

## **PRACTICE MANAGER NETWORK TERMS OF REFERENCE**

### **Background**

The practice manager network forms part of a broader practice support program, which aims to facilitate and support a broad range of practice support initiatives. The Practice Managers role can be very demanding and isolated and requires a wide range of skills to effectively coordinate the practice activities.

As there was no regular forum for practice managers to discuss work issues common to the role, the practice manger network was formed in January 2003. This is a good opportunity to catch up with other managers and to discuss what is happening in other practices. Although primarily formed to meet the needs of General Practice Managers, there are a number of specialist and allied health practice managers who regularly attend the forum. This has been positive in that there has been a cross fertilisation of issues and ideas.

### **The aim of the network:**

- To support and develop practice managers in their role.

### **Specific objectives:**

- Provide a forum where mangers feel free to work discuss and share ideas
- Reduce isolation for managers in General practice.
- Provide and stimulate ongoing education
- Enhance professional development.

### **Frequency of meetings/events**

- Meetings/events will be held with a minimum of 5 events per year

### **Membership**

- All General Practice managers
- Any allied health or medical practice manager with an interest in general practice issues or who can contribute general practice knowledge/links
- The forum is closed to practice managers.

### **Format / Standard Agenda Items**

- Guest speaker or practice manager provides information on a topic pertinent to general practice nursing
- Discussion of local issues/ events
- Update of up and coming conferences, workshops, and educational and professional issues.
- Assessment of practice manager needs and planning for ongoing education and support.
- Outcomes circulated to all members

### **Responsibilities for PSO**

- Organise speaker
- Set agenda and disseminate
- Outcomes recorded and disseminate where applicable

- Provide all members with a copy of recent articles, updates etc either at the meeting or by post/email with the minutes after the meeting to those who could not attend