

Which qualification is for you?



Professional Practice Manager Development Program

This questionnaire is based on your current workplace responsibilities, and helps guide you on whether to enrol at Certificate IV or Diploma level. However, if you are aspiring to a more challenging practice management role, use these questions to guide your decision.

	Never	Rarely	Often
1. Are you responsible for supervision of administrative and professional staff in the practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you undertake the selection and recruitment of new staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you involved with conducting staff performance appraisals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have significant input into the development and monitoring of the annual budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have significant input into strategic and business planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you create financial and management reports for the practice owners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you instigate new policies for continuous practice improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you directly involved with initiating surveys to ascertain how patient needs are being met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you responsible for applying risk management processes in the practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you able to take a leadership role in your practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you responsible for the management of IT systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you supervise the ordering and purchasing of supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you make recommendations for major purchases of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the majority of your responses are 'often' then the **Diploma of Professional Practice Management** would be more appropriate to you. This qualification is aimed at providing you with the higher level strategic and planning skills needed where you have significant control over the direction of the practice.

If the majority of your responses are 'never' or 'rarely' we recommend the **Certificate IV in Professional Practice Management**. This course will provide you with the skills needed to effectively manage a team of people. It will also reinforce and build upon many aspects of your daily operational activities.

For further assistance please contact us:

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