

 **Title**

 Sub-title

**Practice Managers Vocational Training Scheme**

 Trainee Application Form – Cohort 15

All applicants are advised to read the Applicant Guidance Notes before completing this application form.

Practice support is required for all applications at the time of application. Please read Section 10 carefully to ensure that this is completed.

Please submit completed applications by no later than **12 Midday on Friday, 31st May 2019**.

Applications must be submitted via email to practice.manager@nes.scot.nhs.uk

**Privacy statement**

NHS Education for Scotland (NES) will use the personal data supplied by you in the processing and review of this application and in the administration of the Practice Managers Vocational Training Scheme (PMVTS). This may include NES or one of our partners contacting you after the programme for the purposes of evaluation. When requested, we will also share some data relating to your involvement in PMVTS with your employing organisation. For more information, see: <http://www.nes.scot.nhs.uk/privacy-and-data-protection.aspx>

**Section 1: Your Contact Details**

|  |  |  |
| --- | --- | --- |
| **Title:** | Mr[ ]  Mrs[ ]  Ms[ ]  Miss[ ]  Other: [ ]   | If other please specify  |
| **First Name:** |       |
| **Surname:** |       |
| **Home Address:** |       |
| **Postcode:** |       |
| **Home Telephone:** |       |
| **Mobile Telehone:** |       |
| **Home email:** |       |
| **Work email:** |       |
| **Work Telephone:** |       |

**Section 2: Employing General Practice Details**

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| **Practice Name:** |       |
| **Practice Address:** |       |
| **Postcode:** |       |
| **Practice Telephone:** |       |
| **Practice email:** |       |
| **Practice Population Size:** | < 3,000[ ]  3,000 - 8,000[ ]  >8,000[ ]  |
| **Which best describes the practice location:** | City[ ]  Town[ ]  Rural[ ]  Remote [ ]  |
| **Is the practice a Training Practice:** | Yes [ ]  No[ ]  |
| **Number of GP Principles:** |       |
| **Practice Staffing** |
| **Salaried Drs:** |       | **Drs in Training** |       |
| **Practice Nurses:** |       | **HCAs/Phlebotomists:** |       |
| **Office/Reception/Practice Managers** |       | **Admin/Reception Staff:** |       |
| **How many staff do you supervise/report to you?** |       |

**Section 3: Current Role Details**

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| **Job Title:** |       |
| **How long have you been in this role?** |       |
| **Contracted weekly hours:** |       |

**Section 4: Previous Posts**

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| **Start Date** | **Date Left** | **Employer Details** | **Job Title** |
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**Section 5: Qualifications**

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| **Date** | **Qualifications** | **Awarding Authority** **(level e.g. SVQ/SCQF)** |
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**Section 6: Training Courses Attended**

Please provide details of any training you have completed in the last 5 years

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| --- | --- | --- |
| **Date** | **Course Provider** | **Length of course****(e.g. 3 hours / 2 days)** |
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**Section 7: Statements in Support of Application**

You are restricted to 500 words maximum per question. Please state the word count at the end of earch question.

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| **Describe your achievements and responsibilities within the Practice including your responsibility for supervising others –** Write these as clear outcome statements, for example: reorganised front reception and as a result staff rotate into the various posts and fulfill each other’s roles as needed, improving productivity.**Conclude by stating in one or two sentences; My post gives me…** |
|       |
| Word Count: |       |

|  |
| --- |
| Include here a reflective statement on **“What I want to achieve in my career in the next five years.”**  In writing this please refer to the Person Specification in the Applicant Guidance Notes.  |
|       |
| Wordcount: |       |

**Section 8: Referees**

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| --- | --- |
| **Referee 1****Title:** | Mr[ ]  Mrs[ ]  Ms[ ]  Miss[ ]  Dr[ ]  Prof[ ]  Other: [ ]  if other please specify |
|  **First Name:** |       |
| **Surname:** |       |
| **Telephone:** |       |
| **Email:** |       |
| **Relationship/capacity in which you know referee:** |       |

|  |  |
| --- | --- |
| **Referee 2****Title:** | Mr[ ]  Mrs[ ]  Ms[ ]  Miss[ ]  Dr[ ]  Prof[ ]  Other: [ ]  if other please specify |
| **First Name:** |       |
| **Surname:** |       |
| **Telephone:** |       |
| **Email:** |       |
| **Relationship/capacity in which you know referee:** |       |

**Section 9: Applicant Declaration and Signature**

I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be withdrawn from the course for withholding relevant details or giving false information.

I understand that I am required to sign a Learning Contract if my application is successful.

|  |  |
| --- | --- |
| **Signed:** | Electronic signature acceptable (see guidance notes) |
| **Date:** |       |

**Section 10: Organisational Support and Sign-off**

This section must be completed by a GP sponsor and by the Practice Manager (if applicable) from the applicant’s employing practice.

All participants on the Practice Managers Vocational Training Scheme must have the explicit support of their practice and line manager to take part in the programme. Please take the time to read the conditions below and sign.

By completing this statement of Support you are confirming:

1. The Partnership/practice’s support for the applicant, and that the applicant’s line manager is also aware of and supports this application.
2. Your commitment that the participant will be released from their substantive post to attend tutorials with their educational facilitator, as well as being released for all central training sessions and for the full duration of 3 residential workshops.
3. Your commitment to ensure the participant is provided opportunities within the Practice to be involved in strategic decision making and the business and financial management of the Practice.
4. Your willingness to provide regular feedback to the PMVTS Educational Facilitator or Programme lead on the progress of the participant.

Please provide a short statement of support of this application in the box below. This should include details of why this applicant is a suitable candidate for the programme and how the practice will make best use of the new skills the candidate will gain from participating in the programme.

|  |
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**To be signed by GP Sponsor**

|  |  |
| --- | --- |
| **Signed:** | Electronic signature acceptable (see guidance notes) |
| **Date:** |       |
| **Name:** |       |
| **Email:** |       |
| **Telephone:** |       |

**To be signed by Practice Manager (if applicable)**

|  |  |
| --- | --- |
| **Signed:** | Electronic signature acceptable (see guidance notes) |
| **Date:** |       |
| **Name:** |       |
| **Email:** |       |
| **Telephone:** |       |

**Section 11: Checklist**

Typed fully completed application form

Section 10: Organisational support is completed and signed by GP Sponsor and Practice Manager (where applicant is not the Practice Manager)

An organisational chart which clearly identifies your role within the practice

[ ] [ ] [ ] Please submit completed applications by no later than **12 midday on Friday, 31st May 2019** via email to practice.manager@nes.scot.nhs.uk