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*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 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.

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### 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.

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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.

### EXAMINATION DEPARTMENT

The Examination 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.

*Examination Administrator:* Mr Tom Dastur.

### 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.

### INFORMATION RESOURCES CENTRE

#### Enquiry Service

The RCGP Enquiry Service aims to provide information on all aspects of General Practice to general practitioners, practice staff and other health professionals utilizing the growing resources of the IRC. These include: over 4000 books; 150 periodicals; 150 theses; 100 videos; subject files of articles, reports and pamphlets; files of equipment and company brochures; collections of practice produced leaflets, annual reports, record cards, audits and premises plans; and a computerized database of practice profiles which holds information on the routines and systems of 400 practices, including staff, clinics, registers, etc.

The Enquiry Team are pleased to help by telephone or by post, and general practitioners and their staff wishing to visit the Information Resources Centre are always welcome.

*Opening Times:* Monday-Friday 09.00-17.30 hrs.

*Enquiry Services Manager:* Ms Sue Henshaw.

#### 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:* Ms Sue Henshaw.

#### 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 general practitioners' theses. As part of a planned development programme, the Library is expanding its computer database to

allow improved exploitation of existing stock, while encompassing a wide range of new Primary Health Care documentation. The current awareness publication, *New Reading for General Practice*, which is circulated widely to postgraduate medical centres, researchers, trainees and trainers, is now produced from this database, as is the College *Journal* Author index, Theses List and various booklists.

An important service to Members is the supply of photocopies of *Journal* articles. These requests can often be satisfied from the 150 periodical titles currently taken. Articles not held at Princes Gate can be obtained from the British Library or other local medical libraries through the Inter Library Loan Service. Fellows, Members and Associates may use this facility at a discount rate. Non-members will be charged the full rate. Although the main bookstock of the IRC is for reference only, College publications may be taken out on loan.

The Information Resources Centre is also undertaking research into the needs of practice libraries. The research is being generously sponsored by Stuart Pharmaceuticals Ltd.

*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.

*Divisional Administrator:* Kevin Terry.

### CLINICAL AND RESEARCH DIVISION

The Clinical and Research Division advises on all policies and protocols for the care of patients and coordinates clinical advice from the College including preventive and anticipatory care. In devising practical measures of performance review for clinical care the Division attempts to encourage their use in day to day practice. The Division, through the Research Committee plays an important advisory role on research in General Practice and advises Council on all matters relating to research.

*Divisional Administrator:* Mr Andrew Singleton.

### 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.