



# PRACTICE ADMINISTRATION TEAM OF THE YEAR 2009

Royal College of  
General Practitioners

## Application Form

*Please use either black ink or type and return to us by post, fax or email.*

**PRACTICE NAME**

**ADDRESS**

**POST CODE**

**NAME OF  
CONTACT PERSON**

**POSITION IN  
PRACTICE**

**EMAIL ADDRESS**

**TELEPHONE  
NUMBER**

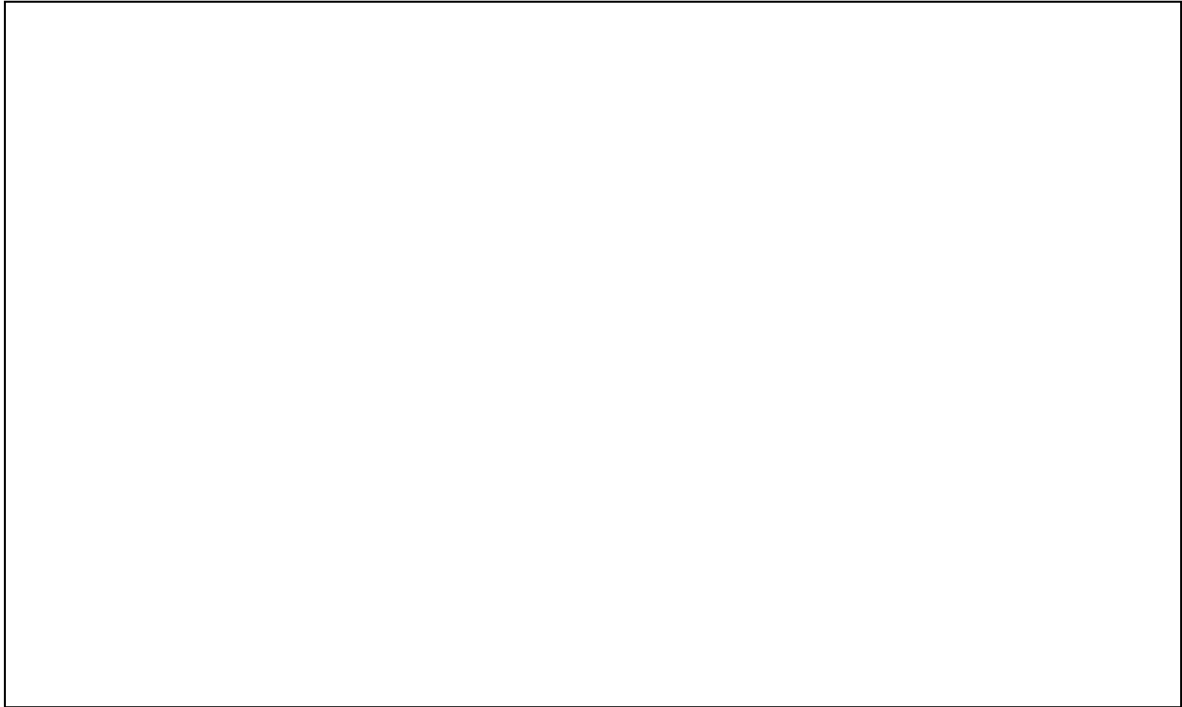
Please enter the names of your Team members and their job titles

(Your team may include all administration grades ie: receptionist, clerical officer, filing clerk, typist, secretary etc)

Please answer the following – you may continue on a separate sheet(s) if necessary

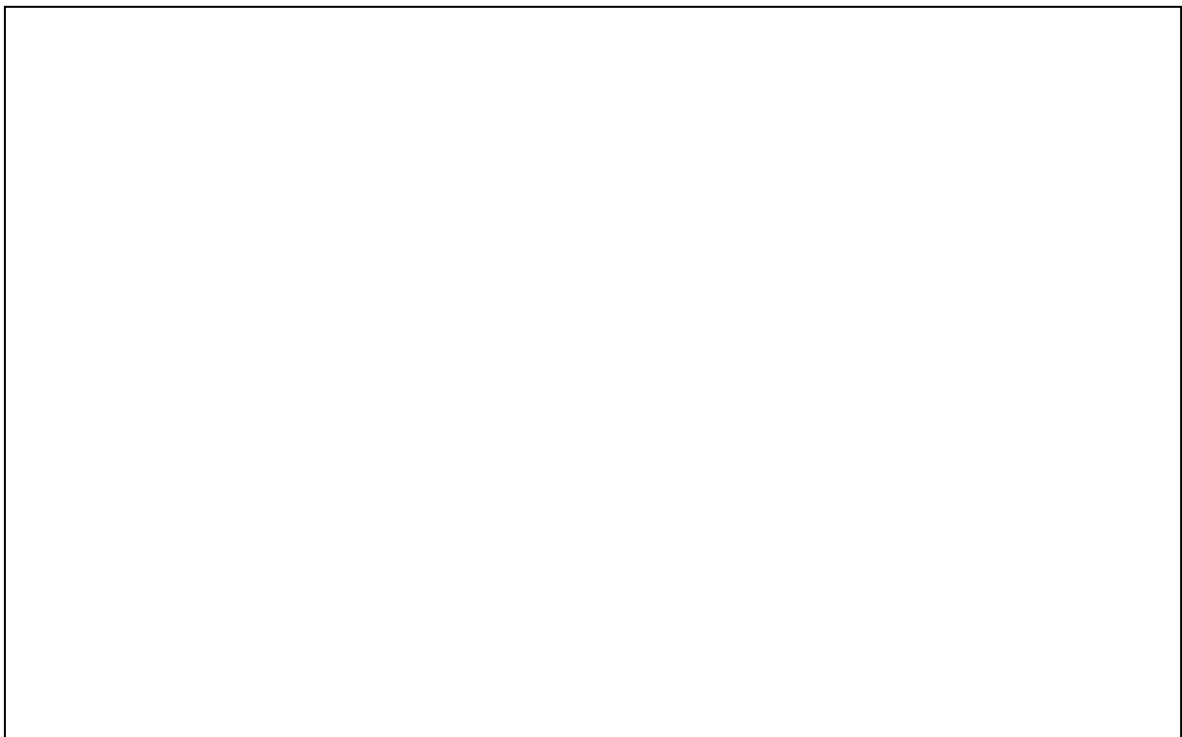
**1. COMMUNICATION**

Please explain how your team communicates effectively with each other within the Practice providing **at least one example** to support your information.



**2. TEAMWORKING**

Please say why you think your team works well together & give **an example/s** of times when this was particularly evident.



### **3. INNOVATION**

Please give an example of an innovative project/task which your team has undertaken and describe their involvement in it.

**Please say, in no more than 50 words, why you feel your team deserves to be “RCGP General Practice Administration Team of the Year 09”**

**You may use this section to tell us anything else about your team, to support this application, which you think may be of interest to the judges**

**How did you hear about this award?**

**PLEASE REMEMBER TO FIX ANY ADDITIONAL SHEETS TO THIS FORM**

**Signed By: .....**  
**(Main Contact)**

**Date:.....**

**PLEASE NOTE**  
**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS**

**5PM ON 30<sup>th</sup> SEPTEMBER 2009**

**Please Post or fax completed form to:**  
**RCGP N.I, 4 CROMAC PLACE, BELFAST, BT7 2JB**

**TELEPHONE: 028 90230055 FAX: 028 90245577**

**Email: [lwallace@rcgp.org.uk](mailto:lwallace@rcgp.org.uk)**

**NOTE: Practice teams who have entered this competition in previous years are welcome to reapply with the exception of those teams who were the overall winner in the immediate past year.**