

## Training Courses for Practice Management Teams

A series of courses designed as learning events primarily for relatively new practice management team members, or as refreshers for the more experienced. Also designed to help you keep business running, even if we are all dealing with a flu pandemic.

**Suitable for: Practice Managers, GPs, Deputy Managers, IT Managers, Senior Receptionists, and other management or administrative staff**

### The Courses:

<b>Title</b>	<b>Content</b>	<b>Date</b>	<b>Time</b>
Quality & Outcomes Framework Part 1	<ul style="list-style-type: none"> <li>• Management input to high QOF achievement</li> <li>• Preparation of the QOF portfolio of evidence</li> <li>• Preparing for and surviving a practice visit</li> <li>• QMAS data entry</li> </ul>	Thu 17 Sep	Half day 09.30-13.00
Understanding the GP contract	<ul style="list-style-type: none"> <li>• GMS/PMS, QOF, Enhanced Services, other elements of the contracts</li> </ul>	Thu 22 Oct	Half day 09.30-13.00
Understanding practice finances and the SFE	<ul style="list-style-type: none"> <li>• GMS Global Sums &amp; Correction Factors and PMS Baselines</li> <li>• QOF income forecasting</li> <li>• Enhanced Services Income</li> <li>• Incentive Schemes</li> <li>• Personal Administration &amp; Dispensing</li> <li>• Other forms of income</li> <li>• Locum reimbursement</li> <li>• Other claims</li> <li>• Expenses</li> <li>• Profit, Superannuation and Tax</li> </ul>	Thu 12 Nov	Full day 09.30-16.30
Staying in Touch and the Management Miscellany –	<ul style="list-style-type: none"> <li>• How to find out what is going on in the NHS management environment and stay in touch</li> <li>• Handling the miscellany of management business - complaints, data protection,</li> </ul>	Thu 3 Dec	Full day 09.30-16.30

	personal administration claims, overseas visitors, understanding Practice Based Commissioning (basics) + other topics of interest		
Quality & Outcomes Framework Part 2	<ul style="list-style-type: none"> <li>Improving end of year results, exception coding, rounding off the current year successfully, looking towards next year</li> </ul>	Thu 14 Jan	Half day 09.30-13.00
Management of Enhanced Services contracts	<ul style="list-style-type: none"> <li>Contracts, turning contracts into reality, Read coding, claims, getting paid</li> </ul>	Thu 18 Feb	Half day 09.30-13.00

Venue: Oak Tree Health Centre, Tyne Avenue, Didcot, Oxon OX11 7GD (directions will be provided). 6 mins off the A34, 6 mins by taxi from Didcot Station. Plenty of parking.

Cost: £75 per delegate per half day course, £110 per full day course (including light buffet lunch)

Lecturer: Barry Coward, a practice manager of 15 years experience. Editor of 'Succeeding as a Practice Management Team'. One-time Chairman of the Oxfordshire Practice Managers Committee

Terms:

1. In the event that the course cannot be offered for any reason on the advertised day, as a first alternative another date will be offered.
2. If the course cannot be presented on the advertised or an alternative date, a full refund will be made
3. For cancellations by delegates up to 7 days before the advertised date, fees will be refunded in full
4. For cancellations at less than 7 days notice except on the actual day of the course, 50% of fees will be refunded
5. Bookings will be accepted on a first come, first served basis until numbers are full for the advertised date. If there is still sufficient demand, a second date may then be offered.
6. If there is sufficient interest from a locality (6 or more delegates), and a suitable venue can be offered, then a separate course at that venue may be offered

Enquiries: [barry.coward@nhs.net](mailto:barry.coward@nhs.net)

Applications: By email as above, fax to 01235 815181 or post to Barry Coward, Oak Tree Health Centre, Tyne Avenue, Didcot, Oxon OX11 7GD

Certificates of attendance will be issued for CPD, etc

