

**Thursday 4 and Friday 5 June 2009**

**9:30 am -4:00 pm**

*Registrations commence half an hour prior to workshop start time*

*To be held at*

**Arrow on Swanston**

488 Swanston Street, Carlton VIC 3053

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### Venue Details

#### **Car Parking:**

There is a car park situated below the venue at 488 Swanston Street Carlton. Cost is approximately \$10.00 per day. If you plan on parking at the venue please complete the car registration section on the registration form to allow quicker access.

#### **Process for entering Arrow car park:**

- Drive up to the metal gate
- Get out of your car & go to reception
- You will then need to pay before you are given access to the carpark

*Please note parking is subject to availability*

#### **Public Transport:**

If you catch a train, you can alight at Melbourne Central station on the City Loop and catch any tram that travels north up Swanston Street, alighting at the Victoria Street intersection and walk up Swanston Street.

#### **Accommodation:**

*Jasper Hotel (489 Elizabeth Street):* Approximately \$160 per room per night. Please contact the hotel directly on 03 8327 2727.

*Downtowner on Lygon (66 Lygon Street).* Approximately \$160 per room per night. Please contact the hotel directly on 03 9663 5555

#### **Convenors**

Lesley Czulowski & Del Lovett

Contact Lesley 03 9341 5221 l.czulowski@gpv.org.au

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### Target Group

This 'new' 2 day workshop will support those nurses who have been working in a medical practice up to **12 months**, and are new to the nurse's role in the general practice setting. Quite often, nurses previously working in different areas such as the acute setting, are not always competent and confident in the duties, knowledge of care required of the role of practice nurse.

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### Broad Aims

The aim of this program is to develop the knowledge and clinical skills of the nurse to assist the General Practitioner to provide comprehensive interventions and population based primary health care within the scope of practice of professional ethical and legal responsibilities. The course will cover the following modules:

#### **Professional Practice**

Primary Health Care and the Australian Health Care System (General Practice environment)  
Nursing Standards, Competencies and Guidelines  
Continuing Professional Development

#### **Provision of Clinical Care**

Clinical assessment and health checks  
Triage  
Wound Management  
Immunisation

#### **Management of clinical systems**

Accreditation

Infection control principles in the general practice

#### **Collaborative Practice**

Information management in general practice

Chronic disease management

## Agenda *for* Orientation Program for Nurses New to General Practice

### Day 1

9.00 am	<i>Registration – Refreshments available</i>
9.30 am	Introduction and program overview
10am	Primary Health Care and the Australian Health Care System (General Practice environment)
11 am	<b>MORNING TEA</b>
11:15 am	Nursing Standards, Competencies and Guidelines
12:15 pm	Clinical assessment and health checks
1.00 pm	<b>LUNCH</b>
1:30pm	Triage
2:15 pm	Wound Management
3:15 pm	Immunisation
4.00 pm	Close of Day One

### Day 2

9.00 am	Feedback from Day One
9.30 am	Accreditation
10: 15am	Infection control principles in the general practice
11:00 am	<b>MORNING TEA</b>
11.15 am	Managing practice equipment
11:30am	Information management in general practice
12:15 am	Health promotion in general practice
1:00 pm	<b>LUNCH</b>
1.30 pm	Chronic disease management.
2:30 pm	Continuing Professional Development
3:00 pm	Panel discussion and Learning Activity
4pm	<b>Close of Seminar and Evaluation</b>



# REGISTRATION FORM

Orientation Program for Nurses new to General Practice

Thursday 4 and Friday 5 June 2009

Please fill out the registration form and fax back to **Eliza Sanneman** on **(03) 9341 5299**

## Course Information

- **This is a national 2 day program. To receive RCNA CPD point participants must complete the full two days.**
- **Nurses must be currently working in general practice and have registration with NBV**
- **Workshop numbers will be capped at 30 participants. Once we have 30 confirmed registrations, any further registrations will be placed on a waiting list. Delegates will be contacted to confirm their interest in attending a future orientation seminar.**

## Participant Details

Name: \_\_\_\_\_

Work place: \_\_\_\_\_

Home address: \_\_\_\_\_

Div 1                       Div 2                      NBV Registration Number \_\_\_\_\_

Hospital Trained       Uni /TAFE Trained       Other \_\_\_\_\_

Your Local Division: \_\_\_\_\_

E-mail Address: \_\_\_\_\_      Direct Telephone: \_\_\_\_\_

**Do you require any assistance with mobility or with the use of visual, auditory or other communication aids? If so, please let us know how we can assist.**

## Dietary Requirements

Does the participant have any dietary requirements?

Yes       No

If yes, please describe diet details:

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**Registrations close 5:00 pm – 29 May 2009**

### Privacy:

Information you provide to us in the registration form will be entered into our database for the purpose of processing registrations. It may also be used for the purposes of GPV evaluation of annual division attendance at GPV events.

GPV may take some group photos as this event for publicity and promotional purposes. Should this cause concern please sign the photo decline form at the registration desk.