

## Adult Tracheostomy Care – ‘all you need to know’

Monday 18 March 2019

Event ID: 696

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<b>Venue:</b>	The Royal Marsden Education and Conference Centre, Stewart's Grove, London, SW3 6JJ	
<b>Audience:</b>	Aimed at healthcare practitioners (Nurses and AHPs) caring for adult patients with tracheostomy and working in the acute and community care settings or those with an interest in, or new to tracheostomy care.	
<b>Aim:</b>	The aim of the study day is to facilitate and enhance nurses and allied health professionals' knowledge and skills to care for adult patients with a tracheostomy. The programme consists of lectures, participation, practical sessions and emergency scenarios.	
<b>Cost:</b>	£100 'Early Bird Rate' until 31st August 2018	£120 per delegate thereafter

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### Provisional Programme

08.00 - 09.00 Registration and Coffee

09.00 - 09.10 **Welcome, introduction and overview**

09.10 - 09.40 **Indications for the placement of a tracheostomy benefits and possible complications post tracheostomy, types of tracheostomy tube and tracheostomy passport**

09.40 - 10.30 **Anatomy and physiology  
Tracheostomy insertion techniques (surgical/percutaneous)**

10.30 - 11.20 **Improving Tracheostomy Care: Local and National initiatives**

11.20 - 11.40 Coffee Break

11.40-12.00 **Ward preparation for the patient and emergency equipment for nursing a patient with a tracheostomy**

12.00 - 12.30 **CCU/ventilated patients with a tracheostomy**

12.30– 13.00 **Suctioning and humidification and Weaning and decannulation**

13.00 - 13.50 Lunch

13.50 - 14.20 **Swallowing and communication**

14.20 - 14.40 **Discharge considerations for managing the patient in the community**

14.40 - 15.00 **Emergency situations and resuscitation with ‘emergency scenarios’ and case studies**

15.00 - 15.20 Coffee break

15.20 - 16.40 **Practical sessions**

16.40 - 17.00 **Question & answer session, evaluation and close**



## Adult Tracheostomy Care— ‘All you need to Know’

**£100— Early Bird Rate until 31st August 2018**

**£120— Full Rate thereafter**

**Event ID: 696 Date: 18/03/2019**

**ONLINE BOOKING NOW AVAILABLE**

Please visit: [www.royalmarsden.nhs.uk/studydays](http://www.royalmarsden.nhs.uk/studydays)

**ALTERNATIVELY FILL OUT YOUR DETAILS BELOW**

Please complete details **CLEARLY** in **BLOCK CAPITALS** as this information is used to prepare event materials.

**PERSONAL**

Prof/Dr/Mr/Ms/Mrs/Miss: Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Male/Female

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Full Postal Address:(Please specify whether home [ ] or work[ ])

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Day Tel: \_\_\_\_\_

### **BOOKING CONDITIONS**

In order to be registered for the event, full payment of the registration fee must be made with your application, unless an organisation is paying on your behalf. All bookings will be confirmed by email, unless otherwise requested. Please contact us if you have not received confirmation within 5- 7 days of submitting your booking.

A 50% fee will be charged for cancellations made within 4-6 weeks of the event. For cancellations made within one month of the event, full payment will be due irrespective of whether the delegate attends the event or not.

### **PAYMENT BY CREDIT CARD OR CHEQUE**

I enclose the sum of **£100/120.00** by cheque made payable to: **‘The Royal Marsden NHS Foundation Trust’** or by credit / debit card (Visa / Mastercard / Switch only)

Credit Card / Switch Card No:

[ ] [ ]

Expires: [ ] [ ] [ ] [ ] Valid: [ ] [ ] [ ] [ ]

Issue no.: [ ] [ ] [ ] [ ]

Security No. (Last 3 digits on back of card) [ ] [ ] [ ]

Name of Cardholder: \_\_\_\_\_

### **PAYMENT BY INVOICE**

If your employer has **agreed** to pay your fees and an invoice needs to be sent, it is **essential** that you give full details below of the contact name, department and full postal address. If any information is missing, **your application will not be processed.**

If your application form needs to be approved by your finance/personnel department, please ensure that it is processed and forwarded to us quickly. It is your own responsibility to ensure that your application is approved by your employer and forwarded to this office. We regret that we cannot do this for you.

Purchase Order Number (**MANDATORY**)

\_\_\_\_\_

Contact name of whom the invoice should be addressed to:

\_\_\_\_\_

Department: \_\_\_\_\_

Organisation: \_\_\_\_\_

Direct dial tel no: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

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\_\_\_\_\_

### **GENERAL**

Special dietary/other requirements:

\_\_\_\_\_

### **HOW DID YOU HEAR ABOUT THE EVENT?**

Direct mailing [ ] Email [ ]

Royal Marsden Website [ ] Recommendation [ ]

Other website [ ] Journal/Magazine [ ]

Please state \_\_\_\_\_ Please state \_\_\_\_\_

Other \_\_\_\_\_

### **APPLICANT'S DECLARATION:**

Data Protection Act 1998: I agree to The Royal Marsden NHS Foundation Trust processing personal data contained on this form, or other data which may be obtained from me or other people or organisations whilst I am applying for this event. I agree to the processing of such data for any purpose connected with my attendance at The Royal Marsden NHS Trust events, or my health and safety whilst on Trust premises or for any other legitimate purpose. I agree to the terms and conditions above and confirm that payment for this event is enclosed/will be made in full before I attend.

Event packs will include a delegates list (including name, job title and organization) If you wish your details to be removed, please contact the [conferenceteam@rmh.nhs.uk](mailto:conferenceteam@rmh.nhs.uk)

Please tick if you do not agree to your contact details being used to advise you of forthcoming events which may be of interest

By post [ ] By email [ ]

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form to the Conference Office, Education and Conference Centre, The Royal Marsden NHS Foundation Trust, Stewarts Grove, London, SW3 6JJ

Email: [conferenceteam@rmh.nhs.uk](mailto:conferenceteam@rmh.nhs.uk) or fax 020 7808 2334

OR Visit: [www.royalmarsden.nhs.uk/studydays](http://www.royalmarsden.nhs.uk/studydays) for online booking and further information.

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