

Certificate/Diploma in Primary Care Management

Course Overview

This course leads AMSPAR Diploma in Primary Care Management. This is the only qualification intended specifically for managers in general practice within the National Qualifications Framework (Level 5). Although designed for primary care management roles, the topics covered include important management skills applicable to many management situations. The Diploma is therefore an excellent asset for senior management roles as a whole.

Candidates undertaking this course will gain the knowledge and understanding in the application of management techniques and theories in a health or social care setting enabling them to work well as part of the health care team.

Candidates will also gain an understanding of the services available to the public and the legal responsibilities of the practice manager, both highly important areas of the practice manager's position. Candidates will also be able to define, describe and implement legal requirements concerning working practices.

Candidates will gain an understanding of and be assessed on the business documents essential to the role of primary care managers.

Candidates will gain an understanding of how effective communication is achieved in terms of the choice of communication method, provision of information in decision making and the ability to summarise and present information and data.

This course will provide candidates with the personal and practical skills necessary to work effectively as a manager in primary care including the application of quality assurance systems. Candidates will gain, and be able to apply, knowledge of management skills. Managing staff and patient services and team working skills are explored as are purchasing and supply and the financial areas of responsibility in general practice.

The qualification is open to existing managers and potential managers in a health or social care environment. Candidates must be educated to Level 3 standard and should have a background that will enable them to benefit from the qualification.

Candidates will develop an understanding of health and safety in the workplace and be able to apply that understanding to the situations that a practice manager typically faces.

Career Prospects

The Primary Care Manager or Practice Manager plays a vital role in the medical environment, ensuring the smooth and efficient running of GP practices and Primary Care Trusts. With the arrival of the new General Medical Services (nGMS) contract and the increasing emphasis on Primary Care this has never been more so. The position carries the day to day responsibility of:

- financial management
- human resources management
- health and safety
- patient services
- quality assurance.

Courses Title

Certificate/ Diploma in Primary Care Management

Awarding Body

City & Guilds

Duration

24 Months

Level

NQF Level 5

Intakes

Anytime of the year

Entry Requirements

UK Student

Candidates must be educated to Level 3 standard and should have a background that will enable them to benefit from the qualification.

Overseas Applicant

- NVQ Level 3 or equivalent qualification and should have a background that will enable them to benefit from the qualification.
- IELTS 6.5 or equivalent.



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Course Contents

- Unit 1 - Manage Ethics and Medico Legal Requirements.
- Unit 2 - Manage Staff.
- Unit 3 - Manage Processes and Patient Services.
- Unit 4 - Manage Healthcare Resources.
- Unit 5 - Manage Data and Communications in a Healthcare Setting.
- Unit 6 - Business Project.

Useful Contacts

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Exam Assessment Methods

To achieve the Diploma candidates must:

- gain a pass in the five nationally set assignments
- gain a pass in the business project
- pass an oral presentation on the business project

Teaching Method

Day1: 9:30AM-5:30PM (Theory teaching)
Day2: 9:30AM-5:30PM (Tutorial or English)
* Subject to change

Progression

- Employment in a clinic practice.

Remarks

Although students may pass the examinations, they will not be awarded the certificate until they have completed 24 months at the chair side. Therefore, it is essential that the students regularly attend placements and chair side internships either arranged by the College or in most cases by the student themselves.

