

PRACTICE MANAGER

POSITION DESCRIPTION

REPORTING

The Practice manager reports to the of

RESPONSIBILITIES

Human resource management:

1. Fostering a productive team environment amongst practice staff.
2. Overall supervision of staff.
3. Identification of staff requirements.
4. Implementation of staff performance appraisals.
5. Provide advice on staff training needs to and arrange where appropriate.
6. Monitoring OH&S
7. Management of staff meetings and other internal communications.
9. Ensuring appropriate levels of staff to match practitioner availability.

Financial performance:

1. Implementation of the systems for accounting for all monies earned and expended.
2. Fortnightly provision of staff payroll information.
3. Petty cash management.
5. Implementation of practice billing policy.
6. Daily reconciliation of billing and receipts, and daily banking.
7. Implementation of the debt prevention and collection policies.
8. Prepare and provide financial reports as necessary.

Asset maintenance:

1. Equipment and asset registers.
2. Scheduling of maintenance and repairs.

Productivity:

1. Manage the provision of practice services to medical practitioners.
2. Ordering and purchase of practice consumables to ensure maintenance of appropriate stock levels.
3. Ensure the integrity of patient filing systems and records are maintained.
4. Ensure practice facilities are maintained (equipment and cleaning) via appropriate contractors.
5. Record the number of sessions provided at the practice by individual practitioners.
6. Ensure Practice Manuals are updated regularly to reflect current practice systems and processes.
7. Ensure practice IT systems are operational and meet requirements, and that any malfunctions are promptly addressed.

Business planning:

1. Develop practice operational activity in line with the ethos, goals and vision of the model.
2. Determination of appropriate Key Performance Indicators (KPI) and reports in consultation with
3. Provide reports to as necessary.

Practice Accreditation:

1. Work to achieve practice accreditation as quickly as possible in the first year of operation.
2. Monitor and maintain practice activities to ensure continuing eligibility for practice accreditation.

General Practitioners:

1. Support liaison, smooth running and communications between General Practitioners and staff.

Other duties:

1. Other duties as required consistent with the Practice manager's skills and qualifications.

Signed: _____
Practice Manager

Signed: _____
Managing Director