



## Qualifications in Practice Management (Health)

### A new opportunity for Practice Managers and Administrators

The Practice Managers and Administrators Association of New Zealand (PMAANZ) have been in negotiations with the New Zealand Institute of Management (NZIM) to develop and provide a Certificate and a Diploma in Practice Management. These qualifications use a selection of papers from the NZIM Certificate in Management and the NZ Diploma in Business, together with papers designed specifically for managers of health practices.

The **Certificate in Practice Management (Health)** consists of 50 credits at Level 4, and is designed for people new to the role, or who are new to tertiary study. It introduces you to management practices, law and accounting, as well as the specific processes of managing a health practice. Your assessments will relate to your job and the issues you encounter on a day-to-day basis.

The **Diploma in Practice Management (Health)** provides a more in-depth examination of the processes of managing businesses, with a focus on human relations, communications strategies, knowledge of legal requirements and other compliance issues, and an understanding of health policy and processes. It is designed to equip you with the skills necessary to manage a medium to large health practice.

The Certificate or Diploma courses can be commenced immediately, as the NZQA have granted approval and accreditation for the qualifications. The NZ School of Business and Government (SBG) is delivering these qualifications online now, and further information is available by logging onto [www.sbg.ac.nz](http://www.sbg.ac.nz).

Most of the papers for these qualifications are also offered by a number of polytechnics and by distance learning through the Open Polytechnic. This means that you may complete courses from more than one institution, and then credit them to the practice management qualifications.

### **The Certificate in Practice Management (Health)**

The Level 4 Certificate in Practice Management is 50 credits and consists of four papers from the NZIM Certificate in Management programme, as well as a specialist course called **Introduction to Management of Health Practices**.

The papers are:

- 824 Introduction to Management of Health Practices
- 805 Introduction to Management
- 808 Introduction to Accounting
- 809 Human Resources: Personnel Practice
- 816 Business Computing

The specialist practice management paper will look mainly at the essential knowledge and skills you need when you are starting out in the job, and will constitute an orientation to the whole area of practice management. The other papers cover some of those essential areas in greater detail.

### **The Diploma in Practice Management (Health)**

The Level 5 diploma programme is 140 credits and consists of six papers from the New Zealand Diploma in Business, as well as a specialist paper called **Management of Health Practices**.

The papers are:

- 400 Accounting Principles
- 501 Accounting Practices or 602 Management Accounting
- 530 Organisation and Management
- 550 Business Computing
- 560 Business Communication
- 633 Human Resource Management
- 996 Management of Health Practices

The **Management of Health Practices** paper will cover three major areas:

**The health system and health economics**

- ✓ Overview of the health system
- ✓ Health policy issues
- ✓ Health economics

**Legislation**

- ✓ Key legislation
- ✓ Compliance
- ✓ Overview of other legislation
- ✓ Using legal experts

**Cultural sensitivity and Treaty of Waitangi issues**

- ✓ Treaty of Waitangi
- ✓ Giving effect to the Treaty
- ✓ Cultural safety and awareness

**The value of having an approved qualification**

- ✓ Specifically designed to meet the needs of health practices
- ✓ Provides ongoing support for you in your role
- ✓ May be used as an accreditation process for you as a manager
- ✓ May be used to meet accreditation standards by practice accreditation bodies
- ✓ Meets requirements for health professionals to receive ongoing training
- ✓ Pathway to further qualifications, such as the NZ Diploma in Business or degree programmes.

## What you need to do

*Decide whether you wish to start on the certificate or diploma.*

If you are nervous about undertaking tertiary study, start with the certificate. It takes much less time and you can always move over to the diploma.

*Work out whether you want to do it face-to-face, through distance learning, or using supported on-line resources.*

Distance learning is mainly through study guides sent in the mail. On-line study involves you working on-line, but with tutorial help available.

*Determine what courses you want to start with, and when you want to start.*

Face-to-face teaching will have starting and finishing dates. Distance and on-line learning can commence at any time.

*Work out how much the courses will cost*

You may be able to get the courses at a subsidised rate through the government funding processes, and obtain a student loan as well.

*Negotiate possible employer subsidies for the programme.*

There may be a good deal of support for the programme from your employer.

*Register your interest with the NZIM*

The Institute can advise you on options for starting on the programme.

*Options of where to study*

Organisations offering the new practice management health qualifications will need to have an agreement with NZIM and be accredited by NZQA to provide the course.

SBG is offering the new practice management (health) qualifications through online learning. Alternatively you may apply for some of the required papers for the courses you want to do using the names NZIM Certificate in Management or New Zealand Diploma in Business from other providers.

*When you have completed the courses forward your results to NZIM.*

NZIM will send you a Certificate of Achievement every time you send in a result, and will record the paper towards the practice management qualification. NZIM charges \$25 (inc GST) per paper for registration.

