

 **Title**

 Sub-title

**Practice Managers Vocational Training Scheme**

 Local Co-ordinator - Guidance Notes

These notes will help you complete the application form to the best of your ability and gain an understanding of the recruitment process.

Please talk to your GP Sponsor before you begin the work on your application form. It is important to have the support of the practice to become a Local-Co-ordinator.

The evidence you provide in your application form will be used by the selection panel when scoring applications to decide whether you secure an interview for the role of Local Co-ordinator. Your application will check your skills and abilities against the person specification. It is important that you describe how you meet all the essential criteria and where appropriate the desirable criteria. You may wish to consider including any relevant transferable skills from a non-work setting. If you do not include information regarding any of the essential criteria, the panel will assume that you do not have such experience, and you will not be shortlisted.

Unfortunately we are unable to short list inaccurate or incomplete applications. If you do not complete the form fully, NES may return it to you, and where time allows, you may be given the opportunity to resubmit the missing information however this cannot be guaranteed.

**How to apply:**

 Aplicants are invited to submit:

• A typed completed application form

• Confirmation of organisational support (section 10 of application form)

**Background Information**

In 2003, the then Scottish Executive agreed to fund a learning Network for Practice Managers. A National Coordinator was appointed and subsequently Local Coordinators were appointed in each Health Board area. Tracey Crickett, the current National Coordinator represents Practice Management on a range of strategic working groups, and coordinates the network of Local Coordinators (LCs).

**Scottish Practice Management Development Network**

**Mission Statement:**

To advance the role of General Medical Practice Management through the development of high quality, easily accessible and locally relevant networks providing information, support, education and representation for practice managers.

**Vision statement:**

To develop, promote and support General Medical Practice Management across Scotland.

**Local Co-ordinators**

The Scottish Practice Management Development Network Local Co-ordinator is a sessional NES role based in the Professional Development work stream of the Medical Directorate.

The main purpose of the post is to advance the role of Practice Managemnt in Scotland by supporting a coordinated national network to provide access to quality, accessible and locally relevant information, support, education and representation for Practice Management

Local Co-ordinators Practices may claim for up to four sessions per month, (where two LCs share a HB area, the funding is divided).

Local Co-ordinators enjoy the opportunities their extended roles bring and meet up with their Local Co-ordinator colleagues at four two-day development events during the year. Sessional payments for attending these dates will be made to the Local Co-ordinators Practice.

**Interviews**

Interviews will take place in Edinburgh at the beginning of July 2019. Travelling expenses incurred in attending the interview will be reimbursed.

**Application Form**

Your application should be accurate and provide enough information to enable the panel to decide whether an interview will be mutually beneficial.

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| **Person Specification – PMVTS Educational Facilitator** |
| **Factor** | **Essential** | **Desirable** |
| **Experience** | * Current Practice Manager with 3 years experience
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| **Skills and Abilities** | * Excellent communicator and good listener
* Sound organisational skills
* Flexible in approach; can handle uncertainty
* Confident in giving positive and negative feedback
* Up to date on best management practice
 | * Experience in facilitating small groups
* Experience of delivering presentations
* Coaching / Mentoring
* Organisation of training /learning events
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| **Disposition** | * Willing to offer appropriate pastoral support to a PM Trainee
* Demonstrates professional integrity and confidentiality
* Confident, diplomatic, objective, considerate, self motivated
* Open to educational opportunities.
 | * Leadership qualities
* Motivational skills.
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| **Practice** | * Practice committed to Local Co-ordinator role
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| **Other** | * Committed to their own and the personal development of others, with a desire to share their knowledge in order to help others learn and develop their skills.
* Can provide two satisfactory references
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**Referees**

NHS policy requires us to obtain two references, one of whom must be a Partner within the Practice. If you are called for interview and subsequently considered as a Local Co-ordinator, we will email reference requests to notified referees. It is important that you provide enough information to enable us to do so.

**Further information is available from**

Tracey Crickett

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