

20 Point: Checklist of Qualities and Skills A Senior Staff Member Should Have to Mentor Your Graduates for Success in Your Private Practice.

The following checklist is designed with the ideal senior staff member in mind to mentor and train graduates. Without majority of the following traits, qualities and skills then it is difficult to create a successful private practitioner.

- Should have worked in private practice for a minimum of 12 months.
- Demonstrates safe and ethical practice.
- In that time, has demonstrated the ability to build a loyal caseload.
- KPI Data: Consistently consults 15 – 16 patients per day on 30 min timeslots.
- KPI Data: Less than 1 DNA or UTA per day on average.
- KPI Data: Revisits per patient falls between 8 - 11
- KPI Data: Stock sold for the year averages \$4000 +
- Has patients requesting to see this staff member and perhaps has a waiting list.
- Has a wide variety of clinical skills for private practice e.g. Dry Needling, Manual Therapy, Exercise Prescription, Hydrotherapy.
- This staff member is approachable in manner.
- This staff member can discuss the difficult situations and issues as required without conflict.
- This staff member liases well with you the business owner.
- Time management skills are exceptional and can produce programs, presentations and data in a timely manner.
- Understands the concept of mentoring.
- This staff member is comfortable with public speaking.
- This staff member is a good listener.
- Is able to balance mentoring and a clinical caseload of their own.
- Has exceptional customer service skills
- Has an excellent rapport with other health professionals and networks e.g. GP's, Specialist, Allied Health
- Proficient at interpreting and explaining investigation results