

Compare roles in health

Not sure where to start with the hundreds of NHS careers? Use our compare roles section to get bite-size information on the entry requirements and training, pay and conditions, prospects and skills needed of up to three roles. If there is something that you think you could do, then get more in-depth information on the role.

Don't forget, you can also save your role comparisons by registering with us.

- **Practice manager** ^[1]

Practice managers are vital to the successful running of GP surgeries. You'll manage the business aspect of the surgery, making sure that patients are at the centre of the surgery's operations.

Training and qualifications required

People enter practice management from a variety of backgrounds. Experience of managing in a healthcare environment is often required or preferred. As a practice manager, you're usually required to hold a relevant qualification – either the Certificate/Diploma in Primary Care and Health Management awarded by the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists or the Vocational Training Scheme for General Practice Managers - awarded by the Institute of Healthcare Management

Expected working hours and salary range

Terms and conditions vary for practice managers, depending on who their employer is and their level of responsibility. Those employed by the NHS are subject to Agenda for Change (AfC) terms and conditions, generally work 37.5 hours a week and are employed on band 5 to band 8b. Terms and conditions vary for practice managers employed outside the NHS, and salaries range from £30,000 to £50,000 a year.

Desirable skills and values

To work in practice management, you'll typically need excellent financial skills, the ability to manage a changing environment, good communication skills, leadership and motivational skills, organisational skills, a willingness to work with others and respect their views, confidence with information technology, negotiating skills, the ability to challenge the way things are and find better alternatives, honesty and fairness in dealing with other people and a commitment to the ideals of quality and fairness in delivering healthcare.

Prospects

With further training and/or experience, you may be able to develop your career further into more senior managerial roles within the practice or other healthcare organisations.

Related roles

- Administrative management [2]
- Human resources (HR) manager [3]
- Project manager [4]
- Experienced paramedic [5]

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Links

[1] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/practice-manager>

[2] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management>

[3] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager>

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