**Working in the Independent and Private Sector**

Draft Programme Friday 11 October 2019

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| 8.45 - 9.15 | RegistrationCoffee on arrival |  |
| 9.15 - 9.25 | Housekeeping and Introductions **Objectives of course****Introduction to PIPPS** | Wiz |
| 9.25 - 9.45 | **Moving into the private sector**-Sole trader-Limited company  | Wiz + Jo |
| 9.45 - 10.30 | **Accounting and tax points**Tax, expenses and insurance Sole trader v Limited company | Accountant (TBC) |
| 10.30 - 10.45 | Questions |  |
| 10.45- 11.00 | Group exercise - nuts and bolts!Coffee and biscuits |  |
| 11.00 - 11.30 | **Who, where and when?…Business Plan**-Set up costs-Charges and T&C’s-GDPR and privacy notice. -Record keeping -Advertising, networking + social media- Data base | Wiz, Michelle and Jo |
| 11.30 - 12.15 | **Legal requirements:**- GDPR - note keeping- Storing notes/ information.- Discharging clients and notes.- Request Reports- Witness statements* requesting clinical notes
* Disclosed v privileged reports.
 | Solicitor (TBC) |
| 12.15 - 12.30 | Questions |  |
| 12.30 - 1.30 | Lunch and networking |  |
| 1.30 - 2.15 | **Training**-Mandatory training -CPD-DBS | Michelle |
| 2.15-2.45 | Group exercise |  |
| 2.45 - 3.00 | **Clinical supervision + peer support** | Michelle |
| 3.00 - 3.15 | Tea and biscuits  |  |
| 3.15 - 4.00 | **Life in the independent world**Working with NHS colleagues.Other considerations.Questions. | All speakers |
| 4.00 - 4.15 | Close |  |