

## Welcome to The Community Pharmacy Medicines Management Handover Event

My role as local project co-ordinator is coming to an end and so it is important that I provide you with certain information so that you know how the project will continue and what will happen next.

The **objectives** of the evening are to:

- remind delegates of the background to the project
- update delegates on progress made
- ensure that all delegates understand what will happen next in the project
- update delegates on local news
- ensure that all delegates are aware of the contact details for future research and non-research queries

### Programme

1.	6.30pm	Welcome and introductions  Aims and objectives of the evening	Local Project Co-ordinator
2.	6.45pm	Outline of the Project - the beginning of the project - the pilot phase - the main phase - the intervention period	Local Project Co-ordinator
3.	7.00pm	Update on progress to date (local)	Local Project Co-ordinator
4.	7.15pm	Update on progress to date (national)	Project Manager
5.	7.30pm	What will happen next (national)	Project Manager
6.	7.45pm	What will happen next (local)	Local Project Co-ordinator and Local research Co-ordinator
7.	8.00pm	Details of future key contacts in the project	Local Project Co-ordinator
8.	8.15pm	Questions and Close	Local Project Co-ordinator/Project Manager