ARE YOU EMPLOYED IN A SUPERVISORY OR MANAGEMENT ROLE WITHIN GENERAL PRACTICE?

Applications are sought for the NES Practice Managers Vocational Scheme commencing July 2017

NHS Education for Scotland (NES) delivers a funded practice based learning programme for newly appointed, assistant and aspiring Practice Managers in Scotland. This programme is accredited at undergraduate level by The University of the West of Scotland.

This NES Practice Managers Vocational Training Scheme (PMVTS) is delivered over 15 months and includes mandatory participation in a series of funded central study days (13 taught days) and regular tutorials. Participants will be paired with a Practice Manager Educational Facilitator who is a highly experienced Practice Manager; and they will tailor a programme of tutorials to meet participants individual learning needs.

The participants learn while working in their current employing practice therefore a GP Sponsor and the Practice Manager (where the applicant is not the Practice Manager) must support all applications.

APPLICANTS

Applicants be educated to N/SVQ level 3, SCQF level 6, or have equivalent work life experience. They should be employed in a supervisory or management role within General Practice and normally they should work for 20 hours / week to access sufficient learning opportunities to complete the programme successfully. Applicants must be highly motivated, willing to learn, and committed to their self-development. They must be able to commit to personal study of approximately seven hours per week. It is important to have good communication skills and to demonstrate commitment to the delivery of quality person centred care.

ASSESSMENT

The PMVTS has been accredited by The university of West of Scotland and participants who successfully complete the programme will be awarded 80 credits at SCQF level 9.
Learning will be assessed by a variety of methods including a 2,500 word management report, a 5,000 word work based project, submission of a portfolio of reflective evidence, and a professional dialogue/viva voce.

**FUNDING**

NES funds the programme delivery costs and travel and subsistence expenses incurred by participants in attending central training events. NES holds a dedicated CPD allowance for each participant against which the Practice claims to cover the costs relating to course fees, travel to/from tutorials and prior approved resources.

**HOW TO APPLY**

Prospective participants are invited to submit:

1. A Letter of Application which includes the email address at which we should contact you
2. A typed completed application form. Please complete (do not send a CV). Before completing this, it is important to read the accompanying Applicant Guidance Notes, which contains more details about the PMVTS and the Applicant Person Specification.
3. An organisational chart which clearly identifies your role within the Practice
4. A statement of Support from your Practice stating why the Practice Supports your application and which includes the paragraph in the Applicant Guidance Notes; signed by the GP Sponsor and Practice Manager (where the applicant is not the Practice Manager).
5. If you completed any of the exercises in the leaflet “Becoming a Practice Manager” and believe this would add value to your application, please submit them in support.

Please ensure your full name and the date is included in the footer of every piece of supportive information you submit.

Please email the completed form, together with all the additional information requested to practice.manager@nes.scot.nhs.uk

**Closing date is 12 midday on Monday 15th May 2017.**

Applications will be short listed. Successful short listed applicants will be invited for selection interview appointments to be held on one of the following dates: Wednesday 31st May, Thursday 1st June or Friday 2nd June 2017. Subsistence and travelling expenses to attend the interview will be reimbursed following NES policies.

If you require any further information on the recruitment, selection process or the NES GPN PMVTS, please contact Tracey Crickett (NHS Education for Scotland, National Co-ordinator of the Scottish Practice Management Development Network and PMVTS programme Lead), Telephone 0141 223 1555 or email tracey.crickett@nes.scot.nhs.uk