

Manual Handling for Occupational Therapists: The balancing act and practical workshop

Monday 15 - Tuesday 16 September 2008, 9.30am to 4.30pm
College of Occupational Therapists, London



This two day course is aimed at occupational therapists working within health and social care sectors and who may find themselves providing manual handling advice, guidance and support to carers and colleagues.

The first day will provide factual information on the legal framework to manual handling and detail the occupational therapy guidance document produced by the College of Occupational Therapists. The day will also provide opportunity, through case scenarios and group discussion, for the delegates to discuss the implications of the guidance and how the document may be implemented in practice.

A practical workshop will make up the **second day** of the course and will focus on the practical elements of safer handling.

Delegate numbers are restricted to 25 for the two day course to be able to provide participants with the opportunity for practical work.

Additional places are available for FIRST day of the course ONLY.

The first day programme will cover:

- The Legal Framework relating to manual handling - The Management of Health and safety at Work Act and The Manual Handling Operations Regulations
- Risk Management and risk assessment
- Safer handling policies and their application to areas such as rehabilitation and paediatrics etc.
- Providing manual handling equipment
- Providing manual handling advice, guidance and instructions
- Training issues

The second day programme will cover:

- Setting the Scene – group expectations
- Assessment tools and criteria for the use of manual handling equipment
- Review of the principles of safe manual handling
- Biomechanics
- Communication and facilitation
- Assessment for hoists
- Active and passive hoists
- Fitting slings, bed, chair, floor
- Principles of assisting a person in bed
- Prescription and use of slide sheets and other manual handling equipment for bed transfers
- Assisted Transfers – sit to stand, sitting to sitting
- Thoughts for the future and evaluation

The course will be led by **Sara Thomas**, an occupational therapist with a wealth of experience in manual handling both in social and health care settings and author of the COT Manual Handling Guidance 3. Audience participation and the sharing of experiences will be an integral part of the event.

Two day course	£197.00 (BAOT members)	£234.00 (non members)
First day of course only	£97.00 (BAOT members)	£117.00 (non members)

Please note that all applications must be received by *Friday 29 August 2008*.
If you require further details before applying please contact Clare Leggett, Consultancy Service Co-ordinator on 020 7450 2345, e-mail clare.Leggett@cot.co.uk
Application form overleaf.

THIS FORM MAY BE PHOTOCOPIED

Manual Handling for Occupational Therapists: The balancing act and practical workshop

Monday 15 - Tuesday 16 September 2008, 9.30am to 4.30pm
College of Occupational Therapists, London



APPLICATION FORM

Please complete and return this form ***with payment*** for receipt ***by Friday 29 August 2008*** to:
Clare Leggett, Consultancy Service Co-ordinator, College of Occupational Therapists, 106/114 Borough High Street,
London, SE1 1LB. Tel: 020 7450 2345 Fax: 020 7450 2367

- ***Applications can be made on copies of this form. Please keep a copy for your records.***
- ***Nor Provisional booking will be accepted – payment with application only.***
- ***Please be aware that we cannot issue invoices for this event***
- ***YOUR PLACE WILL BE CONFIRMED BY LETTER. IF YOU DO NOT RECEIVE THIS WITHIN THREE WEEKS OF SENDING YOUR APPLICATION PLEASE CONTACT COT.***

NAME			BAOT No.	
JOB TITLE				
EMPLOYER				
ADDRESS				
	Post code			
E-MAIL				
TEL. NUMBER				
Special Dietary Requirements		Any other special requirements		
Signature		Date		

COST TWO DAY COURSE	Member £197.00		Non Member £234.00		Receipt req	YES / NO
COST FIRST DAY ONLY (tick required box)	Member £97.00		Non Member £117.00		Receipt req	YES / NO

APPLICATIONS ACCEPTED AND YOUR PLACE CONFIRMED, WITH EITHER:-

- A cheque for the appropriate fee attached (made payable to College of Occupational Therapists)
- Credit Card Details
- BACS payment (please enclose remittance advice)

Please charge my Visa/Mastercard* account with £..... *please specify type of card

Card No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date ____/____ Valid From ____/____ Issue No. ____ Cardholder's Signature

Cardholder's address

PLEASE NOTE WE ARE UNABLE TO ISSUE INVOICES FOR THIS EVENT

Cancellations: Refunds will not be made without written application. Cancellations made **six week before** will incur a **charge of 20% of the registration fee**. Cancellations made subsequent to this date will incur a **charge of 60% the registration fee**. Refunds will not be made after the conference has finished, but a suitable delegate may be sent – please notify the course organisers of any changes.

THIS FORM MAY BE PHOTOCOPIED