



GENERAL PRACTICE AWARDS 2018

Practice Manager of the Year

Award Entry Form

Description of the award:

This award seeks to recognise a Practice Manager who has made an outstanding contribution to their surgery's performance in the last 18 months. We invite applications from both Practice Managers themselves and nominations from practice colleagues.

Applications should demonstrate all or some of the below:

- A commitment to professionalism and the delivery of patient-focused services.
- Evidence that their individual efforts and imagination have improved their practice's performance; for example, through improvement projects, effective leadership or team communication, strong business/financial management skills.
- A passion for supporting the professional and personal development of team members and for embracing innovative ways of working.
- An understanding of local population needs.
- Credit will be given to applications with evidence supporting their contribution to effective practice operation and overcoming significant obstacles.
- Evidence of how their contribution is aligned with the objectives of the Five Year Forward View.

Criteria that judges will be marking against:

- Clear evidence of the Practice Manager's impact on their patients, practice or the local area.
- Evidence of exceptional local leadership, imagination and/or innovation and how these qualities have influenced the outcome of their work and the performance of their practice.
- Measurable and defined results, showing improvements in patient care, including clinical outcomes; for example, an increase in self-care or improvement in team morale.
- Evidence that the nominee exhibits key competencies and values of being a Practice Manager which he/she continues to develop: such as communication, reliability, efficiency.

Please complete the form below and send with your entry

Personal Information - the person submitting the nomination

All fields are mandatory

Full name

Job title

Phone number

Place of work

Email

Personal Information - the person being nominated (if different to above)

All fields are mandatory

Full name

Job title

Address

Phone number

Place of work

Email

Applications must be submitted online at www.generalpracticeawards.com before **5.00pm on Friday 22nd June 2018.**

The shortlisted candidates will then be invited to a black tie dinner and ceremony on the 30 November 2018.

Please fill in the boxes

Part 1 - Overview

1. Please give an overview of why this nominee deserves to win the Practice Manager of the Year award. (200 words)

Please note, we may use this overview statement on the night of the Awards should you/they be shortlisted.

2. Describe how the Practice Manager's work has directly benefitted patients, service users and/or staff. (300 words)

Part 2 - Evidence

3. Are there any specific examples of processes, best practice or innovation that underpin why this Practice Manager deserves to win the award? (300 words)

4. Please share any data or figures to support your nomination. (300 words)

5. Please include any testimonials from patients, colleagues, or others that support this entry. (300 words)

6. Please fill in below how you would like the nominated individual to be listed on all award documentation including certificates and/trophies, should they be shortlisted/win:

7. If you have any supporting documents including graphs, flow charts, testimonials, or tables, please upload these with your entry on the General Practice Awards website.