**Working in the Independent and Private Sector**

Draft Programme Friday 11 October 2019

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| 8.45 - 9.15 | Registration  Coffee 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 |  |