



**Remuneration
Survey
July 2014**

In association with



Executive Summary

The PMAANZ survey uses the scopes of practice which were formulated for the first survey conducted in 2004.

The following slide shows each level of Practice Management & Administration

The 2014 survey had 259 responders.

Scopes of Practice

Level 1

Managers & Administrators will usually carry out reception duties, manage reception staff, complete payroll, prepare tax returns, manage credit, rosters, and be responsible for office procedures. It is less likely you will be responsible for IT, advertising, recruitment of staff, performance appraisals, and strategic planning.

Level 2

Managers & Administrators will perform level 1 duties and are likely to be responsible for IT issues, legislative compliance, reporting to Practice Owners and PHO, administration of locums, recruitment and training, and job descriptions.

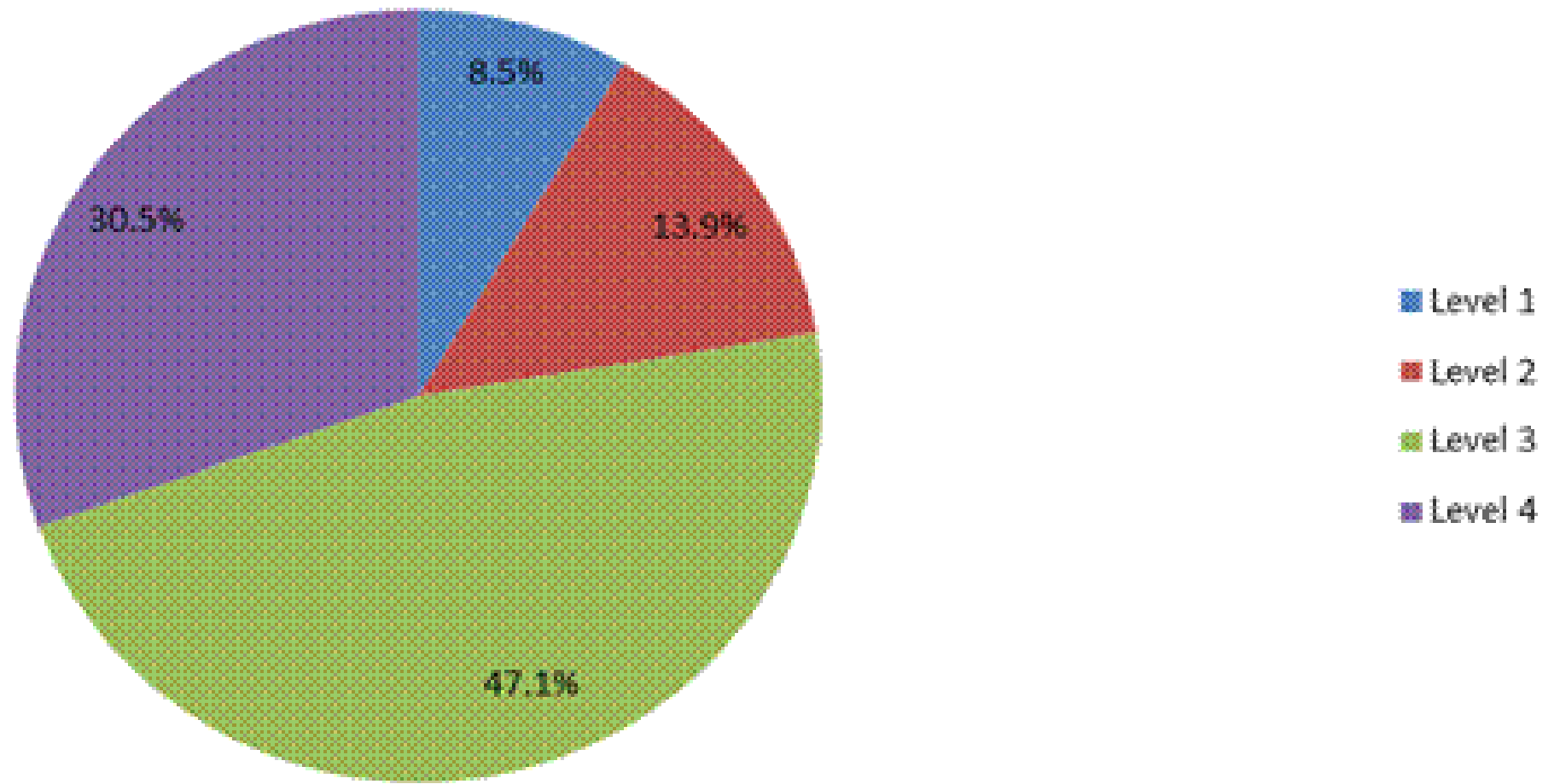
Level 3

Managers will perform level 2 duties and are more likely to be responsible for staff discipline, advertising, performance appraisals, financial reporting and may be responsible for strategic planning and business growth.

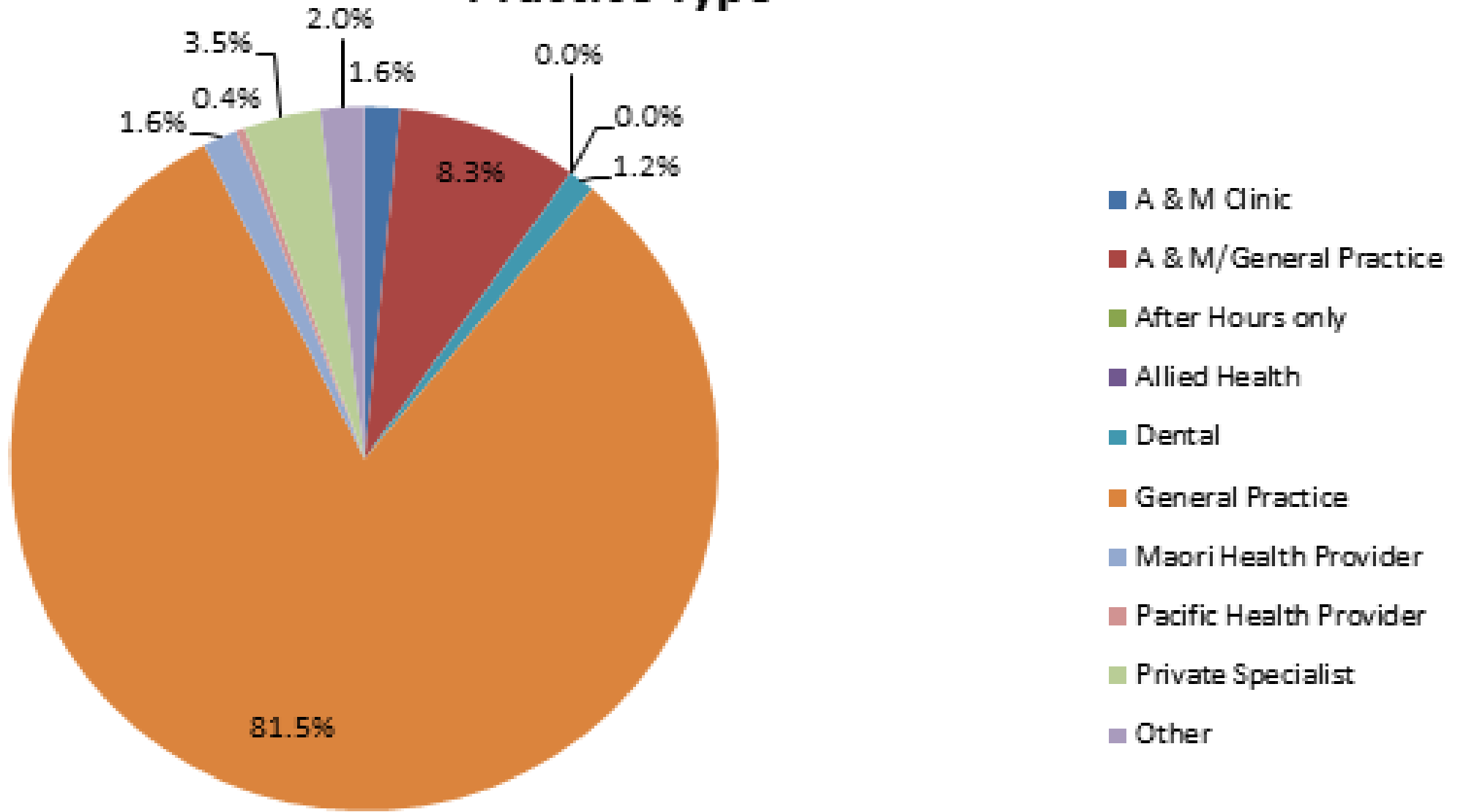
Level 4

Managers will perform level 3 duties and will be more responsible for strategic planning, business development, project management, property management, practice leadership in a larger or multi-disciplinary practice.

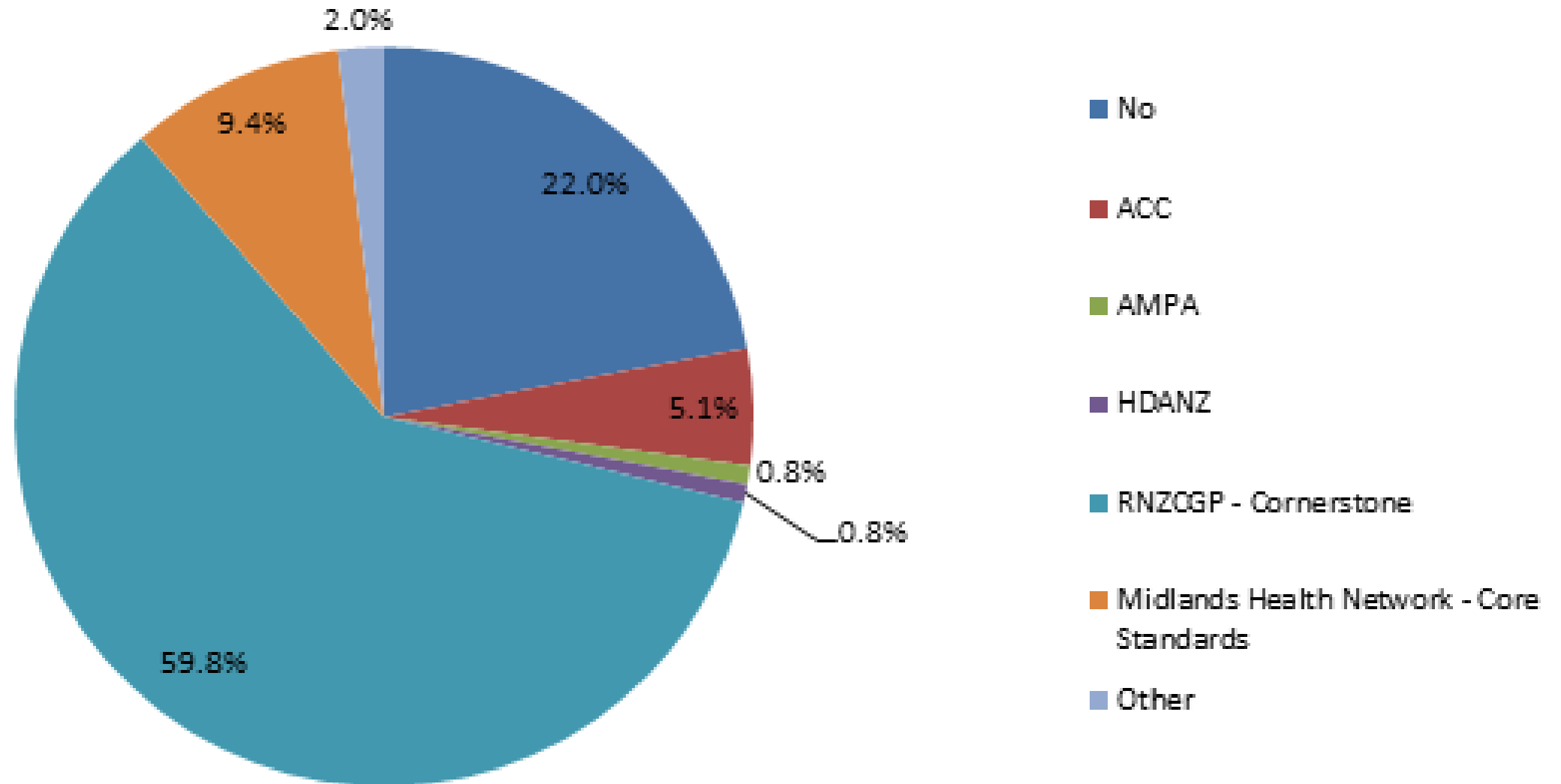
Please indicate which level in the Scopes of Practice you most closely identify with



