



Fundamentals of Practice Management

This short course is designed to introduce new Practice Managers to their profession, and forms the basis for understanding the daily operations of a practice.

A Practice Manager is central to the efficient running of the practice. Technical, professional, administrative and support staff congregate around the Practice Manager.

The Practice Manager needs to be across the staff, the finance, systems and processes, policy, and short, medium and long-term planning for the practice.

This course has a focus on staff and team management and business operations, complemented by an understanding

of risk management and compliance, data and information management. Participants will be equipped with checklists and tools to apply in their practice, including a Practice Improvement Plan and Personal Development Plan.

A highly experienced trainer will guide participants through the continuous improvement process within general practice at a one-day workshop, and coaching sessions will support participants to plan and implement their future.

FREE for new Practice Managers in the Brisbane North PHN region!

<p>Module 1 Human Resource Management</p>	<p>Module 2 Business Operations</p>	<p>Module 3 Risk, Compliance & WHS</p>	<p>Module 4 Leading a Team for Practice Improvement</p>
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Online Learning

12 hours of self-directed online learning



Group Mentoring

Online group mentoring session



Workshop

One day workshop



Individual Coaching

Online individual coaching session

Please contact Brisbane North PHN to register:
practicesupport@brisbanenorthphn.org.au | (07) 3490 3495