

GENERAL PRACTICE MANAGER TRAINER:TEMPORARY STATUTE

**Developed in frames of British-Georgian joint "Georgia Primary Care
Development Project" collaboratively by the National Health
Management Center of Georgia, National Family Medicine Training
Center and UK DFID Primary Health Care Project**

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I. General Provision

- 1.1. General Practice Manager (GPM) Trainer is a General Practice Manager, who has completed the professional training program for GPM Trainer and has obtained the appropriate certificate in Georgia or abroad.
- 1.2. Main activities of GPM Trainer is working on the position "GPM" at Family Medicine Training Practice (Center, Department). Training activities GPM conducts at part-time basis and according to the approved curriculum performs:
 - Working with small groups of trainees;
 - Individual work with each trainee;
 - Supervision of trainee's practical activities;
 - Current evaluation and development of future training plan based on individual needs of trainees;
- 1.3. Within the professional competence GPM Trainer must have the knowledge and skills required for highly qualified specialist. Besides this GPM Trainer must know the methods of adults teaching;
- 1.4. GPM Trainer must care about self- and colleagues' professional development. Systematically get familiar with up-to-date medical literature, actively participate in researches, conferences and meetings;
- 1.5. In his/her activities the GPM Trainer acts within the frames of the following legal regulatory documents:
 - a) Constitution of Georgia;
 - b) Law of Georgia on "Business activities";
 - c) Georgian labour legislation;
 - d) Law of Georgia on "Health Care";
 - e) Law of Georgia on "Patient's Rights";
 - f) Law of Georgia on "Medical Activities";
 - g) Other legal documents of Georgia and international agreements and contracts
 - h) Given Statute.

II. Knowledge and skills of GPM Trainer

2.1. GPM Trainer must know:

- Peculiarities and principles of teaching management theory and techniques;
- Peculiarities of health system organization and management;
- Peculiarities of ongoing health system reform in the Country and the Primary Care development strategy;
- Legal documents regulating establishment and functioning of primary care model in health care system;
- Functions and competencies of family medicine implementing human resources within existing legislation;

- Methodology of human resources professional training and principles of in-service and multidisciplinary training in general practice;
- Ways of quality control and quality improvement in general practice;
- principles of research and continuous professional development in general practice.

2.2. GPM Trainer must be able to:

- Determine goals and objectives of particular modules of GPM professional training program;
- Design of training materials for trainees;
- Evaluation of individual training needs of trainees and on its basis development of individual training programs in frames of core curriculum;
- Selection and application of most effective training methodology for achieving goals of the curriculum;
- Organization and carrying out of seminars, sessions, individual training in order to extend the theoretical knowledge of trainees;
- Application of practical training, simulated consultations, role playing, video material and appropriate methodology in order to extend acquire new skills by the trainees;
- Selection of current evaluation methods and their practical application. Interpretation of obtained results and development of future working plans;
- Participation in development of the curriculum summary evaluation package and promotion of its systematic update;
- Based on own experience and passed training material elaboration of appropriate exercises for role playing, case studies and group working;
- Relate any training activities to own managerial experience and personal development;
- Preparation of regular reports on carried out training activities, indicating description of performed work and achieved results, as well as recommendations on making corrections in curriculum for its update.