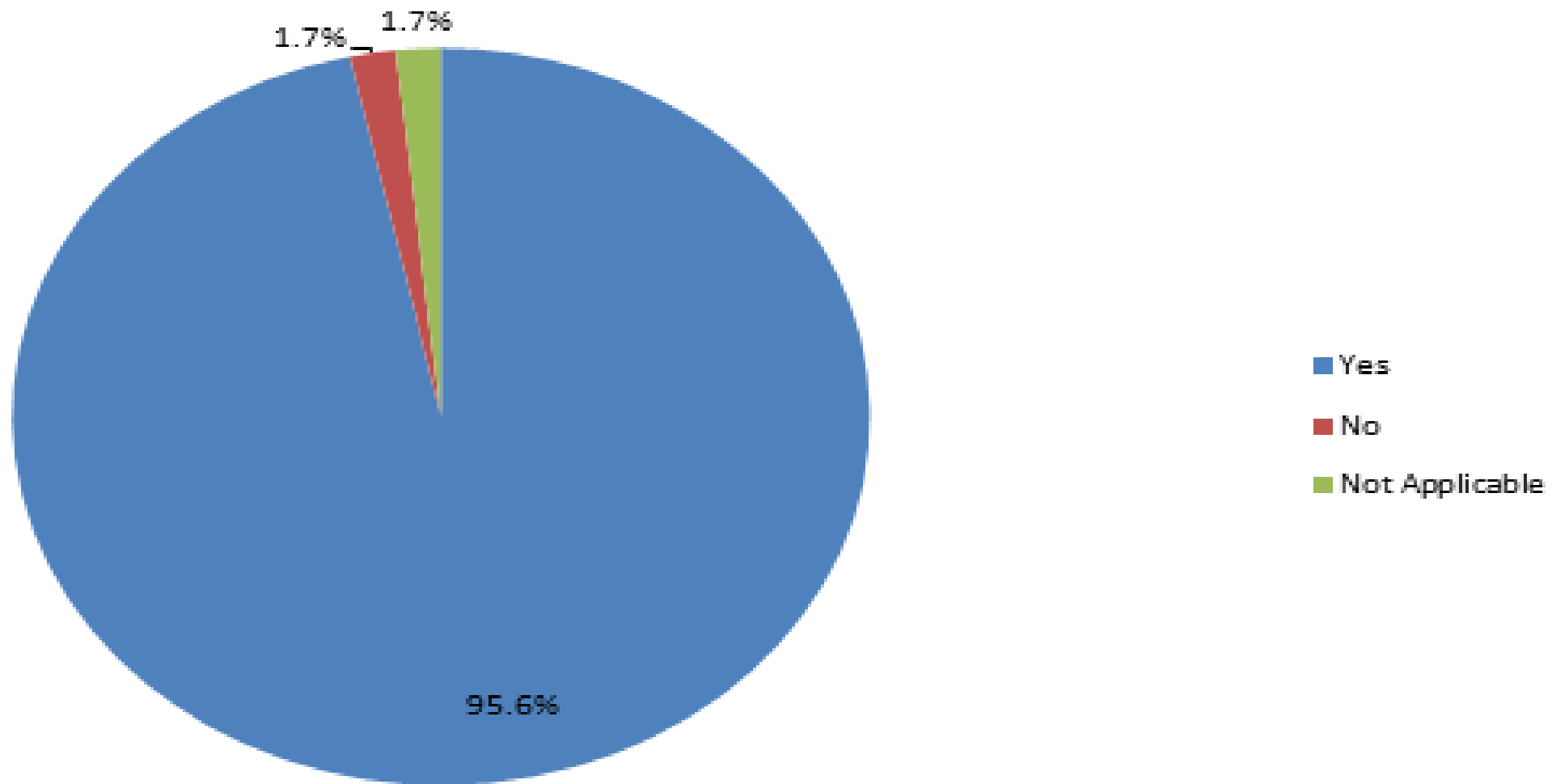
Practice Type



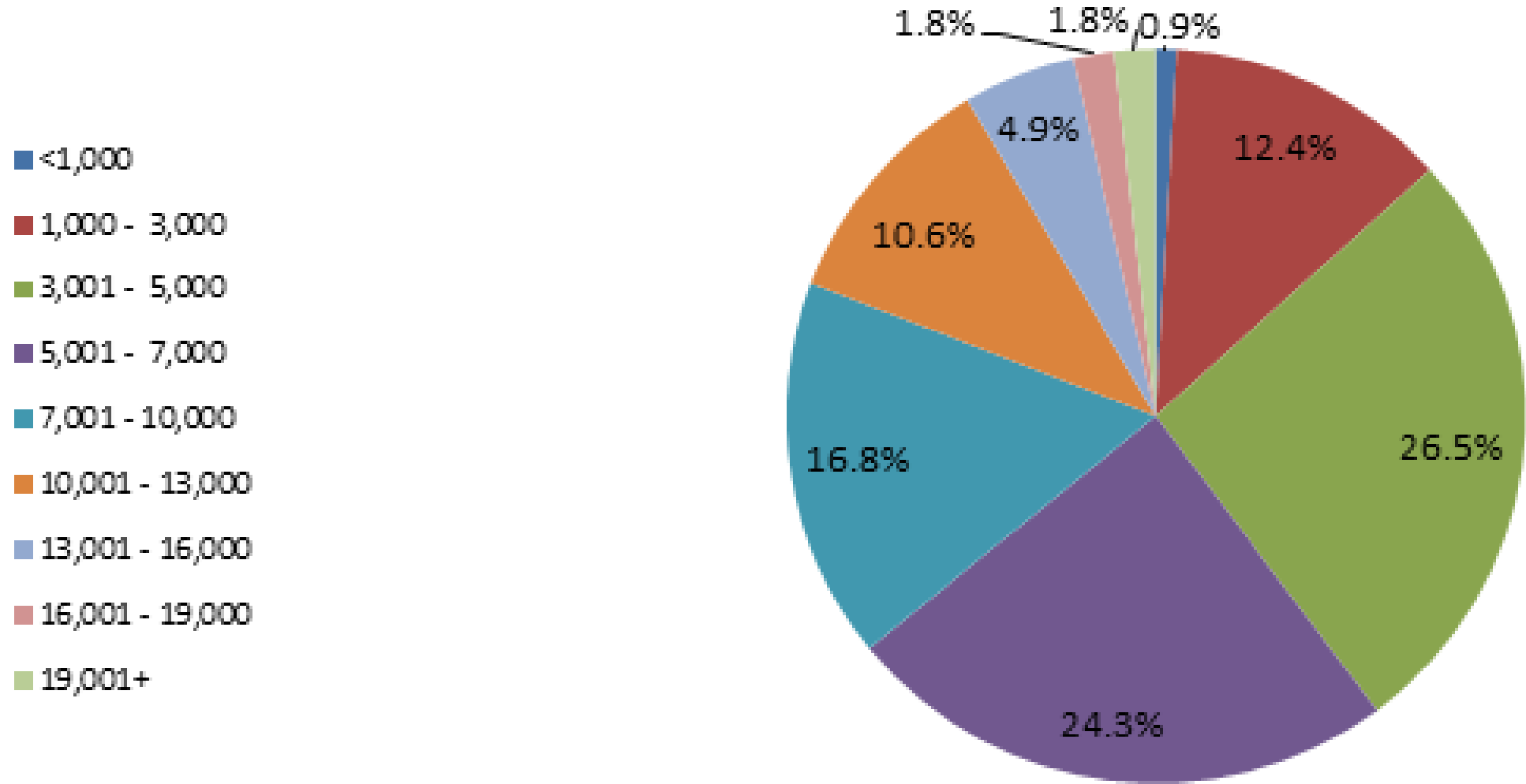
Is your practice accredited?



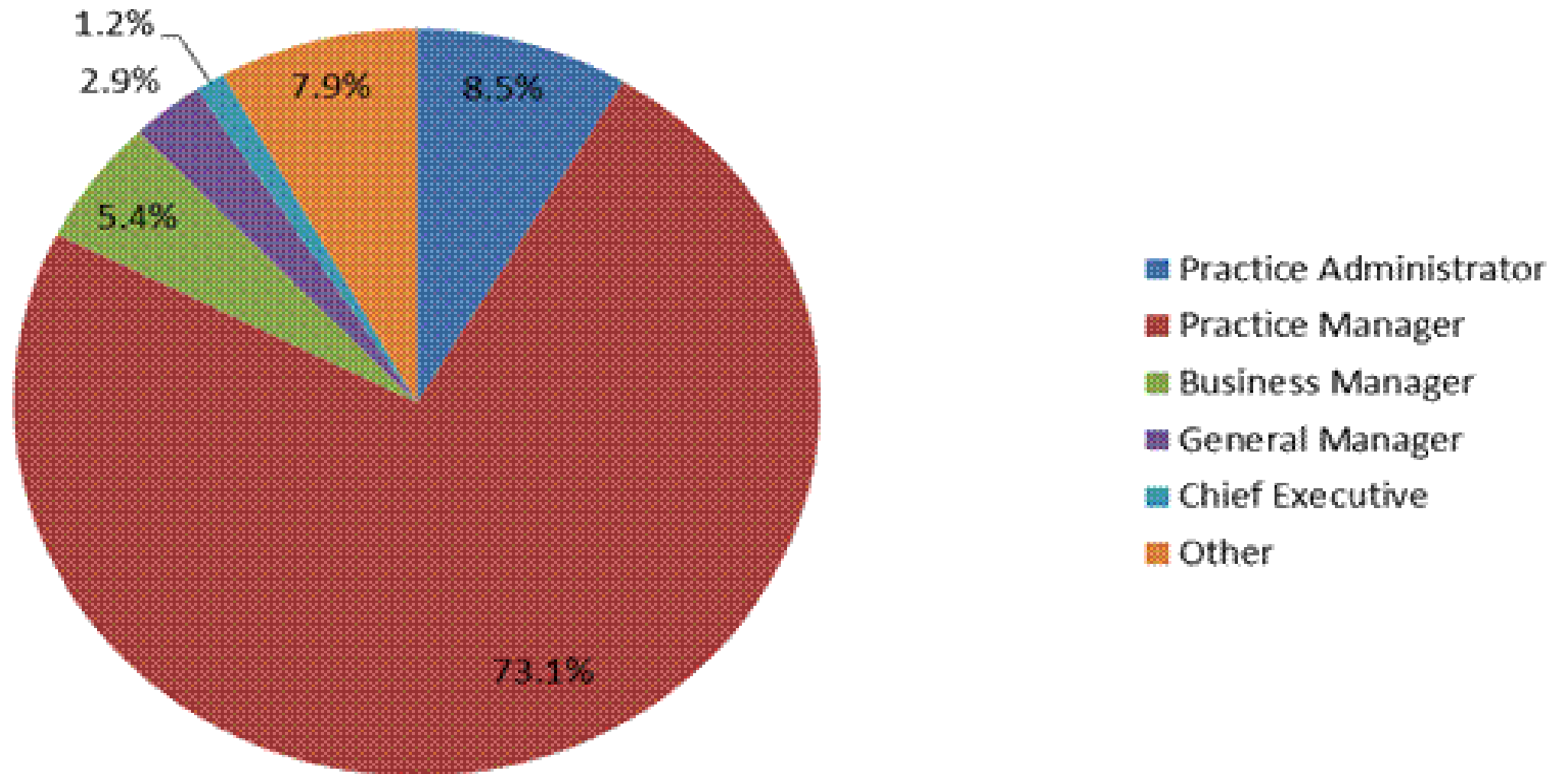
Does your practice belong to a Primary Health Organisation?



