

AMSPAR Level 5 Certificate & Diploma in Primary Care and Health Management

*a new programme for Sussex, Surrey and
Hampshire*

The professional qualification for GP Practice Managers

City &
Guilds



Syder and Young Ltd have been delivering the “AMSPAR Diploma” and developing excellence amongst Practice Managers for over ten years. The **AMSPAR/City and Guilds Level 5 Certificate/Diploma in Primary Care and Health Management** is in fact two courses in one.

The **Level 5 Certificate** is ideal for new or aspiring Practice Managers and consists of four units:

- Managing information and communication in primary care
- Developing and leading teams to achieve organisational goals and objectives
- Managing medical ethics and legal requirements in primary care
- Financial management and budgeting in primary care

These units are taught through 4 workshop days, 9 tutor group sessions and distance learning materials. Assessment is via a single work-based written assignment for each of the four units.

The **Level 5 Diploma** consists of a further three units:

- Managing recruitment
- Managing for efficiency and effectiveness
- Developing or improving services in primary care

These units are taught through a further 5 workshop days plus distance learning materials. Assessment is via two work-based assignments and a business project.

Candidates wishing to take the Diploma will take all seven units consecutively. Alternatively, candidates who successfully attain the Certificate may add the three further units at a later date in order to gain the Diploma.

**Our next programme will commence on Wednesday 14th September 2011
and will use venues in the Arundel, Portsmouth and Crawley localities.
(see overleaf for full details of dates and venues)**

“The Practice Manager’s role is vital to the success of primary care services. Some people don’t like to think of primary care services as a business. But in real life good service and good business are synonymous. Success is a great motivator and the joy of working somewhere that offers good service effectively leads to the desire for more innovation. That’s the only way primary care is going to get better and better. If I was a GP I wouldn’t trust my business to an amateur, nor would I want to become so pre-occupied with running my business that I would not have time to enjoy my own profession. I would want to employ a manager I could trust and know that their professional qualification made them capable of making my practice a success on every level.”

Pauline Young

*Lead Tutor and
Director of Syder and
Young Ltd.*

Schedule

				Sussex & Surrey Group	HANTS Group
Unit 1: Managing Information and Communication in Primary Care					
Weds 14 th Sept 2011	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Weds 12 th Oct 2011	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 20 th Oct 2011	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Tues 8 th Nov 2011	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 1 st Dec 2011	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Unit 2: Developing and Leading Teams to Achieve Organisational Goals and Objectives					
Thurs 12 th Jan 2012	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Weds 1 st Feb 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 9 th Feb 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Weds 7 th Mar 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 15 th Mar 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Unit 3: Managing Ethics and Legal Requirements in Primary Care					
Weds 11 th April 2012	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Weds 9 th May 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 17 th May 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Weds 13 th June 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 21 st June 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Weds 4 th July 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 12 th July 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Unit 4: Financial Management and Budgeting in Primary Care					
Tuesday 2 nd Oct 2012	Arundel	10.00am to 4.30pm	Workshop Lindsay Coleman	*	*
Weds 31 st Oct 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 8 th Nov 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
Weds 28 th Nov 2012	Cosham	9.30am to 4.00pm	Tutor Group Jason McLean		*
Thurs 6 th Dec 2012	Handcross	9.30am to 4.00pm	Tutor Group Lindsay Coleman	*	
End of Certificate Programme					
Managing Recruitment				(Groups Merge)	
Thurs 31 st Jan 2013	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Managing for Efficiency and Effectiveness					
Thurs 25 th April 2013	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Developing or Improving Services in Primary Care					
Weds 3 rd July 2013	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Weds 18 th Sept 2013	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
Weds 4 th Dec 2013	Arundel	10.00am to 4.30pm	Workshop Pauline Young	*	*
End of Diploma Programme					

Learning Materials:

Tutor-directed reading (and linked activities) are from three main sources: The **Croner-i Professional Practice Manager** website (unlimited access to this site is included in the course fees), set textbooks/workbooks (again included in the fees) and our own learning materials.

Telephone Tutorials:

Regular one-to-one telephone tutorials with the course tutor take place at an agreed date/time. These tutorials support students through the process of writing of assignments as well as clarifying course content and offering general advice and learning support.

Venues:

We shall be using three venues so as to reduce travel costs for candidates as much as possible. Whole group workshops will take place at **Arundel Surgery** (just off the A27) but tutorial group sessions will be based at **Cosham Park House Surgery**, near Portsmouth, and **Ouse Valley Practice**, Handcross (just off the A23 south of Crawley)

Fees:

Level 5 Certificate (4 units):	£1,595 + VAT
Level 5 Diploma (7 units):	£2,590 + VAT

Please note that by arrangement with us the course fees can be paid in instalments over the period of the programme.

AMSPAR/City and Guilds registration and assessment fees are not included (These currently total £220 for the Certificate or £315 for the Diploma – VAT exempt).

Further Information:

If you are interested in joining the Sussex, Surrey, Hampshire DPCHM, please e-mail Barry Syder:

barry@syderandyoung.co.uk

and we will send you an Introductory Pack with more detailed information about the content and delivery of the programme. Please note that this is for information only and does not commit you to enrolling on the programme.

If you have any queries about the programme, please contact Barry Syder at:

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