**Category – Practice Manager Award**

**A person and person standing next to each other

Description automatically generated**

**Prize Glass Engraved Plaque and Certificate**

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| Please complete the application form below and email with attached evidence to: [eanglia@rcgp.org.uk](mailto:eanglia@rcgp.org.uk);  Closing date for entries – **Wednesday, 4 September 2024, 12 noon.** |

This award is for the most outstanding contribution to Primary Care service provision or development by a Practice Manager in the preceding year.

The Awards process is overseen by a panel of judges made up of members of the RCGP East Anglia Faculty Board, both GPs and lay members. The judges will be looking for evidence such as:

* Commitment to patient care
* Innovative ideas
* Evidence of team work
* Details of personal qualities
* Commitment to work schedule and work colleagues. Commendation by patients and colleagues
* Evidence of work carried out beyond the call of duty

Examples of evidence include:

* Patient surveys and letters
* Written plans and outcomes for new ways of working or delivering care
* Colleague and staff feedback, formal and informal
* Evidence of personal development and work beyond role expectations

**Application** **Form**

Entry Details:

Category of Award PRACTICE MANAGER AWARD 2024

Name (person nominated) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title (person nominated) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email (person nominated) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name and contact details

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| Name  Email Address  Telephone Number |

**Commitment to patient care (please give details below)**

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**Innovative ideas (please give details below)**

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**Evidence of team work (please give details below)**

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**Details of personal qualities (please give details below)**

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**Commitment to work schedule and work colleagues. Commendation by patients and colleagues (please give details below)**

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**Evidence of work carried out beyond the call of duty (please give details below)**

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**General Statement of Support (please give details below)**

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