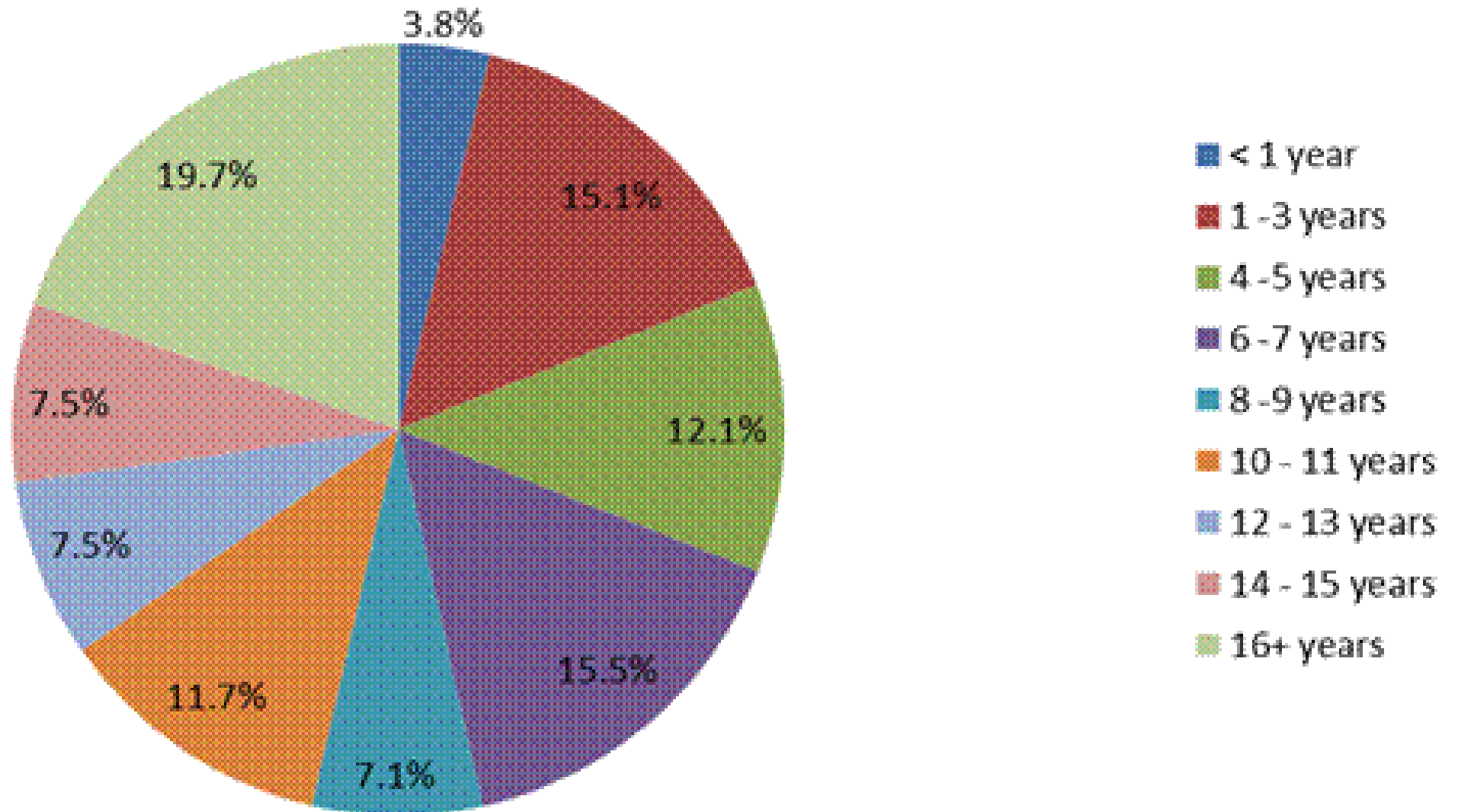
How many enrolled & funded patients on your patient register?



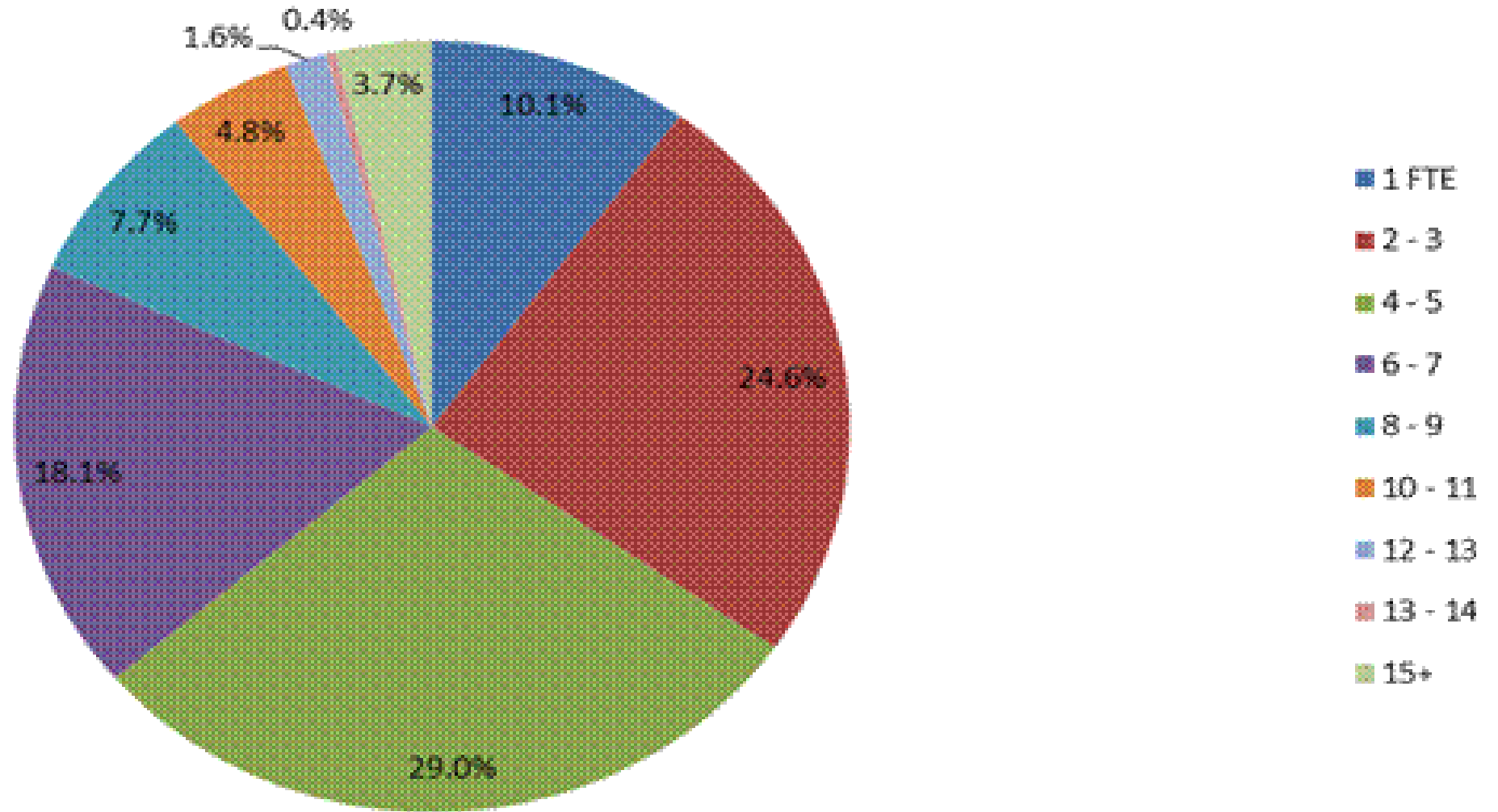
My Job Title is



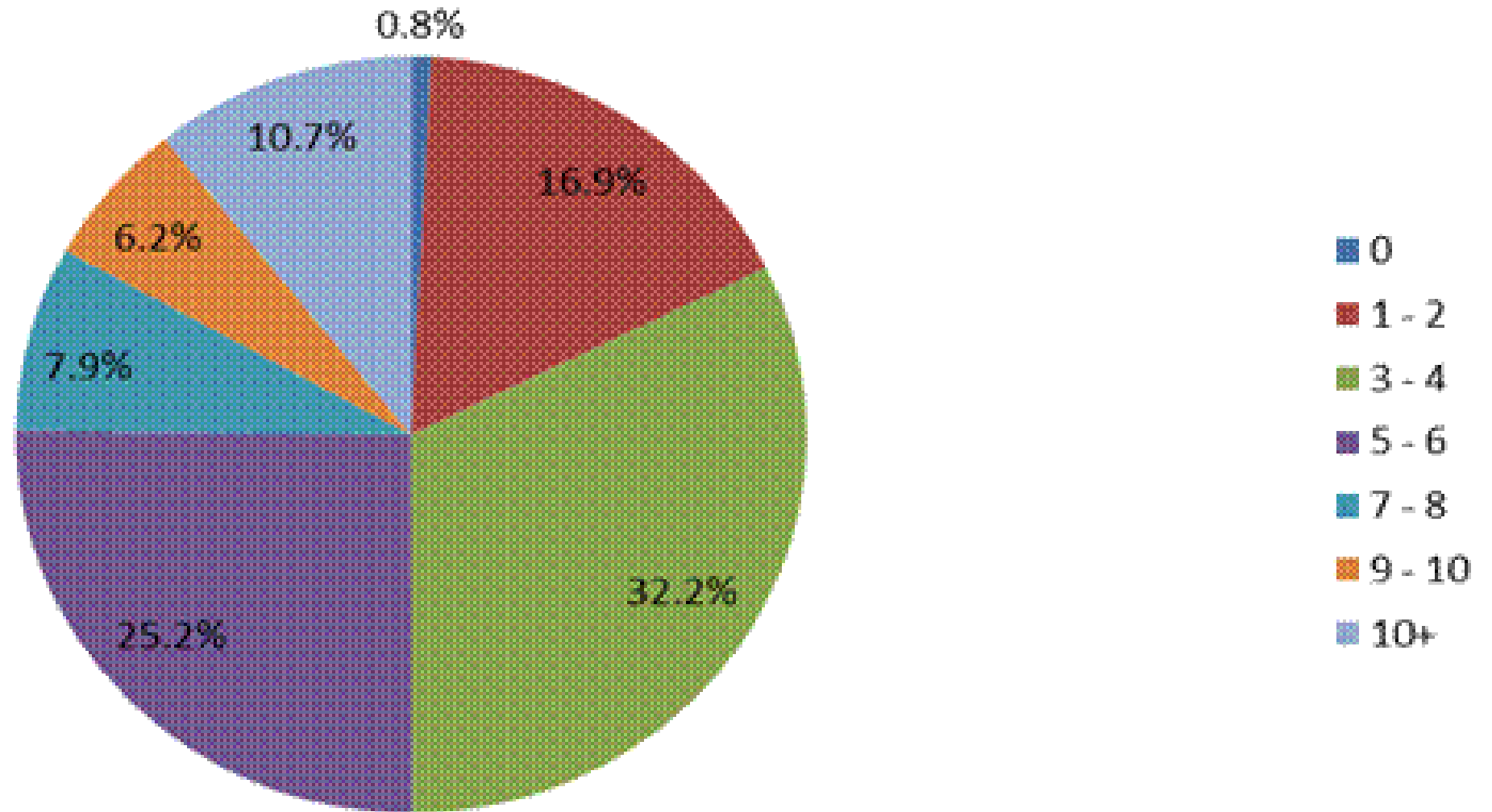
How many years have you worked in a practice management role?



