



# 5<sup>th</sup> National Quality Improvement Conference

7<sup>th</sup> July 2018

Postgraduate Centre, Stoke Mandeville Hospital, Aylesbury, Buckinghamshire

## REPORTING INFORMATION

KINDLY READ THE MAIL IN FULL SINCE IT CONTAINS IMPORTANT INFORMATION

Dear Candidate,

**Re: 5<sup>th</sup> Annual National Quality Improvement Conference**

Thank you for choosing to attend this course. May we take this opportunity to kindly welcome you to the course.

This mail is to inform you of the directions to the venue, the programme and the format for the day.

### **I. GENERAL AND REPORTING INFORMATION**

**Date:** Saturday 7<sup>th</sup> July

**Schedule:**

**Venue:**

**Address:** Postgraduate Centre, Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Buckinghamshire HP21 8AL

**Directions:**

#### ***Travelling by Car and Parking***

Hospital car parking is available on site (local parking charges apply).

#### ***Travelling by Public Transport***

The nearest station is Aylesbury Station, which goes directly from Marylebone Station in London. There are a number of buses going from the local bus station directly to the hospital (including Max 300). From the station, you can also get a taxi from a local company for approximately £4. Some of these local cab companies include Cabs4U (01296580506) and Jet Taxis (01296421212).

**Start Time:** The course will start promptly at 10:00 on Saturday 7<sup>th</sup> July.

**Finish Time:** The course will finish at 15:00.

**Where to Report:**

## **II. PROGRAMME AND CONTENTS**

The final programme will be very much in line with the one that has been placed online. This will be given to you on the day. Kindly follow this link to view the programme online:

<https://doctorsacademy.org/CourseNw/NQIC/>

There is always the possibility of a lecture or demonstration over-running and thus some flexibility may be necessary within the programme. However, due to the wide range of topics that will be covered during the course, we will adhere to a strict time-schedule. We will endeavour to observe the session times (i.e., morning and afternoon) and hence all breaks, and start and finish times will be followed as per the programme.

## **III. WHAT TO PREPARE?**

### **IV. DRESS CODE**

The dress code for this event is professional/semi-formal.

### **V. BREAKS FOR REFRESHMENTS AND LUNCH**

There will be a 1 hour lunch break. During the coffee break, you will be provided with tea, coffee and biscuits. Vegetarian, non-vegetarian and halal food will be available.

### **VI. DIETARY REQUIREMENTS/ALLERGIES**

Kindly inform us as soon as possible if you have any specific dietary requirements (e.g., vegetarian, vegan, kosher, halal) or allergies (e.g., nuts, gluten, dairy).

#### **What you need to bring with you:**

1. A copy of the email you have received from us regarding your confirmation of place (with your name).

Please do not hesitate to contact us at [info@doctorsacademy.org.uk](mailto:info@doctorsacademy.org.uk) if you have any further queries in the interim.

If you have any issues on the day of the course, do not hesitate to contact us on 07513121189.

We look forward to meeting you at the course.

With very best wishes,

Organising Committee  
5<sup>th</sup> Annual National Quality Improvement Conference  
Doctors Academy