

## AGENDA

### SAP PLANNING DAY RE TRAINING PROGRAMME

26 NOVEMBER 2004, MORTON PARK CONFERENCE ROOM B

8.45AM TO 4.30PM

1. 8.45 – Coffee & Introduction
2. Overall plan for day – identify those people who can only stay am
3. Confirm pre-course pack
4. Confirm attendees
5. Confirm presenters attendance for all sessions and equipment required
6. Prepare handout pack for 2 day session
7. Facilitators for am/pm sessions
8. Plenary Format who facilitates & Evaluation Forms
9. Presentation run through
  - SAP Awareness, Documentation & Process – Win/Lynn
  - Occupational Therapy & Physio – Jackie/Sue
  - Pharmacist - Barbara
  - Pain, Skin Care & Continence – Chris/Rachel
  - Falls & Moving & Handling – Barbara/Nickie
  - Mental Health – Doug
  - CHC & Free Nursing Care – Amanda/Linda
  - Carers & Direct Payments – Lisa
  - Health & Safety - Joanne

Please note coffee breaks am & pm plus lunch provided. The above presentation order is flexible to accommodate people who are unable to attend the full planning day.