



## **AMSPAR / CITY & GUILDS**

### **Certificate/Diploma in Primary Care Management**

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

The AMSPAR Diploma in Primary Care Management is the only qualification designed specifically for managers in general practice that is included in the National Qualifications Framework (Level 5). Whilst the qualification is purpose built for Primary Care the contents of the syllabus cover key management skills that can be transferred to a variety of environments. The Diploma in Primary Care Management provides the learner with a vital stepping stone on their way to senior management.

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 who are unable to fulfil the entry requirements, but who have suitable management experience in any field, may be accepted onto the course providing they can find an informal attachment to a local general practice.

Continued overleaf...

**The qualification covers:**

	<b>Unit no.</b>	<b>Unit Title</b>
<b>Core Units</b>	501	Managing medical ethics and legal requirements in a primary care and health environment <i>(6 credits)</i>
	502	Financial management and budgeting in a primary care and health environment <i>(7 credits)</i>
	503	Managing information and communication in a primary care and health environment <i>(5 credits)</i>
	504	Leading teams <i>(4 credits)</i>
	505	Developing or improving services in a primary care or health environment <i>(8 credits)</i>
<b>Optional Units</b>	506	Developing the manager as a critical thinker <i>(4 credits)</i>
	507	Becoming an effective leader <i>(5 credits)</i>
	508	Managing for efficiency and effectiveness <i>(4 credits)</i>
	509	Managing recruitment <i>(5 credits)</i>

**To achieve the Diploma candidates must:**

Achieve a minimum of 38 credits, 30 from units 501-505 + 8 from units 506-509

For those candidates who are unable to complete the full Diploma due to limitations in job role or similar circumstances the Certificate will be awarded.

The course is delivered in a variety of ways including face to face tuition, blended learning or distance learning with the support of a personal tutor.

For **further details** or to request a visit to discuss the training or reserve places please contact:

Helen Greaves on **0121 353 7780** or [helen.greaves@lawtrain.org.uk](mailto:helen.greaves@lawtrain.org.uk)