With Practices increasingly setting up limited companies, this seminar looks at the requirements for directors including their appointment and termination. What a board of directors does and its management powers are considered. The duty of directors to act within their powers, to promote the success of the company, exercise independent judgement, exercise reasonable care, skill and diligence and avoid conflicts of interest are all covered, along with directors' fiduciary duties. The law covering these matters is complex and involved. If you are a director or company secretary and do not know your legal obligations, you should attend this seminar.</i>	
Discipline, Dismissal and Grievance (Parts I & II) <i>This two-day seminar provides detailed guidance not only on the complexities of the procedures involved, but also covers the law relating to numerous examples of disciplinary matters.</i>	
Employment Law Update <i>There are new and important cases every week, as well as new UK legislation and ever increasing numbers of laws from the EU. This 'up to the minute' seminar gives details of the latest changes and relates them practically to procedures within surgeries.</i>	
Primary Care Networks – 2 day seminar <i>This seminar looks at employment law matters of which Practices should be aware when they are forming primary care networks with other practices. All the relevant areas are covered, including, when things go wrong, which practice will be accountable, how holidays and sickness should be dealt with, and which practice has which responsibilities when it comes to health and safety, negligence, indemnities, and confidential information. Several other matters are also covered.</i>	
Fixed-term, Temporary, Part-time and Atypical Working <i>Fixed-term, temporary and zero hours contracts are increasingly common, yet can present a legal minefield for employers. This seminar looks at the key legal aspects relating to these workers, and provides plain English guidance on how to avoid litigation and claims of unfairness.</i>	
Flexible Working Regulations, Indirect Sex Discrimination and Associative Disability <i>These already complicated regulations and their intertwining with the legislation and case law on indirect sex discrimination can cause serious problems for many surgeries.</i>	

<p>Health & Safety at Work Law – Negligence and Occupiers’ Liability in the Workplace <i>This seminar looks in detail at how practices can avoid being sued, primarily in negligence in the workplace. It covers the employer’s duty of care, as well as that owed to patients and other visitors. Employer’s liability is dealt with, along with the management of contractors and maternity and health and safety issues.</i></p>	
<p>Health & Safety at Work Law – A Plain English Guide to the Regulations <i>The second seminar in the Health & Safety at Work Law series addresses the Regulations in plain English and covers key health and safety issues such as accident reporting and investigation, DSE, electricity, fire precautions, first aid, hazardous substances, lighting, manual handling and personal protective equipment.</i></p>	
<p>Health & Safety at Work Law – Practical Risk Assessments (Parts I & II) <i>This two-day seminar deals with practical risk assessments within the surgery, and provides sample documentation and details of how to complete the documentation to the highest levels. The documentation is extremely comprehensive, and almost all surgeries will find it covers almost every aspect of the legislation.</i></p>	
<p>Introduction to Company Law <i>This seminar is linked to our ‘Directors and Their Duties’ seminar, and examines the difference between a limited company and other types of business vehicle. The setting up of a company is considered, along with its corporate personality. The seminar looks at how a company should be run, considering in particular many aspects of corporate governance (which is entirely different to governance within the NHS).</i></p>	
<p>Introduction to Employment Law (Parts I & II) <i>This two-day seminar gives a comprehensive and easy-to-understand introduction to the main issues in this complex topic, helping delegates to avoid litigation and save time and money on legal costs and damages.</i></p>	
<p>Legal Surgery <i>This seminar provides delegates with an opportunity to have their individual scenarios considered and, as such, it is run with a great emphasis on the individual delegate. Very practical answers are given to direct concerns and delegates learn not just from the tutor, but also from one another’s problems.</i></p>	
<p>Managing Absence (Parts I & II) <i>This two-day seminar explores how to manage, minimise and prevent absenteeism, including the procedure for dismissal of an absentee. Consideration is also given to the Equality Act. All other forms of leave from work are considered, including maternity leave, dependant leave and parental leave.</i></p>	
<p>Recruiting and Managing Salaried GPs <i>This seminar covers the selection process and the terms on which these expensive employees can be retained, with particular focus on the difficulties of the BMA’s Model Terms and Conditions and on how these might be avoided.</i></p>	
<p>Redundancy, Re-structuring and Re-organisation (Parts I & II) <i>Given the significant changes and accompanying financial pressures being forced upon most practices, this hard-hitting, 2-day seminar looks at the legal requirements for redundancy and how to re-organise the business within the law. The seminar also looks at how surgeries can be re-structured, along with the compulsory introduction of new contracts of employment.</i></p>	
<p>Shared Parental Leave, Maternity Leave and Adoption Leave <i>Maternity and Paternity rights have always been complicated and disputes often arise as to the terms and conditions during an employee’s maternity leave, as well as on what basis employees may return to work after maternity leave. Many employers do not understand the provisions relating to time off for ante-natal care. This seminar will examine in detail the new legislation dealing with shared parental leave, and will provide delegates with all the necessary information for both employer and employee. The rights and obligations during shared parental leave and return to work will also be covered.</i></p>	
<p>Stress, Bullying and Harassment <i>This seminar addresses issues under legislation, as well as explaining how case law impacts upon these issues. With employees increasingly making claims or being absent for stress, bullying and harassment, this is a seminar no employer should miss.</i></p>	
<p>Staffing Issues and CQC Requirements <i>This seminar looks in depth at the requirements relating to workers, supporting workers and staffing and aims to provide surgeries with practical and useful information to ensure compliance with these requirements.</i></p>	
<p>Transfer of Undertakings (Parts I & II) <i>Increasingly within the NHS, surgeries are considering merging or taking over other practices. If the responsibility for providing medical services transfers from one employer to another, there can be issues about the legal aspects of the continuing employment of staff from the ‘old’ practice. This two-day seminar will examine what amounts to a transfer of an undertaking, and what rights both workforces have.</i></p>	

Name & Title: Position:

Practice Name and Address:

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Postcode: Telephone Number:

E-mail Address: