

The AMSPAR Primary Care & Health Management Diploma

Accredited by both AMSPAR & ILM

£2,399.00 inc. VAT
Plus accreditation fees*

- The only programme delivered face to face nationwide.
- Multiple locations
- 'Start anytime' distance learning options
- Fully comprehensive syllabus specifically designed for the NHS
- Over 90% success rate
- 24/7 access to materials
- Highly experienced professional tutors
- Individual support
- Student forums
- Over 1,500 successful Diplomates in last 5 years

ADVANCE YOUR CAREER!

*"The Cherith Simmons programme gave me the confidence I needed."
Carolyn Matthews*



City & Guilds



Skills Funding Agency





Returning to Learning? - Don't worry!

-Most of our students are returning to learning after a gap.

The programme recognises your skills as an experienced adult and is work focussed, concentrating on tools and techniques you can apply in practice.

We guide you through the written work required, which is practical and mainly work focussed.

We provide help, guidance and tutorial input at all stages and one to one tutorials at key stages.

If you have studied formally before you will find the interaction of the workshops and the level of help we provide probably exceeds your previous experiences!

'Start anytime' distance learning options

-Distance Learning enables you to complete the qualification wherever you are.

Your study can be by completion of workbooks, progressive assessment and interactive e-learning programmes which support individual tutorials.

You can attend any live workshop by arrangement at no extra cost.

What's in the Programme?

2016/17 Syllabus

- Induction & Returning to Learning
- **Understanding the Management Role**
- Leadership, Team Building & Motivation
- Change Management, Decision Taking
- NHS past present and future
- The role of CSU's, CCG's, Commissioning & Federations
- Managing Time, Delegation & Stress
- Assertiveness, Influencing & Negotiation
- Communication & Meeting Skills

Managing Resources & Finance

- Premises management
- Business & Financial Planning
- Basic accounting
- nGMS contract/PMS contract

Managing & Improving Service Delivery

- Customer Care & Quality, CQC, QOF, FFT, Handling Complaints
- Marketing, Managing IT & websites
- Project Management
- Managing External Partnerships

Managing & Developing People

- Recruitment & Selection
- Training & Induction, Setting Objectives
- Staff Performance Management

Organisational Health & Compliance

- Employment Law, Equal Opportunities & Diversity.
- Medical ethics and confidentiality
- Health & Safety
- Presentation Skills

How is it delivered?

Interactive workshops – experienced tutors

- Learning is delivered by highly interactive workshops and by experienced and knowledgeable trainers who have worked with Practices, Primary Care, Hospital Trusts and Social Care for over 15 years, and more recently with CCG's and CSU's.
- Each workshop is supported by
 - Workbooks
 - Relevant and challenging case studies
 - Information packs and elearning

24/7 access to learning materials

- All course materials are sourced via our web based Flexilearner Learning Management System which gives you:
 - All course dates
 - Access to comprehensive course materials, workbooks and toolkits
 - Online access to more than 40 interactive e-learning programmes.
 - Direct email link to your Client Service Manager who will be your point of contact for the duration of your course.
 - Extensive website links are provided.
 - Student forum for discussion and information sharing and an announcement board for general information.

How will I be assessed?

- There are no examinations!
- Your achievements are recognised throughout the programme using short written assessments and a self selected business project designed to deliver real improvements in your workplace.
- Assessments are uploaded via a simple click on our student website and are marked online.
- Marks are posted confidentially online so that only you can view them.

What individual support will I get?

- You will get individual tutorial support throughout the programme through a combination of face-to-face, telephone or webcam tutorials.

What time will I need to set aside?

- Previous students have told us they needed around 4 hours per week study time over the course of the programme

**Over 1,500 Diplomates
in the last 5 Years.**

**Here's what previous
students said:**

"I would like to say I thoroughly enjoyed my time on the course at Morley College in London. The course content was extremely interesting and relevant to my job as Practice Manager. The reference materials were excellent and I think the student website is fantastic..."

To anyone thinking of enrolling on the course - it is excellent, it is fun, you will meet some fantastic new friends but it is hard work. You have to work hard to reap the reward and the reward is worth it."

Vanessa Hurling Dip. PCM

"I found the course to be very good, lots of helpful information, made me look at management in a totally different light. Found the modules very interesting, although at times it did seem intense, e.g. deadlines for assignments. I did find that help was always available, I thought the tutors were very good and knowledgeable, always willing to help with any issues or concerns. I am now finished and already looking at what course to do next!!!"

Jess Kaur

"I have enjoyed this course so far, it has woken up the brain cells! The assignments have given me good reason to discuss with the partners areas that I can investigate, challenge and change effectively using the tools ILM and Cherith Simmons have given me."

Lesley Roby, Training and HR Manager

"Last year I completed the HMD organised and run by Cherith Simmons. I found the course thoroughly enjoyable and felt I learnt a great deal from the wide range of topics covered"

Matthew Tambling

**The Leading UK
Provider of the
AMSPAR PCHMD**

Some of our locations



**The Oval, home to
Surrey County Cricket
Club.**

**The Slimbridge Wildfowl
&
Wetlands Trust,
Gloucester**



**Manchester
University**

Southampton Docks



For start dates please call

01932 856 565



***Accreditation fees: AMSPAR: £599 ILM for £349**



BOOK YOUR PLACE NOW:

Apply online: www.cherithsimmons.co.uk/pchmd.htm

Or Call: 01932 856 565

Other Cherith Simmons programmes include:

Level 2 Award in Medical Terminology

- For those with no previous experience of working in a medical environment, or for those who wish to reinforce existing knowledge.

Short Courses

- Short, sharp effective and useable
- If you're looking for training delivered over one or two days our short courses are all about getting new skills into the workplace without delay.

On line Elearning shop

- Over 100 click and pay programmes from £30.00 per person covering a wide range of management and interpersonal skills including specialist NHS and Social Care programmes
- Follow the link to preview

ILM Awards & Certificates in Leadership and Management Level 5

- Shorter management programmes run alongside our The Primary Care & Health Management Diploma
- Top ups available to the full Level 5 Leadership and Management Diploma

ILM Certificates in Leadership and Management Level 7

- A post graduate qualification delivered over 7 day in 6 months
- Equivalent to the first year of most Masters programmes

ILM endorsed Certificate in Commissioning & Procurement

- Fully comprehensive 4 day programme covering all aspects of commissioning, procurement and supplier and contract management

We are registered with the Skills Funding Agency. For information about what funding is available to you, please call the National Careers Service on 0800 100 900. Our provider number is 9563.

**Skills
Funding
Agency**