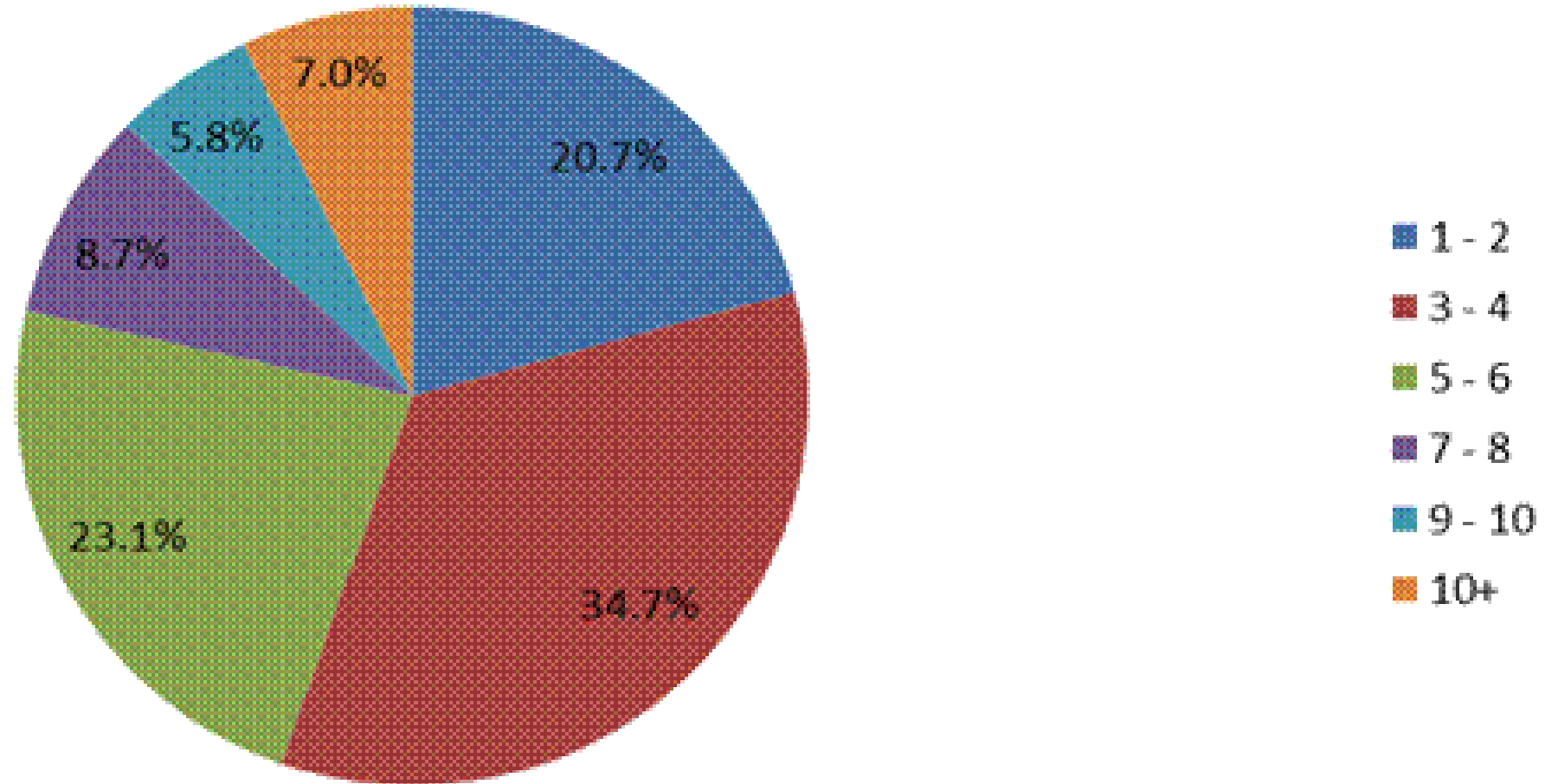
How many FTE Clinicians in your practice?



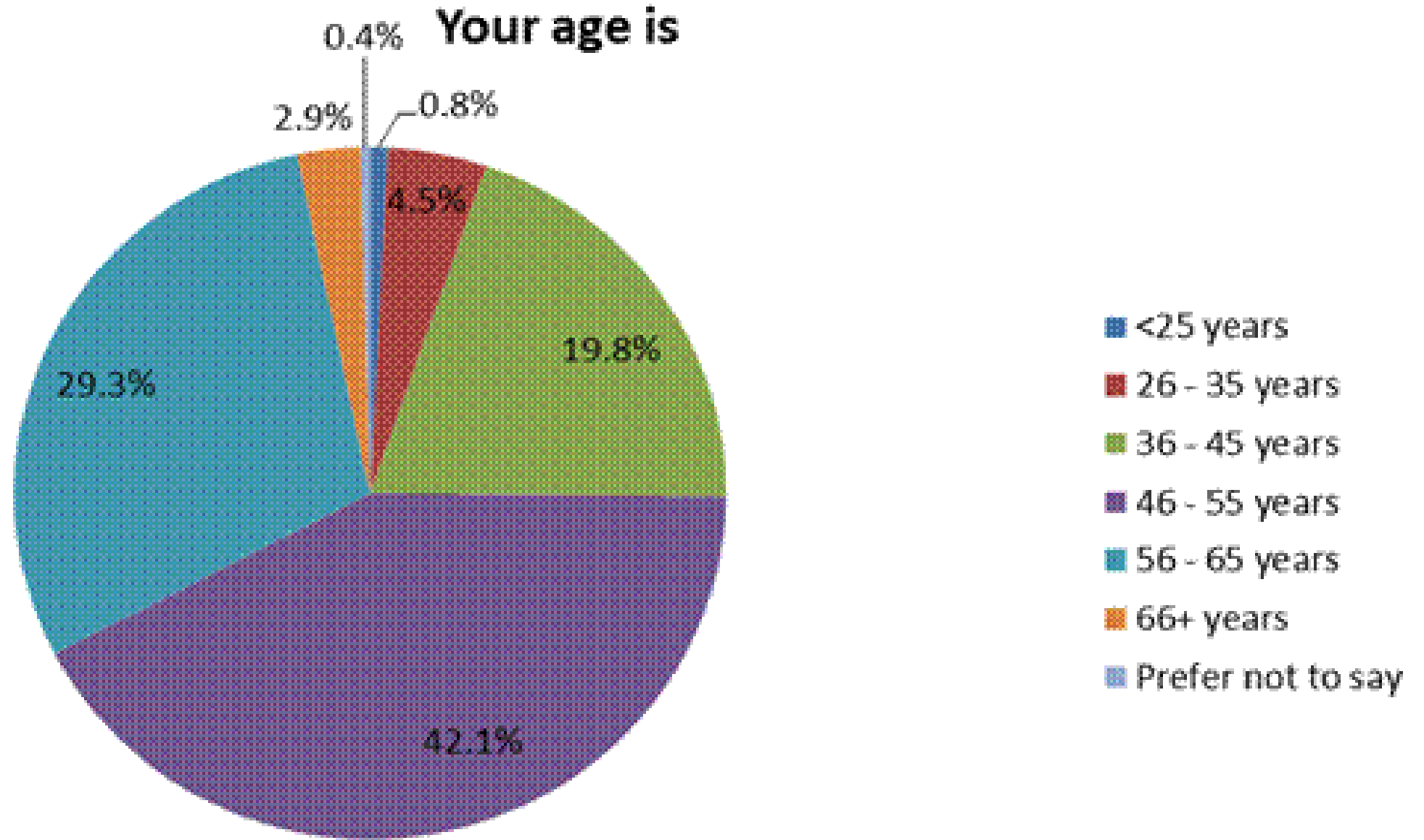
How many nurses in your practice (not FTEs)?



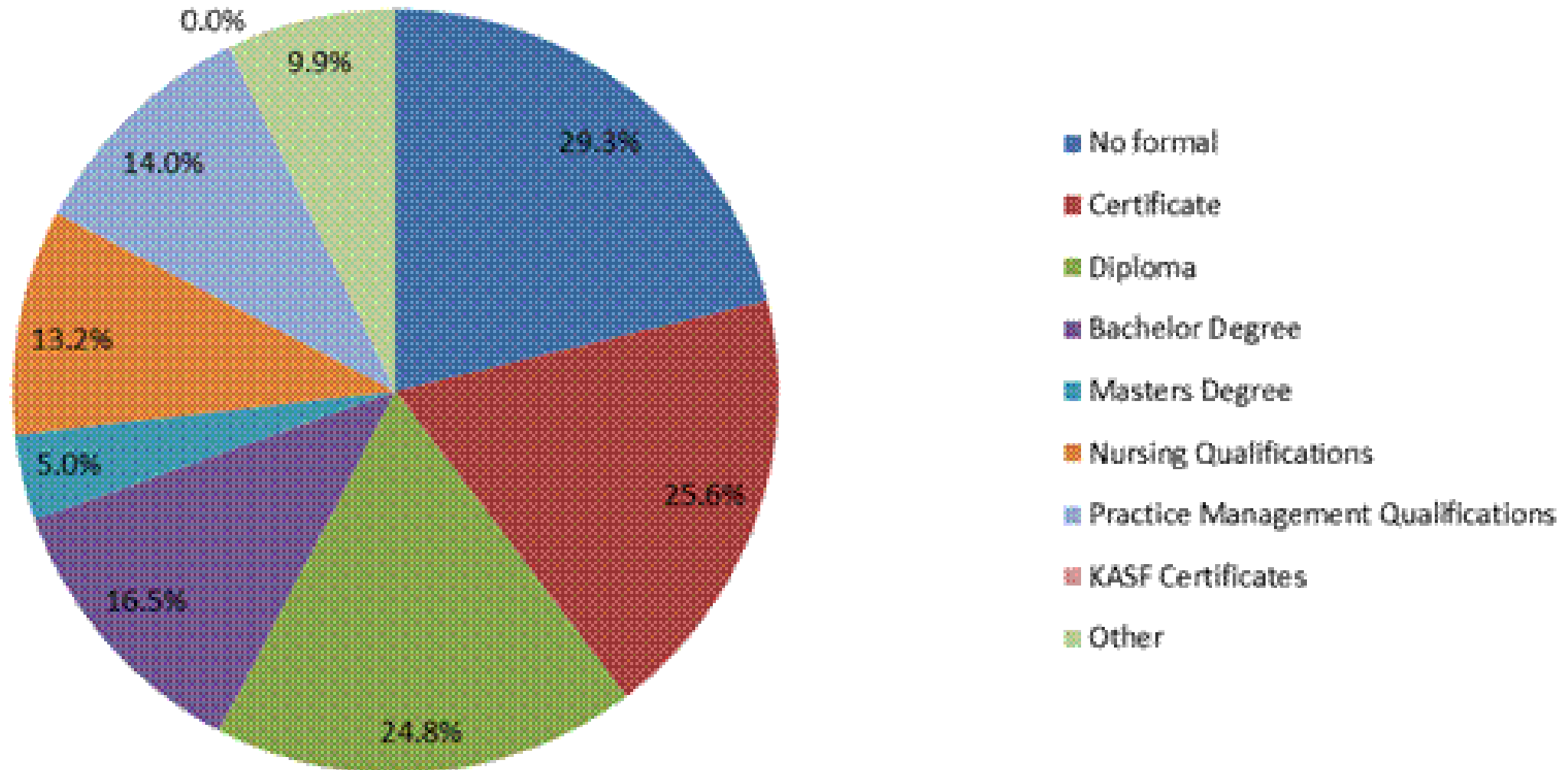
How many Administrative/Reception staff in your practice (not FTEs)



