**Practice Manager of the Year**

*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 colleagues.

*Applications may demonstrate all or some of the below:*

* A brilliant individual who has made a real difference to their practice’s performance
* 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
* Evidence supporting their contribution to effective practice operation and overcoming significant obstacles
* An individual who has supported the practice with establishment of PCNs

*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 measured 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 they continue to develop: such as communication, reliability, efficiency
* Evidence that the Practice Manager is working towards local or national objectives

**Contact details\***

**Name of person making the entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email of person making the entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact number of person making the entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual being nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email for individual being nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact number for individual being nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*Please note, these details are only captured in order to contact the nominee should they be shortlisted.*

***Please refrain from including patients’ names or personal details in your entry***

***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 and editorial write ups should they be shortlisted.*

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

***Part 2 - Evidence***

1. Are there any specific examples of processes, best practice or innovation that underpin why this Practice Manager deserves to win the award? (600 words)
2. Please include any testimonials from patients, colleagues, or others (not included in the practice team) that support this entry. Please ensure these testimonials are anonymised. (300 words)
3. Please include any additional comments or attach any supporting documents. Supporting documents can include graphs, flow charts, tables, etc.

**Please note, Supporting Documents are limited to two files**