



PRACTICE MANAGER 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.

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 care in a clinical setting
- Knowledge of relevant legislation
- Occupational Health & Safety
- Community Engagement
- Marketing & Public Relations
- HR & Recruitment

ELIGIBILITY

- Currently employed as a manager of a healthcare practice
- Currently studying toward or holding a qualification in Practice or Business Management
- 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 email to PMAANZ Administrator at admin@pmaanz.org.nz.

By means of this form, applicants need to:

- Respond to the essential criteria
- Provide a practice profile statement no longer than 250 words
- Submit two referee statements supporting the application from a Principal in your practice and independent observer. Each statement is to be no longer than 200 words.

APPLICATIONS CLOSE 22 June 2018

FINALISTS WILL BE ADVISED PRIOR TO CONFERENCE IN ORDER FOR THEM TO 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
- Sponsors Prizes