Your age is

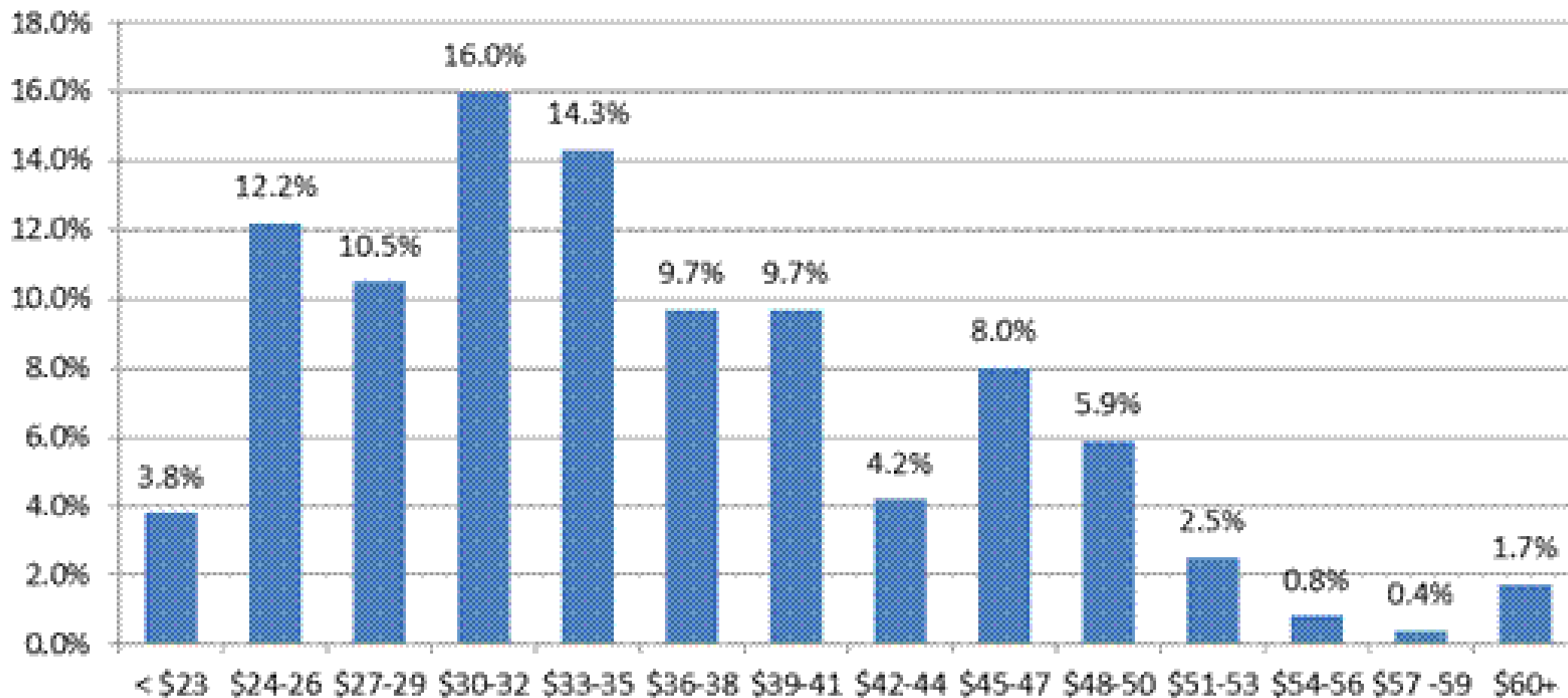


What qualifications do you have?

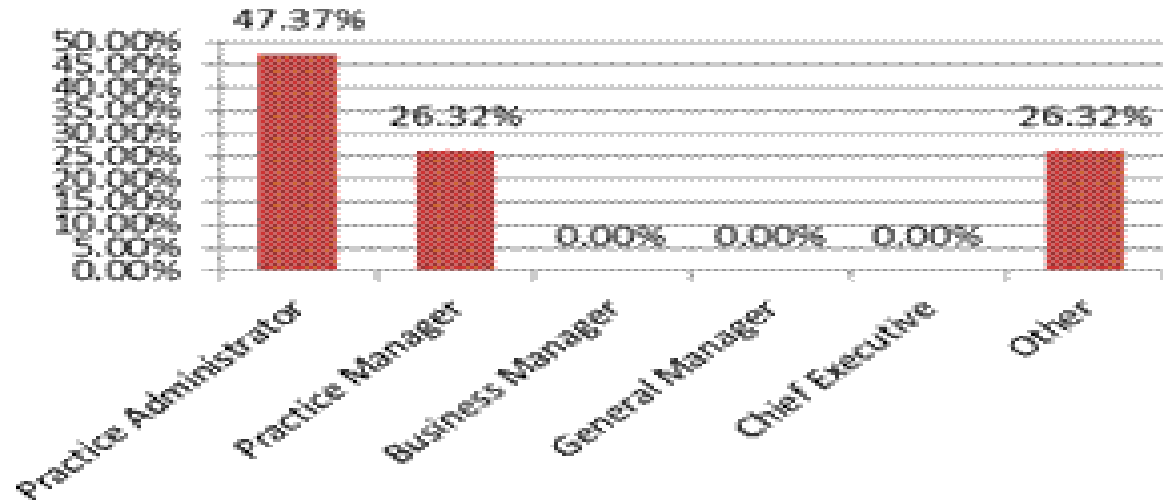


Hourly Rate:

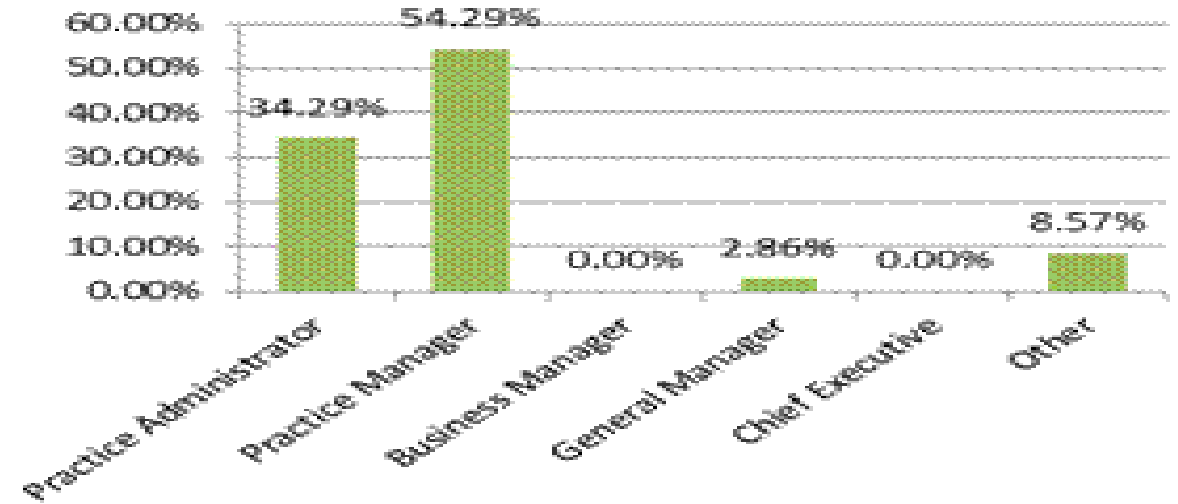
(If you are on a salary, you will need to calculate your hourly rate as follows: Annual salary divided by 52 (weeks in the year), divided by number of paid hours worked per week.)



