Cheshire Local Medical Committee

Practice Manager Development Programme 2019/20

10/24 October 2018

Who can Attend the LMC Programme?

- **Any PM from a levy paying Cheshire GP Practice**

- **Others by invitation to specific sessions**

- **Other practice staff requested by PMs and agreed by LMC**

When/How will the LMC Programme be Delivered?

- **Proposed from late February/ early March 2019 and may run into 2020**

- **Proposed Wednesday afternoons but open to suggestions for full or alternative days**

- **External speakers, discussion and learning set approach**

- **Lunch provided**

PM Programme

- LMC development focus for 2018/20
- Work with others within the local health system (training Hubs/ CCGs/NHSE) to blend programmes
- Practical inputs and advice
- Ensure 'positive' view of PMs
- Support existing or new PM networks
- Support and advice on evolving personal development

- Largely funded by LMC from levy income
- NHSE has also provided some funding from GPFV monies
- NHSE support the structured approach adopted by Cheshire LMC

Next Steps

- **Two Launch Events October 2018**
- **Feedback LNA replies**
- **Consider any other thoughts**
- **Short life task group to scope programme**
- **Procurement of provider(s)**
- **Schedule dates for training programme**
- **Deliver programme**
- **Links to PM groups or support for similar networks?**

LEARNING NEEDS ANALYSIS

Feedback Results

- **Leadership**
  - Priority: Strategic management
  - Other: Change management, Resource management

- **Governance, Risk Management and H&S**
  - Priority: Prioritising local service development
  - Other: Awareness of national legislation

- **Partnership Issues**
  - Priority: Statutory requirements
  - Other: Partnership changes and recruitment

- **Patient and Community Service**
  - Priority: Patient protection
  - Other: Reception services and practice administration
- **Finance**
  - Priority: Financial planning
  - Other: Understanding and monitoring insurance
- **Human Resources**
  - Priority: Workforce planning
  - Other: Managing poor performance, Personal development & development of others

- **Premises, Policies and Procedures**
  - Priority: Management of controlled drugs, etc.
  - Other: Effective practice policies and procedures
- **Information Governance and Technology**
  - Priority: Developing expertise
  - Other: Information and knowledge management
- **Business Planning**
  - Priority: Writing development plans
  - Other: Service performance, monitoring and prioritisation