

PRE ACCREDITATION CHECKLIST

(Against the 3rd Edition of the standards)

Before arranging for accreditation, here is a quick checklist of the basic requirements. If you answer yes to most of these items, you are well on your way to being prepared. Take a few minutes to run through the list and contact the Division if you have any questions

1. PRACTICE SERVICES		
STANDARD	CRITERION	
1.1 Access to care	Our practice has a flexible system that enables us to accommodate patients with urgent, non-urgent, complex, planned chronic care and preventative health needs.	
	Patients of our practice are able to obtain advice or information related to their clinical care	
	Regular patients of our practice are able to obtain visits from a GP (where visits are safe and reasonable), in their home, residential aged care facility, residential care facility or hospital, both within and outside normal opening hours.	
	Our practice ensures reasonable arrangements for medical care for patients outside our normal opening hours	
1.2 Information about the practice	Our practice provides patients with adequate information about a practice to facilitate access to care.	
	Our practice gives patients sufficient information about the purpose, importance, benefits and risks associated with proposed investigations, referrals or treatments to enable patients to make informed decisions about their health.	
	Our practice has policies and procedures for communicating with patients who are not proficient in the primary language of our GP(s).	
	Our practice informs patients of the cost of care provided by our practice.	
	Our practice informs patients of the potential for costs when they are referred for investigation or a consultation with medical specialists, allied health professionals or other health services.	
1.3 Health promotion and prevention of Disease	Our practice provides health promotion and illness prevention services that are based on best available	

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	evidence.	
1.4 Diagnosis and management of specific health problems	Our practice ensures that our approaches to common and serious conditions are consistent with best available evidence	
	Our practice ensures that all GPs in our practice can exercise autonomy in decisions that affect clinical care.	
1.5 Continuity of Care	Our practice provides continuity of comprehensive care to patients.	
	Patients attending our practice are able to see the GP of their choice, if available.	
	A consistent approach is adopted within our practice to the diagnosis and management of common and serious conditions of individual patients.	
	Our practice has a system for the follow up and review of tests and results.	
1.6 Coordination of Care	Our practice engages with arrange of health, community and disability services to plan and facilitate optimal patient care.	
	Our referral documents to other health care providers contain sufficient information to facilitate optimal patient care.	
1.7 Content of Patient Health Records	For each patient we have an individual patient health record containing all clinical information held by our practice relating to that patient.	
	Our practice incorporates health summaries into active patient health records.	
	Each of our patient health records contains sufficient information about each consultation to allow another doctor to carry on the management of the patient.	
2. RIGHTS AND NEEDS OF PATIENTS		
2.1 Collaborating with patients	Our practice provides respectful and culturally appropriate care to patients.	
	Our practice provides opportunities for, and responds to, patient feedback	
	The presence of a third party observing or being involved in the clinical care during a consultation occurs only with the permission of the patient prior to the consultation.	

3. SAFETY, QUALITY IMPROVEMENT AND EDUCATION		
3.1 Safety and Quality	Our practice supports quality improvements activities.	
	Our practice has a clinical risk management system to enhance the quality and safety of our patient care.	
3.2 Education and training	All GPs in our practice are appropriately qualified and trained, have current registration, and participate in continuing professional development.	
	All our staff involved in clinical care are appropriately trained for their role in our practice.	
	Our administrative staff participate in training.	
4. PRACTICE MANAGEMENT		
4.1 Practice systems	Our practice has a system to manage its human resources.	
	Our practice implements strategies to ensure the occupational health and safety of GP(s) and staff	
4.2 Management of health information	Our practice has a systematic approach to managing the confidentiality and privacy of patient health information in our practice.	
	The security of patient health information in our practice is maintained.	
	On request by the patient, our practice transfers a summary or a copy of the patient health record to the patient, another medical practitioner, health service provider or health service.	
	Our practice has a system for the retention of – and any destruction of – patient health information.	
5. PHYSICAL FACTORS		
5.1 Facilities and access	Our practice facilities are appropriate for a safe and effective working environment for patients, staff and GPs.	
	The physical conditions in our practice encourage patient privacy and confidentiality	
	Our practice provides house calls/residential visits if people with disabilities have limited access.	
5.2 Equipment for comprehensive care	Our practice has access to medical equipment necessary to ensure comprehensive primary care and resuscitation.	

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	Our practice ensures that each GP has access to a doctors bag.	
5.3 Clinical support processes	Our practice ensures that Schedule 8 medicines are stored securely and are only accessed by authorized personnel.	
	Our practice has appropriate processes that maintain the potency of vaccines.	
	Perishable materials in our practice (medicines, vaccines and other health care products) are not kept or used beyond their expiry dates.	
	Our practice manages the risk of cross infection in accordance with the current edition of the RACGP Sterilisation/disinfection guidelines for general practice.	

If you would like to organize an informal discussion or have any question or requests regarding accreditation please feel free to contact our Accreditation Officer on 9726 1663 Or fax this sheet back and I will contact you.

PRACTICE NAME: _____

TELEPHONE: _____

FAX THIS SHEET
TO SYDNEY SOUTH-WEST GP NETWORK, ON (02)9726 1698.