



The Royal College of General Practitioners

Services for Fellows, Members and Associates

FACULTY MEMBERSHIP

Every Member and Associate of the College is automatically a member of a faculty and receives information and notices of the many faculty activities. The names and addresses of faculty secretaries are available from 14 Princes Gate.

Faculty Liaison Officer: Mr Allan Thomas.

ACCOMMODATION AND CATERING

Members of the College are welcome to stay at 14 and 15 Princes Gate; early booking is recommended. Bed and breakfast may be obtained at rates shown regularly in the *Journal*. Bookings should be sent to Mrs Lindsey Demetriou, the Accommodation Secretary. Public rooms may be hired subject to availability. Please contact Miss Elizabeth Monk, Secretary to the Establishments Officer, at the Royal College of General Practitioners, 14 Princes Gate, Hyde Park, London SW7 1PU. Telephone 01-581 3232.

COLLEGE JOURNAL

The Journal of the Royal College of General Practitioners is published monthly and is circulated free of charge to all Fellows, Members and Associates of the College. The 1987 subscription rate for non-members is £60 (£65 outside the UK, £75 by air mail). Post free. Half-year subscriptions are available from July onwards. Single copies and back numbers cost £5.50 each (£6.00 outside the UK). These are available from Bailey Bros and Swinfen Ltd.

Editor: Dr E.G. Buckley, FRCPE, FRCGP, 8 Queen Street, Edinburgh EH2 1JE. Tel: 031-225 7629.

Journal Sales: Bailey Bros and Swinfen Ltd, Warner House, Folkestone, Kent CT19 6PH. Tel: Folkestone (0303) 56501/8.

COLLEGE PUBLICATIONS

The Publications Office of the College is responsible for *Policy Statements, Reports from General Practice and Occasional Papers*. The former two are distributed free of charge to all Fellows, Members and Associates of the College and carry the approval of the College. The *Occasional Papers* are for sale at prices shown regularly in the *Journal*. The Exeter office is also responsible for coordinating material for the annual *RCGP Members' Reference Book* and for publishing a number of books for the College. All College publications are available by post or personal application from the RCGP Central Sales Office.

Honorary Editor: Professor D.J. Pereira Gray, OBE, MA, FRCGP, 9 Marlborough Road, Exeter, Devon EX2 4TJ. Tel: 0392 57938.

CENTRAL SALES OFFICE

The Central Sales Office at Princes Gate is open from 9.30 to 16.30 hours, Monday to Friday, for personal callers to view and purchase College publications and gifts.

Postal orders for Medical Record Cards, Publications and Appeal Goods are processed by this office, on a cash-with-order basis. Visa and Access welcome.

Central Sales Officer: Mrs Norma Wimbleton.

REGISTRATION DEPARTMENT

Changes of address and applications for reduced subscriptions from Fellows, Members and Associates and enquiries about *Journal* mailings should be made through the Registration Officer.

Registration Officer: Mrs Gerlint Price.

MEMBERSHIP DEPARTMENT

The Membership Department welcomes enquiries and can supply details of Associateship and the MRCGP examination. The examination is held twice a year and is recognized as an additional registrable qualification.

Head of Membership Department: Miss Catherine Swarbrick.

PRIZES

The College awards prizes, including the annual Syntex Award Winners Award and the Schering Scholarships. Information is published periodically in the *Journal* and applicants should write to the Awards Committee.

GRANTS

Grants for research projects in general practice are available from the Scientific Foundation Board.

Board Secretary: Ms Angela James.

COMMUNICATIONS DIVISION Information Resources Centre

Enquiry Service

The Enquiry Service provides information on a broad range of general practice topics. Resource lists, bibliographies and photocopies of articles may be provided in response to enquiries. In addition, collections of practice leaflets, health information leaflets, audits, premises design sketches and medical record cards are available for reference and examples may be photocopied on request.

Enquiry Services Manager: Mrs Sylvia Wilson.

Online Search Service

The Online Search Service offers access to numerous publicly available computerized databases on virtually every known subject and specializes in Biomedical Sciences including General Practice. The College's trained Online Searcher carries out searches taking a fraction of the time that a manual search would involve. Online searches can

easily accommodate multiple search terms and can print out the results at a very high speed. Services are provided at a reduced rate to Members.

Online Search Manager: Mr Roger Farbey.

Library Services

The Geoffrey Evans Library has been collecting material on General Practice since 1960. It has a unique collection of books, pamphlets and periodicals and a special collection of general practitioners' theses. Members are invited to deposit copies of their higher degree theses with the Library. Since 1975 it has produced *New Reading for General Practice*, a listing of current material which is circulated to postgraduate medical centres, researchers, trainees and trainers. The Library provides the usual services, including photocopying.

Library Services Manager: Mr Leonard Malcolm.

Librarian: Miss Margaret Hammond.

CONTINUING EDUCATION

The Education Division is concerned with all aspects of education in and for general practice, with particular emphasis on continuing medical education and performance review.

RESEARCH DIVISION

The Research Division is designed to promote research in primary care throughout the British Isles.

Divisional Secretary: Ms Angela James.

INFORMATION TECHNOLOGY CENTRE

The Centre aims to provide general practitioners with experience and practical advice on computers and computer software. This can range from specialized general practice systems to general business applications. Some specialist systems are maintained within the Centre and demonstrations can be arranged upon request. The Centre also organizes monthly computer appreciation courses which are open to general practitioners and their practice staff.

Information Technology Manager: Mr Mike Hodgkinson.

PRINTING SERVICES

The College has extensive modern printing equipment, and provides competitively priced services to Members and Fellows for practice leaflets, notepaper, etc.

Printing Services Manager: Mr Keith Mallett.

Further details from: 14 Princes Gate, Hyde Park, London SW7 1PU. Tel: 01-581 3232.