



LONDON CONSULTANTS' ASSOCIATION

14 Queen Anne's Gate, London SW1H 9AA
tel 020 7222 0975 fax 020 7222 4424
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**** A Seminar for Private Medical Secretaries ****

Tuesday 18th May 2010 at 6 pm

**5th Floor Boardroom of The Wellington Hospital South
Wellington Place, London NW8.**

This will be an opportunity to meet your secretarial colleagues in what we hope will be an informative but also pleasant social get together (free admission for secretaries of LCA members). This is likely to be a very popular meeting so send in your registration form **NOW**.

**** Programme ****

"PERSONAL & PROFESSIONAL DEVELOPMENT - AN IDEAL PARTNERSHIP"

- 6.00 pm Cocktail Reception
- 6.30 pm Buffet Supper
- 7.00 pm Introduction by Dr. Abina O'Callaghan to **Julie McLean**
- 7.45 pm Discussion

Julie McLean

Julie was born in rural Scotland in the 60's and was destined, it would appear, from an early age, for a career in classical singing. After a world premier opera appearance in London in the early 80's and a tour with a company abroad, she decided this was not her dream after all. Her other major interest was the world of medicine, so it was off to secretarial school, then a course in medical terminology. Her first post was as secretary to a Consultant Medical Oncologist. Since then she has enjoyed a fascinating career, ranging from posts in paediatric metabolic diseases, private general practice and latterly, as the practice manager of a high end private women's health centre in Fulham, which she helped to find, renovate and set up. Her other achievements include secretarial recruitment for Consultants in private practice and organizing health care conferences.

Today she works alongside 'PPM' Software, promoting and demonstrating the programme to consultants and their secretaries in London and the South East. She has just been assigned a regular column in *Independent Practitioner Today* Magazine, answering readers' non clinical questions related to admin and HR. Watch out for her four page spread in the forthcoming March issue, entitled '*Is Your Secretary Losing You Monday*', which promises to be both helpful and controversial.

In her presentation '**Personal and Professional Development - An Ideal Partnership**', Julie aims to show us how our personal life and interests can positively influence our career and standard of work and how we can turn the life/work balance from a battle into a partnership.



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Registration form - A Seminar for Private Medical Secretaries

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I wish to attend the meeting **"PERSONAL & PROFESSIONAL DEVELOPMENT - AN IDEAL PARTNERSHIP"**

Name _____

Email _____ Telephone _____

Name of Consultant and specialty _____

Is he/she a paid up LCA Member? Yes No

**Please return this form to
Miss L. Hulks,
Administrator,
London Consultants' Association,
14 Queen Anne's Gate,
London
SW1H 9AA,**

fax to 020 7222 4424

e-mail to linda@london-consultants.org.uk