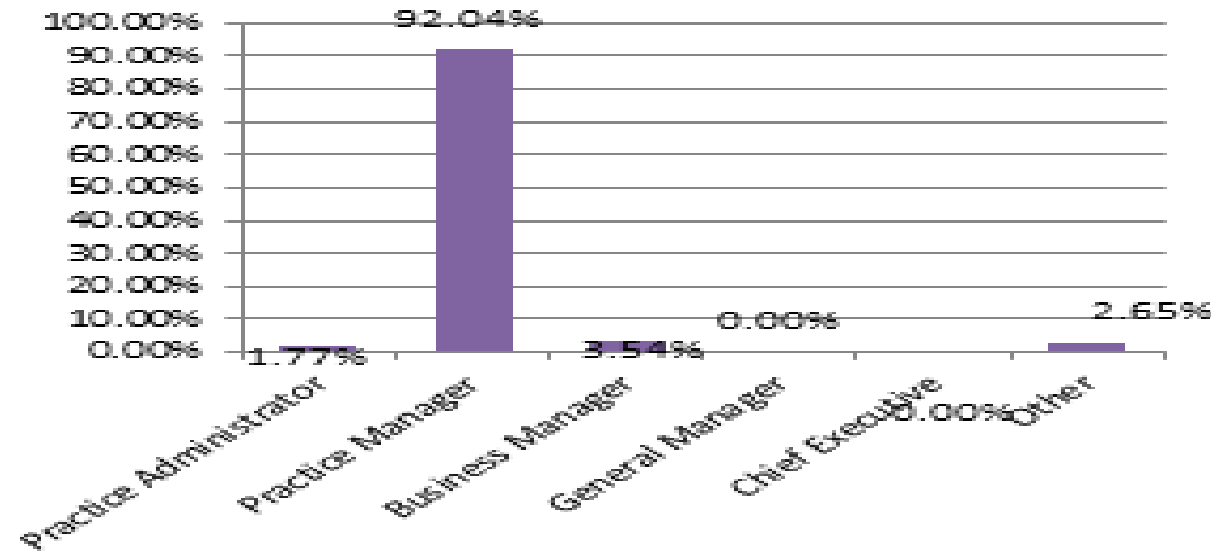
My job title is - Level 1



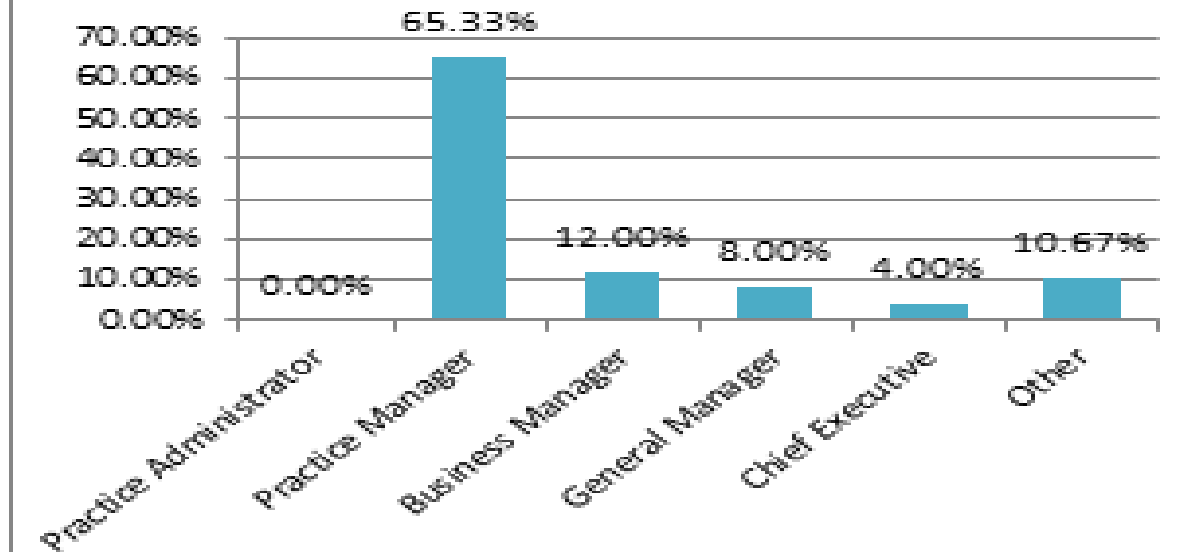
My job title is - Level 2



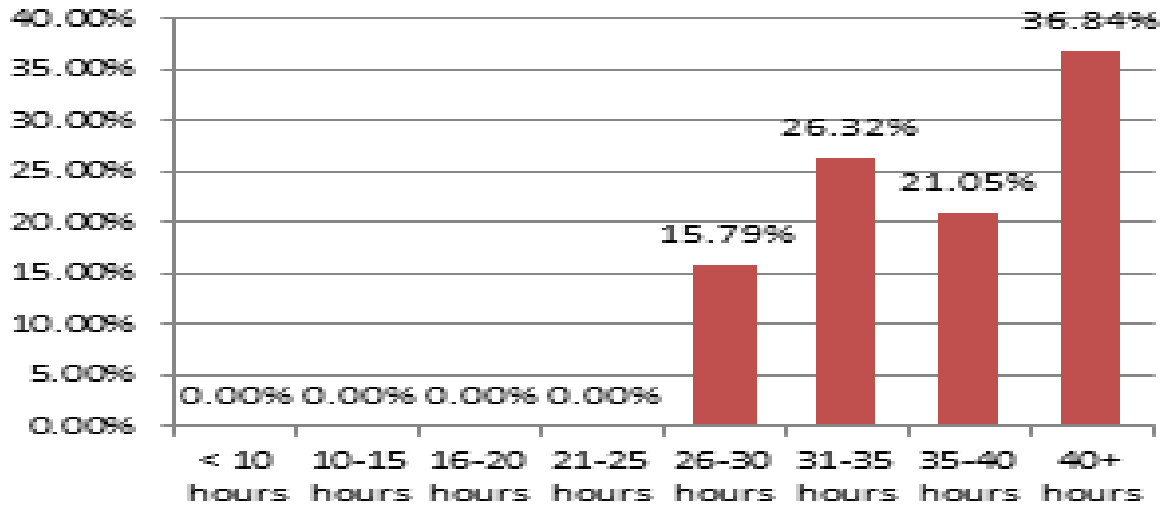
My job title is - Level 3



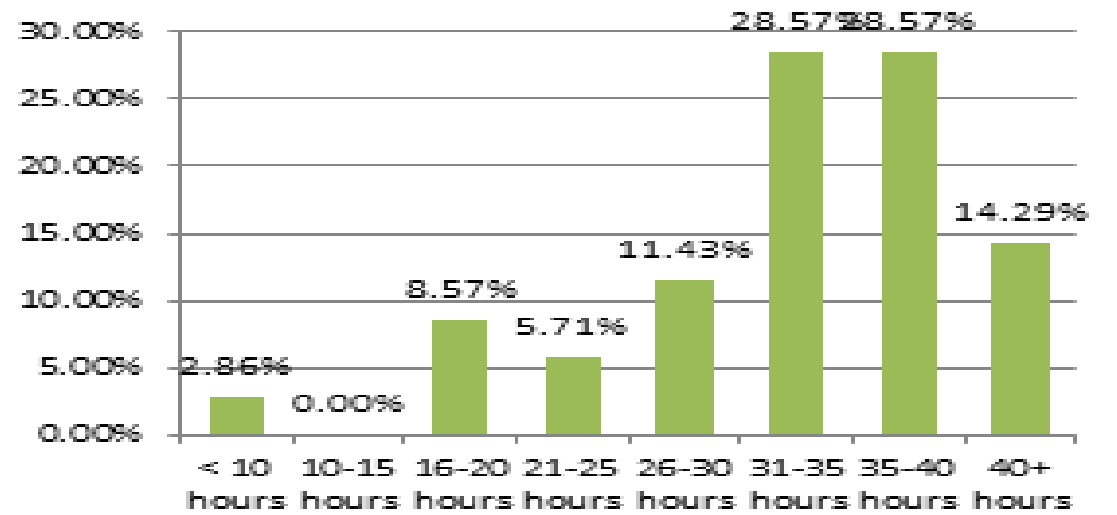
My job title is - Level 4



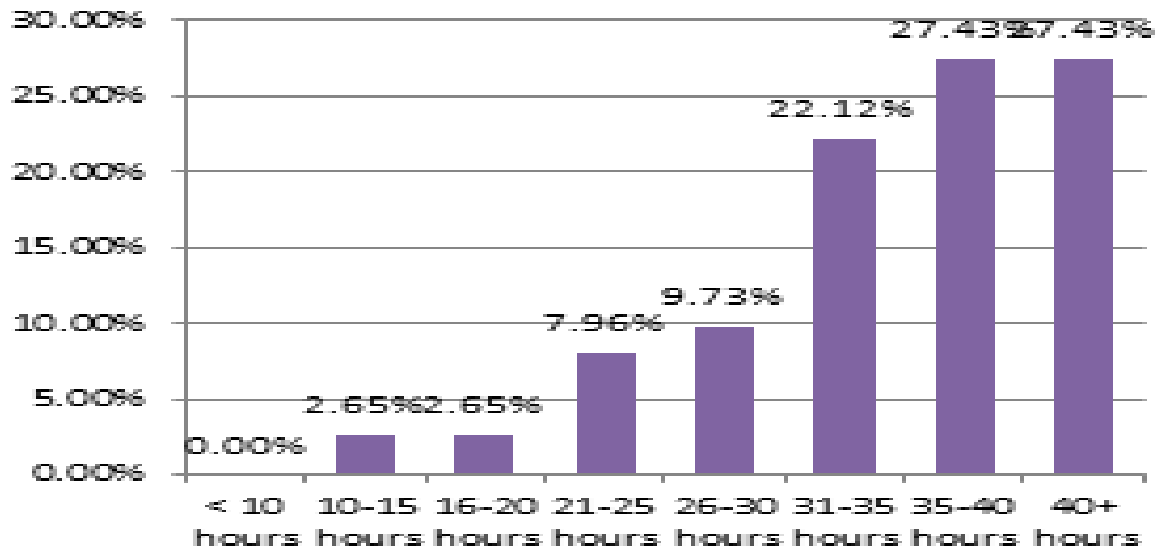
How many hours do you work per week - Level 1?



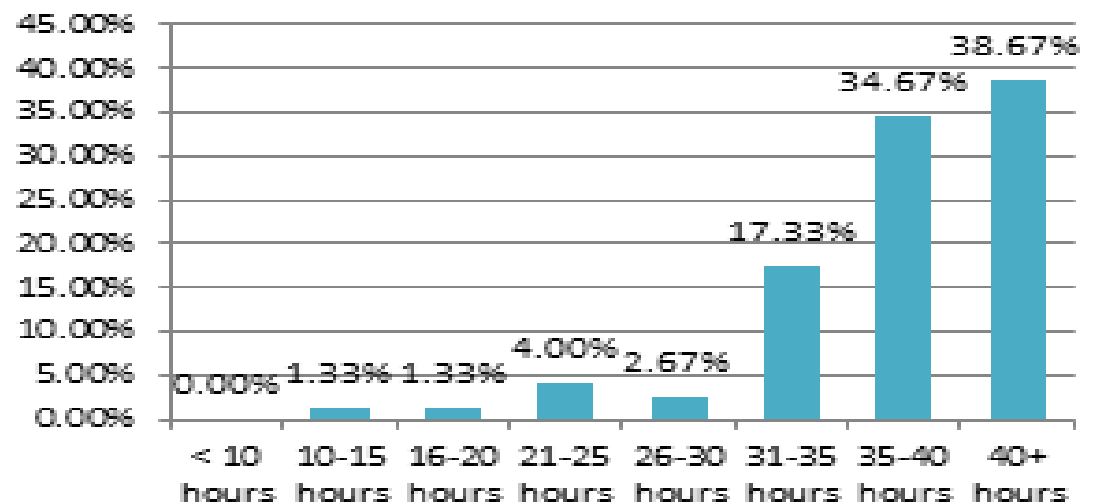
How many hours do you work per week - Level 2



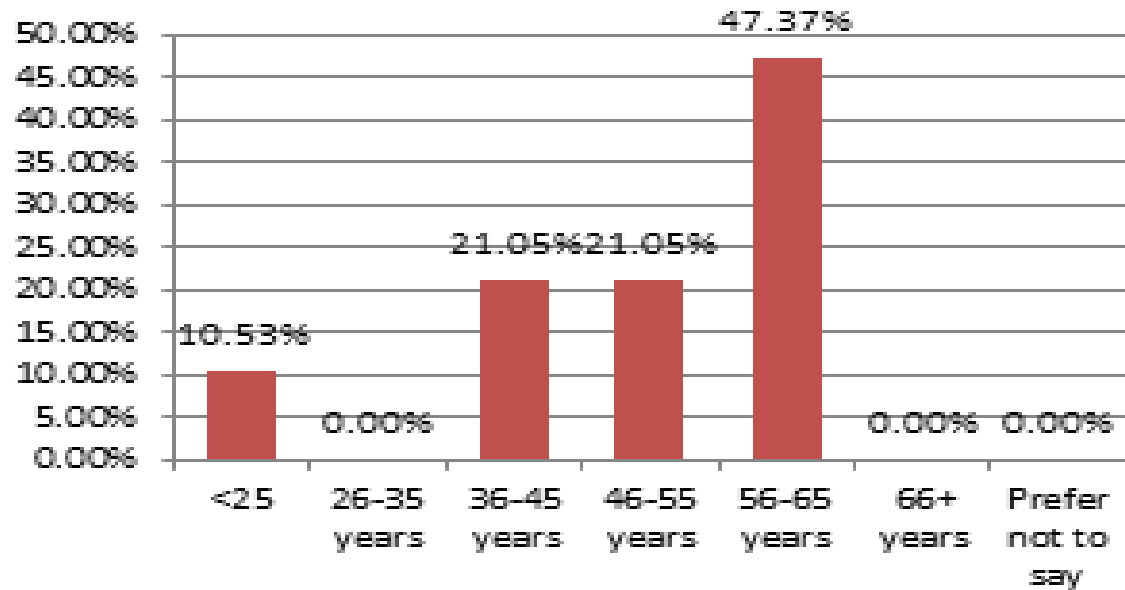
How many hours do you work per week - Level 3



