

Top priorities for accreditation survey visit:

The surveyor conducts a review of

- Doctor bag (s)
- S8 records and storage (ensure patient address is recorded in the book)
- Medical records
- Doctors' RACGP QA & CPD and AHPRA registrations
- Practice Information Sheet
- Practice collecting "emergency contact person" for patients.

Have ready on the day samples of:

- After-hours visits (undertaken by another service or by the practice)
- Home/institution visits
- Patient/doctor phone contact

The following documentation should be ready for review on the day:

- Current registrations: GPs and nurses. 3.2.2
- Current CPD activity statement for all doctors and nurses in the practice. 3.2.2
- Certificates in continuing education for the past 3 years for other staff 3.2.3
- CPR certificates for GPs, nurses and staff 3.2.2, 3.2.3
- Induction program for new GPs and staff (including infection control) 4.1.1
- Job descriptions/position statements for all staff 4.1.1
- Immunisation status of staff 4.1.1
- Register/minutes of staff and clinical meetings 4.1.1
- Contract for after-hours arrangements/rosters (where applicable).
- Contract for disposal of sharps, biohazards and confidential waste.
- Vaccine fridge cold chain audit (eg Data logging or audit check list).
- Evidence of annual vaccine fridge maintenance as per manufacturer's instructions.
- Schedule of maintenance of key equipment.
- Schedule for routine cleaning.
- Sterilising – calibration.
- Pack and load process for steriliser.
- Sterilising log book.
- Hardest pack to sterilise and steriliser instruction manual.
- Patient feedback approved by RACGP.
- Computer security checklist provided by RACGP.
- Disaster contingency plan.
- List of improvements to the clinic in the last 3 years.
- An improvement made to prevent a slip or mistake in clinical care from reoccurring.
- Policy manual tagged with the following policies:
 - Home visits
 - Review of results and letters received by the practice
 - Cold chain
 - Infection control
 - Handover of patients
 - Practice feedback
 - Adverse events
 - Routine cleaning
 - 3 patient identifiers