

Accreditation Preparation Checklist

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What to have prepared for your General Practice for Accreditation Day for AGPAL and QPA accredited practices

Doctors

- Each doctor's APHRA registrations
- Each doctor's CPD (the RACGP QACPD statement is best)
- Each doctor's CPR certificate (if available or at least highlighted on the CPD statement)
- Each doctors immunisation status (ideally accompanied by AGPAL staff immunisation status form)
- A GP job description

Admin/Reception Staff

- Education documentation for each staff member
- CPR documentation for each staff member
- Job descriptions (one for receptionist, one for practice manager)
- Immunisation status (for each staff member)
- Induction list
- Performance appraisals or evidence of performance discussions
- A job description specifically for the infection control and cold chain coordinator with the coordinators actual name on it (if an admin person is responsible). It must provide detail on their specific responsibilities related to each of these roles.

Nursing Staff (if applicable)

- Job descriptions, including a specific one for the nurse with infection control coordinator and cold chain coordinator duties (with detail on specific responsibilities related to those roles). Please note if there is not a nurse, then infection control and cold chain coordinator duties need to be specified in one of the other job descriptions.
- APHRA registrations
- CPD certificates or CPD lists
- CPR certificates
- Immunisation status for each staff member
- Induction list
- Performance appraisal or evidence of performance discussions

Allied Health Practitioners

if they have access to the practice clinical system or have appointments/billings sorted for them by the practice

- Job descriptions, including a specific one for the nurse with infection control coordinator and cold chain coordinator duties (with detail on specific responsibilities related to those roles). Please note if there is not a nurse, then infection control and cold chain coordinator duties need to be specified in one of the other job descriptions.
- APHRA or industry body registrations
- CPD certificates or CPD lists
- CPR certificates
- Immunisation status for each
- Induction list

Other Documentation

- Business plan
- Business risk system/register
- Patient feedback results
- Patient feedback system
- Any documentation you keep on slips and lapses including incident report and register if you have one, and changes you have made as a result. Remind your team to think about what has changed a result of something that has been risky or caused a problem.
- Minutes of meetings
- Your IT protocol, ideally the completed RACGP computer and information security template & back up log
- Emergency response plan
- Blackout kit
- Cleaning schedule
- Equipment maintenance register/schedule
- Clinical equipment training and risk awareness register or evidence for all clinical staff
- Evidence of ethical dilemma issues being addressed

Policy & Procedure

Please have flagged (ideally with post it notes) in your policy and procedure manual, policies on:

- Home Visits
- Handover of care
- Contingency plan as a result of disaster or as a result of computers not working
- Management of pathology, investigations and results coming into the practice
- How you check for 3 points of Identification
- Privacy (must be a detailed policy)
- Social media
- Emails

Practice specific policies and procedures for:

- Cold Chain
- Infection control
- Steriliser and sterilising information and documentation (if you sterilise)

List of patient records for GP surveyor to access

Please make sure there are selection of records that have:

- Home visits
- Phone calls
- After hours care
- After hours follow up

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