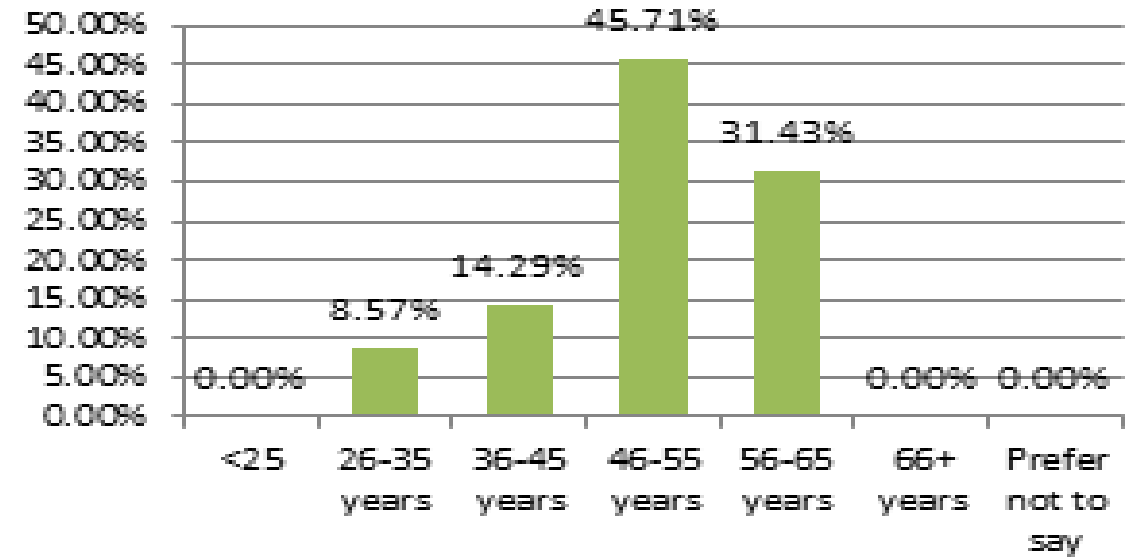
How many hours do you work per week - Level 4



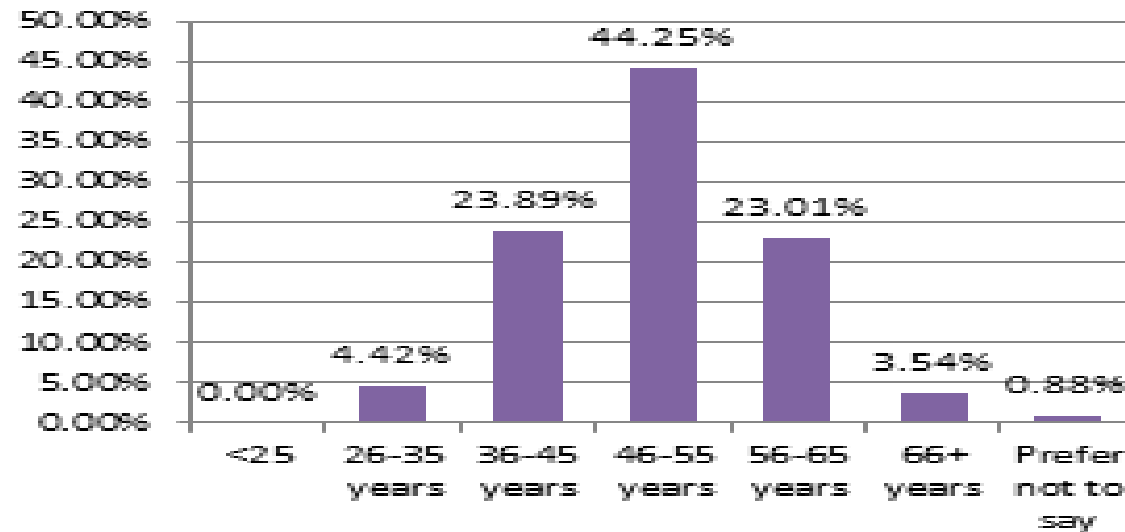
Your age is - Level 1



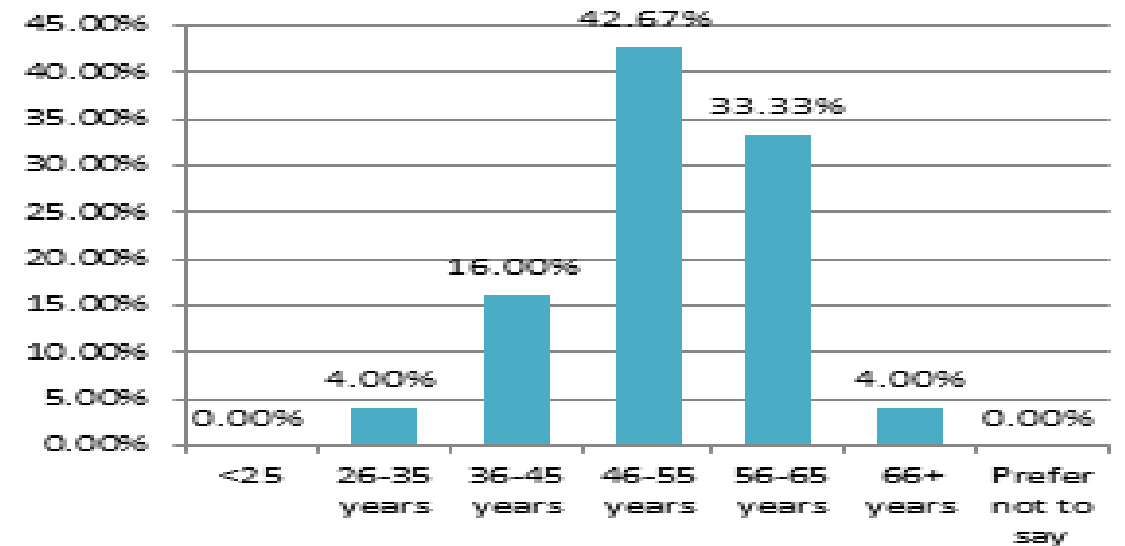
Your age is - Level 2



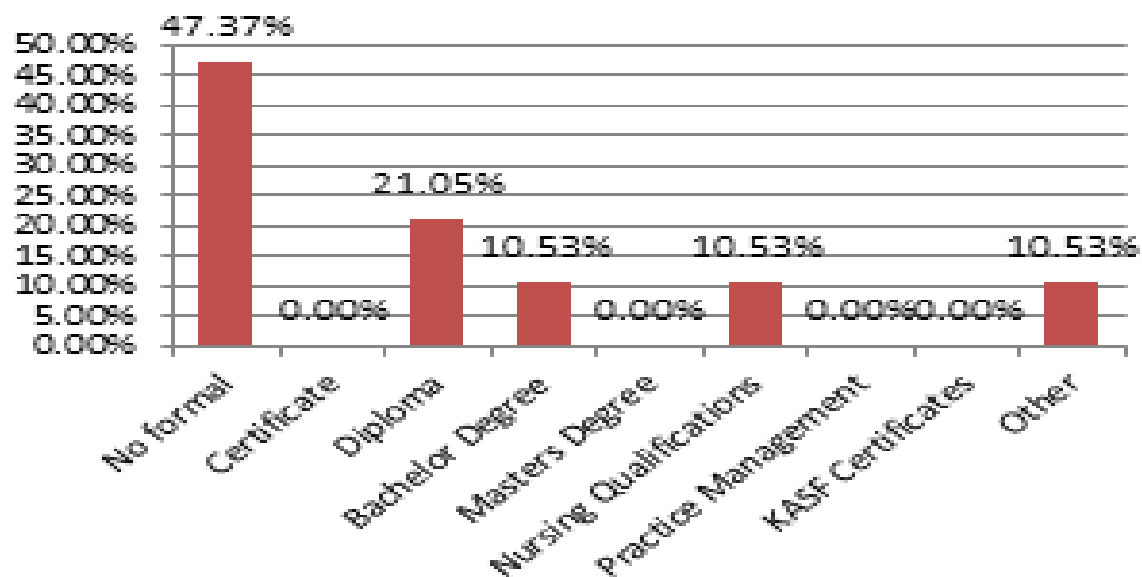
Your age is - Level 3



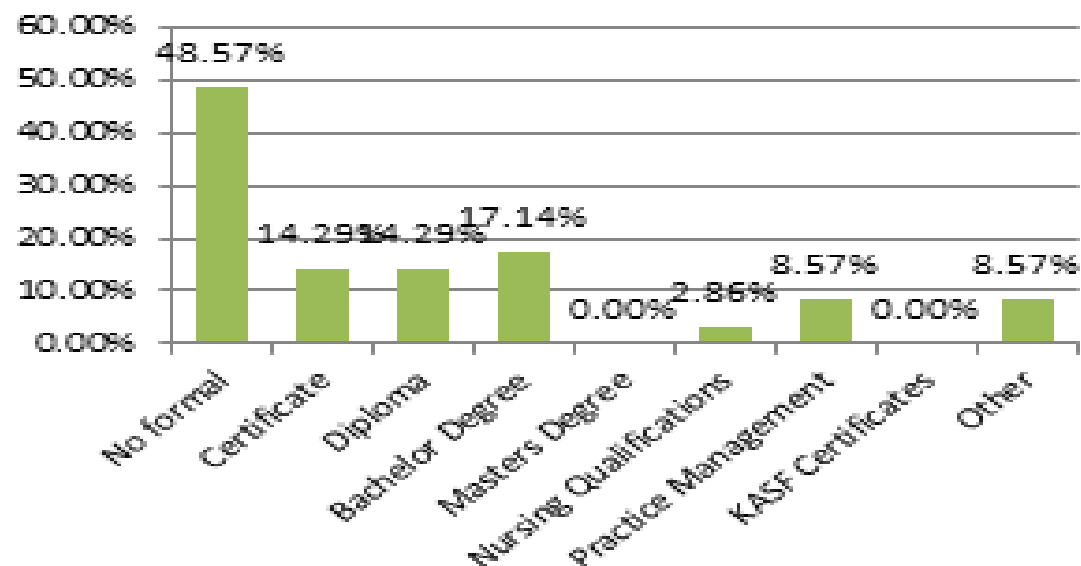
Your age is - Level 4



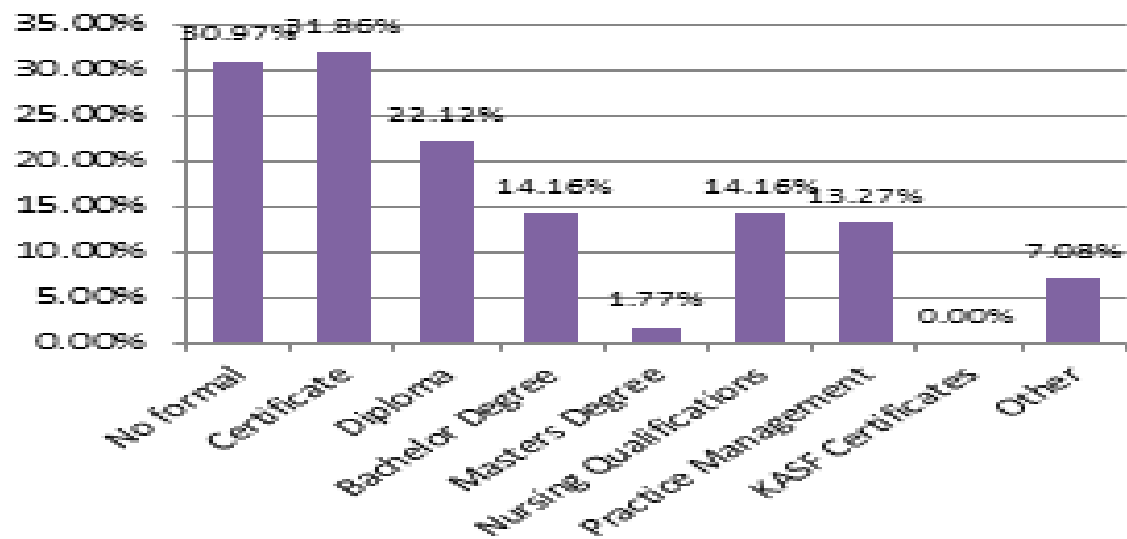
What qualifications do you have - Level 1?



