Cohort 14 – 2018/2019

Background
The Practice Managers Vocational Training Scheme (VTS) commenced as a joint initiative between NHS Education for Scotland (NES) and the Institute of Healthcare Management (IHM) in 2005. Since that time, the programme has changed significantly and is currently accredited for 80 level 9 credits by The University of the West of Scotland (UWS). One hundred and seventy GP Practice Managers have completed the programme since its inception.

The programme is funded by NES. Participants are new and aspiring Practice Managers from across Scotland and they must commit to at least seven hours of private study per week. The ethos of the programme is to develop and equip trainees to become strategic business managers capable of assessing the Practice’s internal and external environments and leading effective change. Participants continue to work in their own Practice throughout the programme and are paired (as geographically close as possible) with an experienced Practice Manager Educational Facilitator (Trainer).

Each participant is allocated a CPD award to fund their accreditation and assessment costs. The Practice may incur some costs e.g. in supporting the participant’s travel costs in meeting up with their Facilitator.

The Programme
The Practice Managers VTS is a highly interactive, participative programme that uses a blended learning approach. The programme has substantially changed over the years and is reviewed annually to ensure it meets the current NHS Scotland agenda.

The programme uses work based learning supported by mandatory central study days and regular tutorials. Successful applicants will also be asked to complete comprehensive pre-course work between July and September. Residential taught days will be held at hotels in Glasgow and Edinburgh with the central taught days held at the NES offices in Glasgow and Edinburgh. NES funds associated travel and subsistence according to NES policies.
Participants will be matched to a NES Practice Manager Educational Facilitator who will introduce the participant to the work based style of learning and meet with the key members of the practice team.

The programme continues with flexible tutorials, these can be held weekly, fortnightly or monthly. The participant can expect to receive up to 8 hours of learning / month, except over holiday periods. This maybe all face to face, or partly by telephone or by other methods such as Skype, VC etc. These individually tailored tutorials ensure that the programme meets the individual participant’s needs.

There are 3 residential learning events and 6 central training days (see below for dates). It is essential that trainees attend these dates however in exceptional and unforeseen circumstances NES will help provide any missed essential learning. At the time of applying potential participants must be able to attend the full programme of events.

**Training Dates 2018 to 2019**

- 27th and 28th September 2018 Residential event - Glasgow
- 19th October 2018 NES Offices - Edinburgh
- 23rd November 2018 NES Offices - Glasgow
- 18th January 2019 NES Offices - Edinburgh
- 22nd February 2019 NES Offices - Glasgow
- 29th March 2019 NES Offices - Edinburgh
- 26th April 2019 NES Offices - Glasgow
- 29th, 30th and 31st May 2019 Residential event incorporates Practice Managers Conference on 30th and 31st May - Edinburgh
- 13th and 14th June 2019 Residential event - Glasgow

**Assessment Process**

Learning will be assessed by a variety of methods and includes:
- A 2,500 word management report, critically reflecting on the individual’s role in the practice - in the context of Scottish Healthcare Policy
- A work based project and management report of 5,000 words exploring a Practice redesign / quality improvement initiative of benefit to patients
- A personal learning portfolio which includes a structured reflective component (3,000 words).

**Participants**

Participants must hold 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 should have the support and commitment of their Practice in order to be accepted on to the programme.
How to apply
Prospective participants are invited to submit:

- A typed letter of application
- A typed completed application form
- An organisational chart which clearly identifies your role within the practice
- Confirmation of organisational support (section 10 of application form)
- Any completed exercises from the leaflet ‘Becoming a Practice Manager’ if you believe this would add value to your application (optional)

Practice Support
The practice environment must meet acceptable standards, and provide an educational setting which supports learning opportunities and the participant’s educational experience.

Practice support is essential. Applicants are advised to discuss their application with their GP Sponsor and Practice Manager (if applicable) in the first instance to ensure they are eligible.

In order to be eligible for the PMVTS, the applicant must supervise/manage staff and during the course of the training year be provided with opportunities to be involved in strategic decision making and business and financial management of the practice.

The practice must identify a GP Sponsor whom the participant’s Educational Facilitator will communicate with and who will provide encouragement, feedback and guidance to the participant. The GP Sponsor should support the participant, ensuring their access to the necessary experience to undertake the programme.

Interviews
Interviews will be held on 18th and 19th June 2018. Travelling expenses incurred in attending the interview will be reimbursed. Please mention within your supporting letter should there be one date on which you would prefer not to be interviewed.

Further information is available from
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