

REGIONAL GROUP TOOLKIT

How to set up a Regional Group – It's Easy!	
1.	<p><u>Location:</u></p> <p>You need a room or premises that can accommodate the members.</p> <p>Remember you may need examination couches if you need the 'hands on' approach, for demonstrations and needling of members. If the session is going to include any practical content, BMAS Regional Group Meeting Participant Forms must be completed by each person. (these are available to download from the website) This is to ensure safety of all present, by each individual declaring:</p> <ul style="list-style-type: none"> (a) they hold current personal indemnity insurance for acupuncture (b) that their Hepatitis B immunisation status meet standards required by BMAS <p>Generally most groups would aim to have 3-4 meetings per year. Usually in an evening from 7.00 or 7.30pm to 9.00 or 9.30pm</p>
2.	<p><u>Refreshments:</u></p> <p>Can be provided if desired.</p>
3.	<p><u>Communications:</u></p> <p>BMAS Northwich Office should be notified in advance of the meeting. They can then email your local BMAS members for you.</p> <p>Note: If you choose to invite colleagues who are not BMAS members, the Group Leader will need to email these people directly, as BMAS Northwich does not have these people on their database.</p> <p>A Register of members attending is taken at the meeting, with current email details, which is then sent to BMAS Northwich - in order that CPD hours for each member can be logged for annual CPD/accreditation.</p> <p>A forum can be set up in the Members Area of the BMAS website - to enable members to communicate with each other directly.</p>
4.	<p><u>Membership:</u></p> <p>It is intended that Regional Groups be a support group and resource, drawing upon the guidelines and skills available within each group. Membership of each group is what each group wishes, i.e. members of the BMAS in an area or region. Members may include (if they wish) BAcC members and other members the group wish to admit. Of this group, BMAS Members' details should be sent to BMAS Northwich.</p>

5.	<u>Meeting Content:</u>	<p>It would be helpful, though not mandatory, for groups to have a Group Development Plan to aid planning for the future meetings; a template and example are provided. This may help for ideas.</p> <p>Free access to BMAS webcasts is available for regional group meetings. These can be a useful talking point for groups. Please contact the Northwich office on 01606 786782 for further information and access.</p>
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