### Award for Practice Management Entry Form

**Closing Date for Submissions: Sunday, 21 September 2025**

**Email to:** [**secretary@pmaanz.org.nz**](mailto:secretary@pmaanz.org.nz?subject=Practice%20Managenent%20of%20the%20Year%202025)

#### **Section 1: Personal Information**

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| 1. | Full name |  |
| 2. | Position/Title |  |
| 3. | Organisation/Practice Name |  |
| 4. | Contact information | Ph: |
| Email: |

#### **Section 2: Practice Information**

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| 1. | Location(s) of Practice include full address: |  |
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| 2. | Type of Practice (e.g General Practice, Specialist Clinic etc): |  |
| 3. | Number of staff managed (include both clinical and non-clinical staff): |  |
| 4 | Years in current role: |  |

#### **Section 3: Professional Achievements**

We have provided some examples, please note you do not need to follow any or all of these - 150 words max, for each numbered item

1. Key Achievements: (Highlight significant accomplishments, innovations, or improvements in the practice - 150 words max. *We have given you some examples, please note you do not need to follow these or have as many achievements.)*
   1. Improved patient satisfaction scores by 25% over the past year.
   2. Successfully implemented an electronic health records system.
   3. Any strategic changes: new premises, change of ownership, restructuring.
   4. Increased practice revenue by introducing new services and optimizing billing processes.
   5. Achieved a 95% compliance rate with health and safety regulations through rigorous staff training and regular audits.

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1. Leadership and Team Development: (Describe strategies used to develop staff, foster collaboration, and build a positive workplace culture- 150 words max)
   1. Led staff training programs resulting in increased employee retention.
   2. Mentored junior employees.
   3. Conducted team-building activities and workshops, leading to an improvement in employee morale and job satisfaction.
   4. Developed an internal recognition program that celebrated staff achievements and boosted motivation.

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#### **Section 4: Community Impact**

*We have given you some examples, please note you do not need to follow these or have as many -150* words max, for each numbered item

1. Equity and Inclusion: How has equity and inclusion been addressed in the practice
   1. Improved access for all populations, especially marginalised communities; language or transport assistance
   2. Culturally competent care – implemented training for staff to improve their understanding of the different cultural backgrounds within the practice
   3. Identifying specific health disparities within populations of the practice and using this data to make changes within the practice to improve care
   4. Targeted health promotion – specifically tailored towards the unique challenges faced by minorities e.g. LGBTQ+, low-income populations and racial minorities
   5. Diverse hiring practices – ensuring staff reflect the communities the practice serves

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1. Involvement in Community Initiatives:
   1. Launched a community health awareness campaign focused on diabetes prevention.
   2. Partnered with local schools to provide free health screenings.
   3. Organized or participated in community events providing free information sessions and screenings for the local community.
   4. Collaborated with local charities to provide accessible healthcare services to underserved populations.
   5. Led a vaccination drive in partnership with local schools and organizations, increasing vaccination rates.

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1. Patient Engagement and Education: (Efforts to involve patients in their care and educate them about health matters)
   1. Organized regular health seminars for patients and their families.
   2. Established a patient advisory council to gather feedback and involve patients in decision-making processes.
   3. Utilized social media and digital platforms to disseminate health information and tips, reaching a broader audience.

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#### **Section 5: Additional Information**

1. Active within PMAANZ: Please note this is not a pre-requisite, this is for our information only
   1. Webinar attendance: Y / N / attend some that are relevant to me
   2. Branch meeting attendance: Y / N / attend some
   3. Participate in Messenger group chats: Y / N / unaware of chat group
   4. CPD points participation on our website: Y / N / unaware
2. Awards and Recognitions Received: (List any awards or recognitions that the candidate or their practice has received)

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1. Supporting Documents: (Attach any relevant supporting documents, such as letters of recommendation, testimonials, or case studies)

#### **Section 6: References**

Please supply details of 2 references

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| 1. | Reference 1 |  |
|  | Name: |  |
|  | Position |  |
| 4. | Contact information | Ph: |
| Email: |

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| 1. | Reference 2 |  |
|  | Name: |  |
|  | Position |  |
| 4. | Contact information | Ph: |
| Email: |

Thank you for completing the Practice Management of the Year Award application. We need at least three applications to proceed. We will notify you if further information is required. If selected as a finalist, please provide a photo of yourself outside your business; team photos are also accepted. Thank you for your participation and support.