



Practice Questionnaire



Please circle the number that most closely reflects your practice:

1. Not applicable; 2. Not considered; 3. Planning; 4. Implementing; 5. Reviewed & working well; 6. Fully functional

Practice Name: _____

Contact Name: _____

Practice email: _____

Please Circle

Practice Clinical Software: MD2, MD3, BP, Genie, Zmed, other _____

Practice Billing Software: Pracsoft, BP, Genie, Zmed office, other _____

Accreditation Status: Fully Accredited, Accreditation process in place, Not accredited

Please return with your expression of interest faxed: Attention Melissa/ Megan 07- 54568899

No.	Questions	Response	Examples
1	Is your practice enrolled for accreditation [or accredited]?	1 2 3 4 5 6	With AGPAL or GPA
2	Do you regularly review your systems concerning preventative health and chronic disease management?	1 2 3 4 5 6	Registers, recall systems, appointments
3	Do you have a chronic disease and preventative health strategy?	1 2 3 4 5 6	Does strategy include items such as goals & holiday and leave relief, is it agreed by all & are roles reflected in position descriptions?
4	Are your registers clean and well maintained?	1 2 3 4 5 6	i.e. Diabetes register, pap smear register - accurate with correct diagnosis coding, active patients, maintained regularly
5	Do you undertake and document quality improvements?	1 2 3 4 5 6	i.e. Plan, Do, Study, Act (PDSA) cycles; examples are in your accreditation manual
6	Do you have quality recall and reminder procedures in place?	1 2 3 4 5 6	A quality system would include dedicated staff who are given sufficient time to manage the process and staff participate to ensure efficiencies
7	Do staff have access to clinical and prevention guidelines, implement primary & secondary prevention activities and utilise patient resources?	1 2 3 4 5 6	e.g. Diabetes management in GP, Red Book, Green Book, patient resources in waiting room and clinical software
8	Do you have nursing personnel dedicated to chronic disease and preventative health screening, assessment and management?	1 2 3 4 5 6	Is the nurse fully supported in this role (position description, sufficient time)?
Cont			



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No.	Questions	Response	Examples
9	Do you have quality preventative immunisation procedures in place?	1 2 3 4 5 6	Do you ensure accessible resources, have reminder processes, data entry and accurate reporting (i.e. VIVAS), staff responsibilities?
10	Do you have quality cervical cancer prevention procedures in place?	1 2 3 4 5 6	Do you ensure accessible resources, reminder processes, data entry, population searches, abnormality follow-up, pap registry, appropriate MBS items, SIPs & PIPs and staff responsibilities?
11	Have you estimated income potential for preventative screening and management?	1 2 3 4 5 6	i.e. Nurse time, MBS items, SIPs & PIPs
12	Do you use available technology for population planning and are you able to provide de-identified client data to SCDGP?	1 2 3 4 5 6	i.e. Use of PENN Clinical Audit Tool (CAT)
13	Do staff maximise the use of Chronic Disease templates and tools within clinical software?	1 2 3 4 5 6	i.e. Screening, care plans, team care, referral templates
14	Are you able to communicate securely with external providers of care for your clients?	1 2 3 4 5 6	i.e. Maintain patient confidentiality via location certificate, PKI, i-health care directory
15	Do you have an identified CD team?	1 2 3 4 5 6	i.e. practice champion whose roles are known and documented in position descriptions, including succession planning
16	Do you have a team approach to care coordination both external and internal to the practice?	1 2 3 4 5 6	i.e. appointment scheduling, provider feedback, professional development systems, local directory of services, contacts
17	Will staff be encouraged to attend [mandatory] education events?	1 2 3 4 5 6	
18	Do you raise awareness and involve your clients in developing your practice systems?	1 2 3 4 5 6	i.e. Brochures, notices, client feedback on chronic disease and preventative health systems, suggestion box
19	Do you have a system in place to encourage patients to keep their follow up appointments and support them to take responsibility for their health and well being?	1 2 3 4 5 6	i.e. DNA appointment, outstanding pathology, self-management support between visits - 10997 visit with nurse?