

HOW TO GRADE A GP PRACTICE MANAGER POST

Use this table to mark which duties you perform.

DUTIES UNDERTAKEN Please tick appropriate boxes		NAME: No of GPs (WTE)		PRESENT GRADE: Annual Salary:		Hours worked: Practice List Size:	
CLERICAL OFFICER		HIGHER CLERICAL OFFICER		PRACTICE MANAGER		SENIOR PRACTICE MANAGER	
Receiving and Registering Patients	<input type="checkbox"/>	Processing Payroll / Wages	<input type="checkbox"/>	Manages Practice staff	<input type="checkbox"/>	Prepares Business Plan, and Reports	<input type="checkbox"/>
Answering telephone and switchboard	<input type="checkbox"/>	Taking dictation and Shorthand Typing	<input type="checkbox"/>	Prepares Practice Accounts	<input type="checkbox"/>	Negotiates PMS contracts and bids for funding	<input type="checkbox"/>
Using photocopier	<input type="checkbox"/>	Supervising staff	<input type="checkbox"/>	Monitors Health Authority Claims	<input type="checkbox"/>	Manages Practice Accounts, liaison with Accountant	<input type="checkbox"/>
Using fax machine	<input type="checkbox"/>	Handling petty cash	<input type="checkbox"/>	Manages Health Promotion, Immunisation and Cytology targets	<input type="checkbox"/>	Manages / supports Locality / Primary Care Trust or successor	<input type="checkbox"/>
Audio / Copy typing	<input type="checkbox"/>	Preparing Repeat Prescriptions	<input type="checkbox"/>	Appointments management	<input type="checkbox"/>	Personnel Management	<input type="checkbox"/>
Taking Messages	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>	Payment of Creditors and management of debtors	<input type="checkbox"/>	Staff Appraisal	<input type="checkbox"/>
Extracting Records	<input type="checkbox"/>	Arranging / Following Up Referrals by telephone	<input type="checkbox"/>	Arranging on call / locum / deputizing Cover	<input type="checkbox"/>	Patient's Charter Management	<input type="checkbox"/>
Filing clinical letters, test results	<input type="checkbox"/>	Keeping Accounts Books	<input type="checkbox"/>	Handling patient complaints	<input type="checkbox"/>	Quality Framework Management	<input type="checkbox"/>
Filing Records	<input type="checkbox"/>	Preparing and submitting Claims to Health Authority	<input type="checkbox"/>	Computer system management (Memory, software updates etc)	<input type="checkbox"/>	Recording Activity and Referrals	<input type="checkbox"/>
Making Appointments	<input type="checkbox"/>	Keeping Stock and Ordering Supplies	<input type="checkbox"/>	Supplies and Inventory management	<input type="checkbox"/>	Practice Web-site management	<input type="checkbox"/>
Recording home visit requests	<input type="checkbox"/>	Transmitting computer Data – GP Links	<input type="checkbox"/>	Provide staff training	<input type="checkbox"/>	NHS Net management – Smart Cards	<input type="checkbox"/>
Preparing Consulting Rooms	<input type="checkbox"/>	Post Opening	<input type="checkbox"/>	Manages Estate / Property and Insurance cover	<input type="checkbox"/>	Administers NHS Pension Scheme	<input type="checkbox"/>
Completing items of service fee claim forms	<input type="checkbox"/>	Dispatching Post	<input type="checkbox"/>	Prepares and manages Practice / Staff Budget	<input type="checkbox"/>	Attends Practice Meetings	<input type="checkbox"/>
Recording computer Data	<input type="checkbox"/>	Computer housekeeping (printer paper, back ups etc)	<input type="checkbox"/>	Key-holder	<input type="checkbox"/>	Arranges Practice / Staff Time Outs	<input type="checkbox"/>
Sending Emails	<input type="checkbox"/>	Records Summarization	<input type="checkbox"/>	Security and Health and Safety Officer	<input type="checkbox"/>	Personal Medical Services Contract Management	<input type="checkbox"/>
Operating Shredder	<input type="checkbox"/>	Operating Scanner	<input type="checkbox"/>	Practice Complaints procedure	<input type="checkbox"/>	NHS Commissioning	<input type="checkbox"/>
£10,000-£15,000 pa		£15,001-£20,000 pa		£20,001-£30,000 pa		£30,001 +	

This is only a guide and is designed to help differentiate between a small and large practice – eg small under 10,000 patient, large over 10,000 patients.