



## **NHS ENGLAND SOUTH - SOUTH WEST FUNDED TRAINING PLACES FOR GP ADMINISTRATION STAFF ACROSS DEVON**

### **CERVICAL SCREENING WORKSHOPS FOR GP RECEPTIONISTS & ADMIN/PRACTICE MANAGERS**

Friday 7<sup>th</sup> April, Litchdon Medical Centre 1.30 to 4.30pm  
Friday 21<sup>st</sup> April, Cardinal Newman Centre, Exeter 1.30 to 4.30pm  
Friday 5<sup>th</sup> May, Toorak Hotel, Torquay 1.30 to 4.30pm

We know that cervical cancer screening saves lives but the number of women booking appointments for smear tests is dropping. Reception staff are the usually the first point of contact with women wanting to book an appointment.

**Aim:** To enhance existing skills and explore ways to improve the number of women booking for appointments.

**Objectives:** For participants to

- understand the importance of their role in improving the uptake of cervical screening in their practice
- to share experiences of best practice
- understand and receive up to date information about the national call and recall system
- hear a personal experience of having cervical cancer

**Speakers:**

- CAPITA Call and Recall Service
- Lab Manager R,D&E
- Local Practice Manager, sharing experiences of best practices
- A patients journey with cervical cancer

**Course Facilitator:** Mary White, experienced Practice Nurse Trainer and Director of Operations, Professional Development International (PDI)

#### **PLEASE NOTE.**

**PLACES ARE FUNDED BY NHS ENGLAND AND FREE TO PRACTICES. THEREFORE WE REGRET ONLY TWO REPRESENTATIVES (RECEPTION AND OR ADMIN/PRACTICE MANAGER PER PRACTICE CAN BE ACCOMMODATED.**

**PLACES MUST BE BOOKED ONLINE BY VISITING 'COURSES' at [www.pdinet.co.uk](http://www.pdinet.co.uk) ORDERS CANNOT BE PROCESSED OR PLACES CONFIRMED UNLESS AN ORDER HAS BEEN PLACED VIA THE BOOKING SYSTEM. Please ring us if you have problems booking and we can help.**

**ALL PLACES WILL BE CONFIRMED AUTOMATICALLY BY EMAIL .**

We are always happy to help. Please ring 01392 824894 OR email [marywhite@pdinet.co.uk](mailto:marywhite@pdinet.co.uk)