

# PRACTICE MANAGER SPECIALIST OF THE YEAR (PMSoY) NOMINATION FORM



**PMAANZ**<sup>®</sup>  
PRACTICE MANAGERS & ADMINISTRATORS  
ASSOCIATION OF NEW ZEALAND

Date:

PMAANZ Branch:

- ***Practice managers can be nominated by their employer or a fellow PMAANZ member.***
- ***All nominees are required to complete the application form themselves.***

## Nominee Contact Details

*In this section of the form, please enter contact details of the Practice Manager being nominated for this award.*

Name and Title of Practice Manager Nominated	<input type="text"/>
PMAANZ Membership Status	<input type="text"/>
Email Address	<input type="text"/>
Contact Phone numbers	<input type="text" value="Day Phone"/> <input type="text" value="Mobile"/>

## Contact Details of Nominator

*In this section of the form please enter contact details of the person nominating and endorsing the nomination of the Practice Manager above.*

Name of Nominator	<input type="text"/>
Title	<input type="text"/>
PMAANZ Membership Number & Status if applicable	<input type="text"/>
Email Address	<input type="text"/>
Contact Phone numbers	<input type="text" value="Day Number"/> <input type="text" value="Mobile"/>

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THE YEAR (PMSoY)  
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**Practice profile**

*Please provide a brief outline of your practice, such as patient demographics, who is on the team, a short history of the business and any special services your practice provides (150 words max).*

**Short bio**

*A brief account of yourself and work journey into practice management (150 words max).*

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## Questions

Please respond to each question below and if possible, include an example to support your answers. Each response should be approximately 100 - 150 words.

1. **Effective leadership and team building skills:**

*For example, how have you built a cooperative, supportive and high functioning team who regularly achieve their goals?*

2. **Communication skills and high functioning interpersonal relationships:**

*For example, describe how you use a variety of techniques to build rapport and trust and communication effectively with members of the health care team.*

3. **Commitment to continuous professional development in practice management:**

*For example, how have you demonstrated commitment to ongoing professional development of both yourself and others.*

4. **Business Planning:**

*For example, what significant contributions have you made to practice planning meetings, formal documentation and innovative ideas for the business?*

4. **Financial Management:**

*For example, how have you developed effective and efficient financial processes, and/or increased profitability of the practice? Such as, debt collection, claiming, payroll or developing new revenue opportunities.*

5. **Implementation of systems/processes to support quality care in a clinical setting:**

*For example, describe what systems/processes you have introduced to assist practice team members to achieve their quality improvement goals.*

6. **Health and safety, including workplace health and wellbeing:**

*For example, what contributions have you made to ensuring the workplace is safe and promotes health and wellbeing for team members and/or clients.*

8. **Community engagement and collaboration:**

*For example, describe how you engage and collaborate with your community and how this benefits your patient population.*

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## Referee Statements

Please attach Two (2) referee statements supporting the application from a principal in the practice and an independent observer. (Up to 150 words)

Referee from Principle in the practice

Another team member or colleague

## Conference Presentation

Finalists will need to give a brief presentation at the 2023 Annual Conference (maximum of five minutes), on their role as a Practice Manager and what they have achieved in this role, in order to be selected as a finalist.

I agree to present at the PMAANZ annual conference

## Photo Release

PMAANZ and the PMSoY sponsor may use photographs of nominees in reports and award promotion. Please read the following statement and tick the box below to indicate your permission for this, should you be one of the finalists or winners:

I grant PMAANZ and the PMSoY sponsor, the right to take photographs of me in connection with the PMSoY award. I also agree that PMAANZ and the PMSoY sponsor may use these photographs of me in print and/or electronically for such purposes as publicly, illustration, advertising and web content.

## Applicants Signature

Signed: \_\_\_\_\_

Please return completed form to: [chair@pmaanz.org.nz](mailto:chair@pmaanz.org.nz)

**Nominations Close: [DATE], 5:00pm.**

**Nominations received after the [DATE] will not be eligible to be considered for the [YEAR] Practice Manager of the Year Award.**