



PRACTICE MANAGER OF THE YEAR GUIDELINES FOR APPLICANTS

This award recognises and rewards a Practice Manager for his or her outstanding contributions to medical, specialist, dental or allied health practice management.

SELECTION CRITERIA

A Practice Manager who is managing a healthcare practice, in the opinion of the selection panel, has demonstrated exceptional skills in his/her role.

Proven sound knowledge and skills in the following areas must be demonstrated:

- Outstanding leadership and team building skills
- Commitment to ongoing education in practice management and in raising the profile of practice management
- Business Planning
- Financial Management
- Implementation of systems to support quality care in a clinical setting
- Knowledge of relevant legislation
- Occupational Health & Safety
- Community Engagement
- Marketing & Public Relations
- HR & Recruitment

ELIGIBILITY

- Currently employed as a manager of a healthcare practice
- Currently studying toward or holding a qualification in Practice or Business Management
- Must be a full financial member of PMAANZ

Members of Branch Committees **are eligible** to apply.

PMAANZ Executive Committee, Corporate and Associate Members are not eligible to apply.

APPLICATION PROCESS

Complete the application found on the PMAANZ website ([click here to go to the website application](#)). Once completed email to PMAANZ Administrator at admin@pmaanz.org.nz.

By means of this form, applicants need to:

- Respond to the essential criteria
- Provide a practice profile statement no longer than 200 words
- Submit two referee statements supporting the application from a Principal in your practice and independent observer. Each statement is to be no longer than 150 words.

APPLICATIONS CLOSE: Wednesday, 31 July 2019, 5:00pm

FINALISTS WILL BE ADVISED PRIOR TO CONFERENCE IN ORDER FOR THEM TO ARRANGE TO ATTEND.

PRIZES

Three Selected Finalist will receive

- Framed Certificate
- Registration fees for this year's National PMAANZ Conference. (If already registered prior to finalist being announced, fee will be reimbursed)

National Winner will receive

- Framed Certificate
- Engraved Trophy to commemorate the Award and hold for one year
- Registration fee for next year's National PMAANZ Conference
- Sponsors Prizes