



**PRACTICE MANAGER OF THE YEAR  
Nomination Form**

Date: \_\_\_\_\_

Branch: \_\_\_\_\_

Members may be nominated by their employer or a member of PMAANZ.  
***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

PMAANZ Membership  
Status

Email Address

Contact Phone numbers

Day time contact	Cell Phone
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**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

Title

PMAANZ Membership  
Number & Status if applicable

Email Address

Contact Phone numbers

Day time contact	Cell Phone
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## Practice Profile Statement

*Please provide a brief profile of your practice (250 words maximum).*

## Responses to Selection

*Please respond to each individual section criterion below. As a guideline, each response should be approximately 150 – 250 words.*

1. Outstanding leadership and team building skills:

*e.g. How have you maintained the vision, values, culture, objectives or standards for the practice? What have you done to build a cooperative, supportive and highly successful team?*

2. Commitment to ongoing education in practice management and in raising the profile of practice management:

*e.g. How have you demonstrated commitment to ongoing professional development (self and others)? What have you done to raise the profile of Practice Management in the broader community?*

3. Business Planning:

*e.g. What special contributions have you made to planning meetings, formal documentation, innovative ideas for the business?*

4. Financial Management:

*e.g. How have you developed effective financial processes, enhanced compliance or increased profitability of the practice?*

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

*e.g. Describe particularly effective systems and/or processes you have developed to enhance quality improvement for the practice.*

6. Knowledge of relevant legislation:

*e.g. In particular, how have you contributed to keeping the practice up-to-date with relevant legislative changes?*

7. Occupational Health and Safety:

*e.g. What particular contributions have you made to ensuring the workplace is both safe and compliant with regulations?*

8. Community Engagement:

*e.g. Describe how you engage with your community and how this is a benefit to your patient population.*

9. Proven sound knowledge and skills in Marketing and Public relations:

*e.g. Provide specific examples of your particular strengths in relation to Marketing and public relations work you have completed.*

10. Proven sound knowledge and skills in HR and Recruitment:

*e.g. Provide specific examples of your particular strengths in relation to HR and Recruitment work you have completed.*

## Referee Statements

Please attach Two (2) referee statements supporting the application from a Principal in the practice and an independent observer. (200 words max)

Referee from Principle in the practice

Independent observer

## Conference Presentation

Finalists will be required to give a brief presentation at the 2018 Annual Conference (maximum of five minutes), on their role as a Practice Manager and what they have worked on, in order to be selected as a finalist.

I agree to present at the PMAANZ annual conference

## Photo Release

PMAANZ and the Practice Manager of the Year 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 Practice Manager of the Year Sponsor the right to take photographs of me in connection with the Practice Manager of the Year Award. I also agree that PMAANZ and the Practice Manager of the Year Sponsor may use these photographs of me in print and/or electronically for such purposes as publically, illustration, advertising and Web content.

## Applicants Signature

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

Please return completed form to: [admin@pmaanzt.org.nz](mailto:admin@pmaanzt.org.nz)

**Nominations Close 22 June 2018**

**Nominations received after the 22 June 2018 will not be eligible to be considered for the 2018 Practice Manager of the Year Award.**