

Present a MORNING SEMINAR entitled

“Record Keeping”

at Conwy Business Centre, Llandudno Way, Llandudno Junction, LL31 9XX
on Friday 2 March, 2018

Seminar 9.30pm– 12.30pm (Registration & coffee 9.00am – 9.30am)

Facilitator:

Stephen Watson, RGN, BSc (Hons), RCSA

Aim:

This morning seminar aims to promote good record keeping and understanding as to what a health record is in the context of person centred care.

This morning seminar is suitable for registered nurses, health care support workers/health care assistants and nursing students.

Topics

Health Records

Principles of good record keeping

How to safely manage electronic records

Why person centred care planning is so important

Cost:

RCN member (registered nurses) £30.00

Non-member (registered nurse) £45.00

RCN member health care support workers/health care assistants/students £18.00

Non-member health care support workers/health care assistants/students £24.00

(Cheques or postal orders should be made payable to “Royal College of Nursing”)

*******CARD PAYMENTS WELCOME*******

**THE CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS AND PAYMENTS
IS WEDNESDAY 14 FEBRUARY, 2018**

For further information, an application form or to make a card payment please contact
Rhona Workman at RCN Wales, Ty Maeth, King George V Drive East,
Cardiff, CF14 4XZ. Tel: 029 2068 0713 Fax: 029 2068 0729 or
E-mail: CPDWales@rcn.org.uk

All places are issued on a “first come, first served basis” on receipt of the application form and payment (subject to availability). Once your application form and payment have been received you will receive a letter of confirmation in respect of your place.

<https://www.rcn.org.uk/professional-development/revalidation>
www.rcn.uk/hcafirststeps

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Please book one place for me on this Morning Seminar as follows:

NAME.....

(Mr/Mrs/Miss/Ms)

HOME ADDRESS.....

.....Postcode.....

PLACE OF WORK:.....

JOB TITLE:.....

DAYTIME TEL No:.....

E-MAIL ADDRESS:.....

Any special requirements.....

PAYMENT – Please delete as appropriate

- I am/am not an RCN Member
- My RCN Membership Number is.....
- I enclose payment as follows: (*Please tick as appropriate*)
- RCN Member (Registered Nurse) £30.00
- Non-Member (Registered Nurse) £45.00
- RCN Member (Pre-Reg. Nursing Student/Health Care Support worker/Health Care Assistant) £18.00
- Non-Member Pre-Reg. Nursing Student/Health Care Support Worker/Health Care Assistant £24.00

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***** PLEASE NOTE IF YOU ARE CLAIMING RCN MEMBER RATE YOUR RCN NUMBER IS ESSENTIAL *****

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Please note that cancellations received, in writing, before Wednesday 14 February 2018 will be refunded, minus a 25% administration fee.

Regrettably, no refunds can be processed after this date.

Places can be substituted with the prior knowledge and agreement of the RCN.

Please return booking form with payment to Rhona Workman, Study Centre Administrator, RCN Wales, Ty Maeth, King George V Drive East, Cardiff, CF14 4XZ
Email to CPDwales@rcn.org.uk

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