

PRACTICE MANAGER SPECIALIST 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.

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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 of care/quality improvement
- Knowledge of relevant legislation
- Health & Safety including workplace health and wellbeing
- Community engagement and collaboration
- Marketing & public relations
- HR & recruitment

ELIGIBILITY

- Currently employed as a manager in a healthcare practice
- Currently studying toward or holding a qualification in Practice or Business management, for example, UNEP or KASF.
- 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 you will receive a confirmation email that it has been received by the PMAANZ Administrator.

Applicants need to:

- Respond to the questions on the application form
- Provide a practice outline of no more than 200 words
- Submit two referee statements supporting the application from a principal in your practice and an independent observer (fellow team member). Each statement is to be no more than 150 words.
- Only the three finalists are required to do a short video presentation to be played at conference. The video presentation should include a self-introduction, a tour of the practice and one or two short interview/s with team members/nominators. The video presentation should be filmed on a smartphone or similar and not be longer than 10 minutes.

APPLICATIONS CLOSE: [date], 5:00pm

NB: Finalists will be advised prior to conference so they may 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 Plus 2 nights' accommodation
- Article to be published in NZ Doctor
- Sponsors Prizes