



# Londonwide LMCs

The professional voice of London general practice

## Calling all general practice managers, business managers, HR managers, finance managers, operational managers, managing partners and site managers

As part of our Practice Manager Development project, we are able to offer you an opportunity to take-up a fully funded place on our General Practice Management Training Programme, which normally costs £1,198 (including VAT). Places are available for a limited time only.

The programme offers comprehensive training for practice managers who are new or returning to general practice, or those aspiring to the role of practice manager.

### About the course

The content is written and taught by experienced practice managers for practice managers. It incorporates both face-to-face and e-learning (the face-to-face learning may be delivered via Zoom due to Covid-19 and social distancing measures). It is professionally accredited by the RCGP (Royal College of General Practitioners) and is accredited with 110 CPD points from the CPD Standards Office.

### What is involved

The programme is composed of 11 online units, three face-to-face taught days (currently provided via the Zoom online platform), one practice-based competency document and a 3000-word written reflective project. The course runs over an eight-month period and the units cover the following:

Working in general practice, past, present and future.

The manager and their practice.

Managing people and self-management.

Overview of practice finance.

Regulation and compliance in general practice.

Premises & financial complexities and legal obligations.

Clinical governance and safeguarding.

Service delivery & a climate of finite resources.

The practice-patient interface.

Training practices.

Facilitating and supporting practice development.

### Timetable for 2021

Whilst social distancing measures are in place taught days will be delivered via Zoom. Once these measures are lifted, face-to-face taught days will take place at Londonwide LMCs' offices in Tavistock Square, London WC1H 9LG. The proposed dates are as follows:

### Intake

Taught Day 1

Taught Day 2

Taught Day 3

From October 2020

January 2021

June 2021

September 2021

From April 2021

June 2021

September 2021

January 2022

What you do next

Remember, fully funded places for this exceptional development offer are limited. If you or a colleague would like to apply, please complete and submit the application form to Karen Piddington, Project Manager, Londonwide LMCs at [karen.piddington@lmc.org.uk](mailto:karen.piddington@lmc.org.uk) by Friday 30 October 2020.