

Practice Managers Vocational Training Scheme

Person Specification

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	(A1) Current supervisory / management experience within General Practice. Working at least 20 hours per week in General Practice. (application)	(A2) Knowledge/ awareness of the wider issues within Health Care. (application & interview)
QUALIFICATIONS TRAINING	(B1) Candidates must demonstrate their academic ability to complete the course of study by either meeting the Desirable Criteria or having relevant work/life experience and up to date CPD – evidence of which must be provided to support their application. (application & interview) (B2) Commitment to the delivery of quality patient care. (application & interview)	(B3) N/SVQ Level 3 or SCQF Level 6 qualification. (application & interview)
SKILLS AND ABILITIES	(C1) Excellent verbal and written communication skills. (application & interview) (C2) Team player - able to work collaboratively. (application & interview) (C3) Organisational and problem solving skills. (application & interview) (C4) Open minded and able to manage change, flexible and able to handle uncertainty. (application & interview)	(C5) Project management skills. (application & interview)
DISPOSITION	(D1) Evidence of self-motivation.(application & interview)(D2) Understanding of professionalism and of confidentiality. (application & interview)	(D4) Understands personal strengths and weaknesses. <i>(interview)</i>