



## How to achieve maximum payments with minimal disruption to your dispensary

DD&P Training Services are a leading training and education provider to healthcare professionals. We provide interactive courses of the highest standards, ensuring all delegates receive up to date information and are provided with an opportunity to raise their concerns and have their issues addressed.

This interactive workshop is aimed at dispensary and management staff in dispensing doctor practices. It covers all of the requirements of the DSQS and provides practical advice on what practices must do in order to achieve the full practice payment. It is run by Mohammed Ibrahim, who works as an independent consultant to GP dispensing practices and has helped many practices implement the requirements of the DSQS.

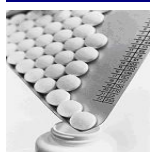
A full list of SOP's will also be provided as part of this workshop together with a set of template forms that practices can use to manage their DSQS requirements.

The focus of this workshop is very practical. We minimise and clarify jargon and bring in real life practice situations. There will be several scenarios and group work sessions to help you make the learning applicable to your work.

This workshop is provided as a half day or evening workshop

### **Workshop Agenda:**

- 13.30 Registration and Coffee
- 14.00 Introduction to the DSQS
  - What is it?
  - How will it affect us?
  - Do we have to take part?
- 14.30 Dispensary staff training requirements
  - What training do staff need?
  - How can this training be provided?
  - What records need to be kept?
- 15.00 The importance of SOP's
  - What are SOP's?
  - What should an SOP cover?
  - How to write good quality SOP's
  - Group work Exercise
  - A full set of template dispensary Sop's will be provided
- 15.45 DSQS records
  - Detailed guidance on what records to keep
  - A full set of template forms will be provided
- 16.00 DRUMS
  - Why do we need to do DRUMs?
  - Who should DRUM's be performed on
  - What records should be kept
  - Read coding DRUMs
- 16.30 Question and answer session
- 16.35 Close



# Dispensing Services Quality Scheme

**How to achieve maximum payments with minimal disruption to your dispensary**

## Workshop booking form

**Workshop Date:**

**Venue:**

Only a limited number of places are available on each workshop. To reserve your place please complete the form below and fax the whole sheet back to DD&P Training Services on: 0116 2413508

Reservation form			
<b>Practice Name</b>		<b>Contact Name</b>	
<b>Address</b>		<b>Telephone /fax</b>	
		<b>Please reserve.....(insert number) of spaces for us at the workshop</b>	
<b>Post Code</b>		<b>Workshop date</b>	
<b>E-mail address:</b>			

Please list the names and job titles of all those attending this workshop

Full Name	Job title	Number of years / months worked in a dispensary