

**WEST SUSSEX PRACTICE MANAGERS
ASSOCIATION (WSPMA)**

BUSINESS CASE

MAY 2009

Jo Wadey

EXECUTIVE SUMMARY

The West Sussex Practice Managers Association has been established to support Practice Managers across the county. At present, there is no national or countywide organisation or network for Practice Managers.

Our aim is to form a robust association for Practice Managers to achieve the following:

- 1) A strong countywide network for all Practice Managers.
- 2) Address unmet training and development needs.
- 3) Sharing and dissemination of best practice.
- 4) Improve communication between all Practice Managers and organisations.
- 5) Provide mentoring and support when required.
- 6) Form a national link with the NHS Alliance Practice Managers network.
- 7) Establish improved partnership working with the Primary Care Trust and have Practice Management representation at key meetings.
- 8) Support Practice Based Commissioning Leads.

Practice Management is pivotal to the success of primary care; we are passionate about the care of our patients and are the change managers.

Our Objectives

- ❖ To influence Policy and Procedure within West Sussex & within the wider NHS.
- ❖ To create meaningful partnerships with the PCT, LMC, Provider Organisations and primary care.
- ❖ To gather and give feedback to and from West Sussex Practice Managers, collate information and present it the PCT, PBC Consortiums and nationally to the NHS Alliance and/or Government.
- ❖ To provide a forum for supporting and mentoring Practice Managers
- ❖ To ensure provision of training/education specific to Practice Managers
- ❖ To support initiatives eg. Access and responsiveness and practice accreditation
- ❖ Ensure engagement of patient and public involvement, including supporting practices to set up patient participation groups.

AIMS

In order to achieve our objectives we aim to: -

- ❖ Set up regular bi monthly meetings with a representative from each locality.
- ❖ To create a network of Practice Managers in West Sussex
- ❖ To represent Practice Managers at key Meetings and other Strategic groups, ie premises, practice based commissioning, etc
- ❖ Provide an annual conference
- ❖ Provide quality training, learning and development opportunities through a series of learning workshops.
- ❖ Actively engage with the Primary Care Trust and Local Medical Committee.

COSTINGS

Attendance of bi-monthly 2 hour meetings (11 members x 6 meetings/annum)	£3,960
Board members honorarium for work outside of meetings (11 members at £250 each)	£2,750
Secretariat	£10,000
Travelling Costs	£500
Annual Conference	£6,000
Education and Learning Workshops	£15,000
Stationery and Postage	£1,000
Production of quarterly newsletter	£600
Total Cost	£39,810

Appendix 1 - Membership
 Appendix 2 - Mission Statement

APPENDIX 1

Membership

Position	Name	Locality	Email Address
Chair	Josiane Wadey	Worthing	jowadey@nhs.net
Vice Chair	Tracy Osborne	Regis	Tracy.osborne@nhs.net
Secretary	Karen Sallis	Worthing	Karen.sallis@nhs.net
Treasurer	Liz Coulthard	Chichester	Liz.coulthard@nhs.net
Membership Secretary	Julie Hannaford	Arundel & Regis	Julie.hannaford@gp-1.nhs.uk
Communications Officer	Perry Anderson	Crawley	perry.anderson@gpH82052.nhs.u
	Katie Hill	Chanctonbury	Katie.hill@gpH82060.nhs.uk
	Maura Preece	Mid Sussex	Maura.preece@nhs.net
	Paula Salerno	Horsham	Paula.salerno@nhs.net
	Jill Grey	Adur	Jill.grey@nhs.net
	Sandy Maslen	Arun	Sandy.maslen@nhs.net

Appendix 2 - Mission Statement

West Sussex Practice Managers Association

MISSION STATEMENT

To give an influential voice to Practice Managers within West Sussex

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What is the West Sussex Practice Managers Steering Group?

- We are a group of non clinical professional, forward thinking leaders.
- We are experts in the field of business management, customer care, service redesign, service delivery and training
- We represent the modern NHS.

What we do is:-

- Work in consultation with the patients to create the NHS that they want
- Implement policy (not just talk about it)
- Translate policy and have the power to make it successful
- Work with and support our local communities

- Promote primary care and the practice management role.

We are the people to listen to and work with because;-

- We have a positive and proactive philosophy
- We have credibility with our patients
- We are inclusive not exclusive

We should matter to you because:-

- Practice Management is pivotal to the success of primary care
- The NHS matters and we care about its future
- We are passionate about the care of our patients
- We have a wealth of experience
- We are the change managers
- We are proud to be in the NHS

What can we do for you?

- Be a direct contact to the patients and front line staff
- Take policy from paper to reality in a meaningful way
- Initiate changes in policy
- Feed into new strategy and policy and ensure it's feasibility
- Feed back on policy from the front line
- Support PCTs through transition and change
- Work with PCTs on rollout and implementation of policy at regional /local level
- Encourage and support the set up of Patient Groups in every Practice in West Sussex
- Ensure quality training, learning and development opportunities.

What we want you to do for us is:-

- Listen to us
- Involve us
- Consult us
- Use us as a sounding board
- Work with us not against us
- Let us have an input into policy

Acknowledgements – Practice Managers NHS Alliance Steering Group.