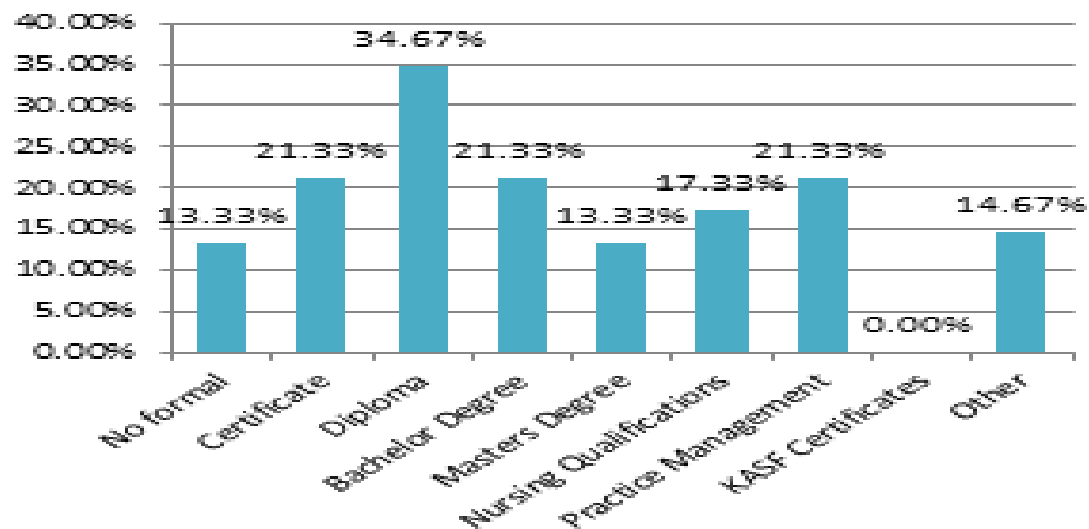
What qualifications do you have - Level 2?



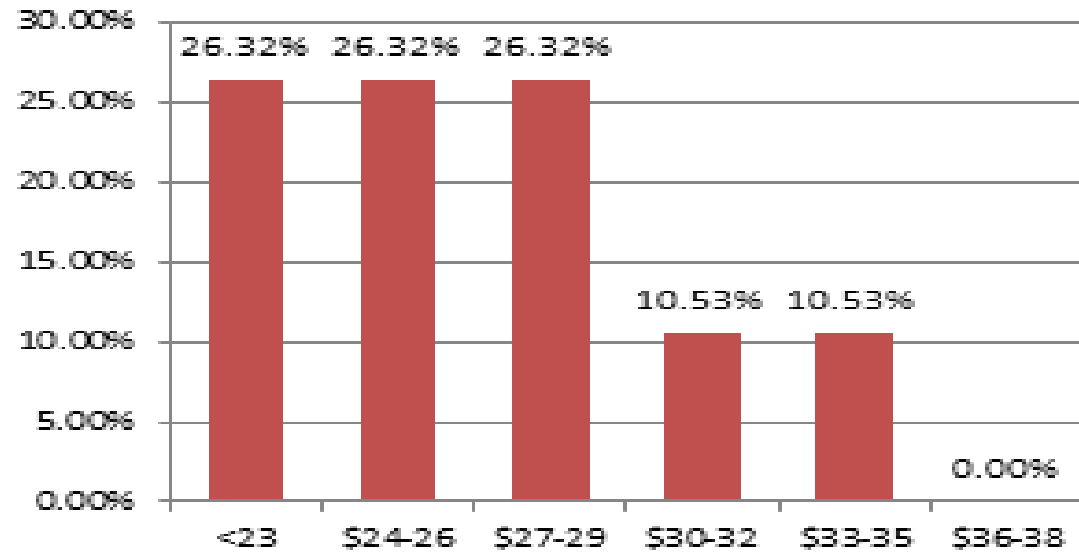
What qualifications do you have - Level 3?



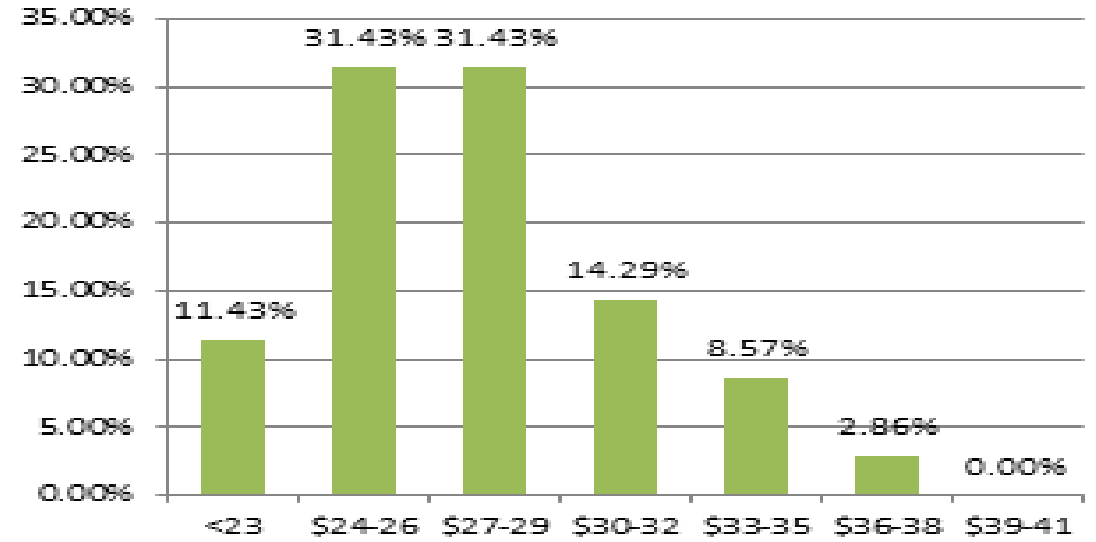
What qualifications do you have - Level 4?



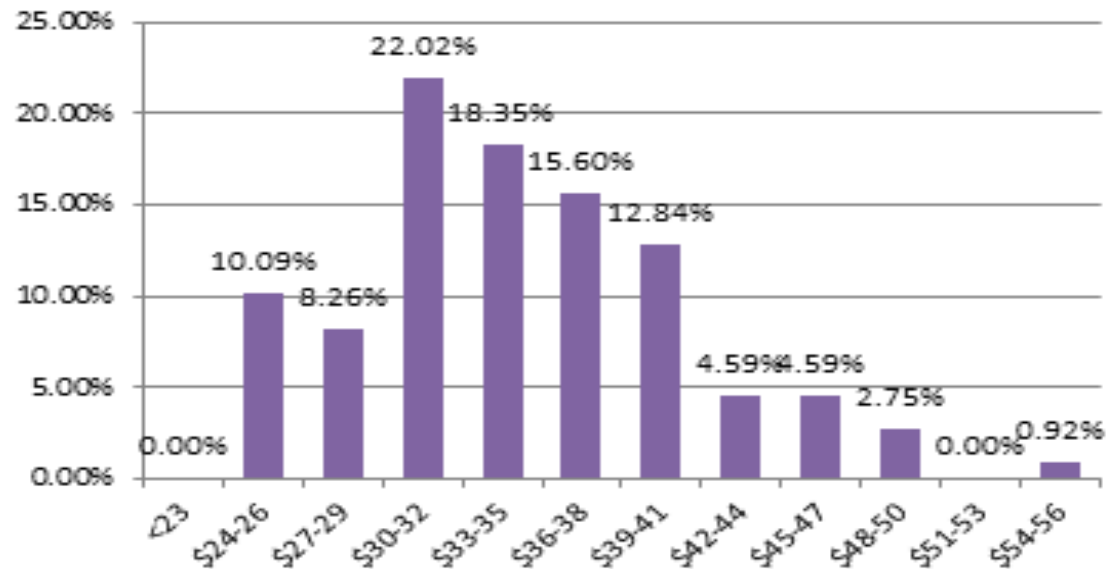
Hourly rate - Level 1



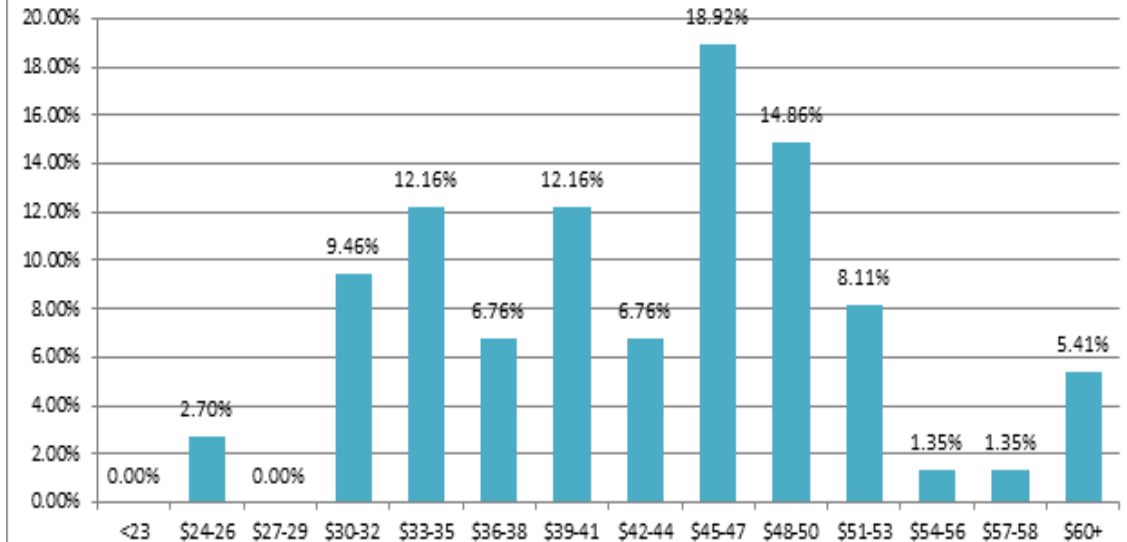
Hourly rate - Level 2



Hourly rate - Level 3



Hourly rate - Level 4



In Summary – A Level One Practice Manager will most likely:

- Work in a practice of 2 - 7 practitioner FTEs, with the predominant number of 4 - 5 FTEs
- Work in a practice with a patient base of 3,001 – 7,000, with the predominant range being 5,001 – 7,000
- Work 31+ hours
- 95% of practices belong to a PHO
- Be aged 56 - 65 years, which is slightly older than 2012 survey results

The hourly rate is widely spread between \$23 and \$29 per hour.

In Summary – A Level Two Practice Manager will most likely:

- Work in a practice of 2 - 5 practitioner FTEs, with the predominant number of 2 - 3 FTEs
- Work in a practice with a patient base of 1,001 – 5,000, with the predominant range being 3,001 – 5,000
- Work 31+ hours
- 96% of practices belong to a PHO
- Be aged 45 - 55 years, which is slightly younger than 2012 survey results

The hourly rate is widely spread between \$24 and \$29 per hour.

In Summary – A Level Three Practice Manager will most likely:

- Work in a practice of 2 - 9 practitioner FTEs, with the predominant number of 8 - 9 FTEs
- Work in a practice with a patient base of 3,001 – 10,000, with the predominant range being 3,001 – 5,000
- Work 31+ hours
- 99% of practices belong to a PHO
- Be aged 36 - 65 years, which is slightly younger than 2012 survey results

The hourly rate is widely spread between \$30 and \$41 per hour, the predominant rate being \$30 - \$35 per hour.

In Summary – A Level Four Practice Manager will most likely:

- Work in a practice of 2 - 7 practitioner FTEs, with the predominant number of 4 – 5 FTEs
- Work in a practice with a patient base of 3,001 – 10,000, with the predominant range being 5,001 – 7,000
- Work 40+ hours
- 93% of practices belong to a PHO
- Be aged 46 – 65 years, which is slightly younger than 2012 survey results

The hourly rate is widely spread between \$30 and \$60 per hour, the predominant rate being \$45-\$47 per hour.



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