*Expressions of interest application form*

North Western Melbourne PHN   
Practice Management Reference Group

**Purpose**

North Western Melbourne Primary Health Network (NWMPHN) acknowledges the vital role practice managers play in ensuring optimal quality and safety systems, business models and practice team support. NWMPHN would like the Practice Management Reference Group to drive and influence the strategic and operational direction of the Practice Management Support Program.

The Practice Management Reference Group will provide diverse perspectives from practice managers of primary care services, across a range of business structures, including allied health service providers within the north-western Melbourne region.

**Roles and responsibilities**

Participating in Reference Groups such as this one can help individuals become recognised as experts in their practice and as ambassadors for best practice systems. This is a great opportunity to help drive positive change within the NWMPHN community and to contribute towards positive and appropriate support for practice managers.

The Practice Management Reference Group will:

* Act as a collective perspective for NWMPHN practice managers regarding significant and topical issues
* Provide input on practice manager training, and support the education needs of other members of the practice team, as identified
* Provide input on the development of practice management resources
* Provide feedback to NWMPHN regarding significant and topical issues for practice managers
* Provide input on program plans and activities in order to meet the needs of practice managers located in north and western Melbourne

**Meeting** **frequency and location**

The Practice Managers Reference Group will meet four times per year for up to two hours on each occasion.

All Meetings will be held at NWMPHN’s office located at 369 Royal Parade, Parkville.

**Terms of Reference**

**Please refer to the** [**draft Terms of Reference**](https://nwmphn.org.au/wp-content/uploads/2018/02/Final-2018-TOR-Practice-Manager-Reference-Group.pdf) **before applying.** These will be endorsed at the first meeting of the Practice Management Reference Group once this membership process has been finalised.

**How to apply**

Please submit your curriculum vitae

**or**

Return the completed application form (overleaf) with the following details:

* Number of years’ experience
* The variety of practices you have managed (i.e. solo, corporate, group etc)
* Number of times you have supported accreditation
* Involvement in NWMPHN quality improvement programs, or other initiatives
* Provide an example of successful or innovation business development

**Applications close 5pm on Friday 9 March 2018.**

For more information or to submit your application, please email [sonia.zahra@nwmphn.org.au](mailto:sonia.zahra@nwmphn.org.au)

Fax 9347 7433  
Ph. 9347 1188

Practice management reference group: Application form

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|  |  | | | |
| Your Name |  | | | |
| Your Title |  | | | |
| Practice/Facility Name |  | | | |
| Contact Details | Ph: | Email: | | |
| Type of organisation: | General Practice | | Allied Health/ Other | |
| Number of staff in your practice | General Practitioners | Nurses | | Administrative |
| What is your motivation for applying for a position on the Practice Management Reference Group? |  |  | |  |