**ACCREDITATION - WALK THROUGH**

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| --- | --- | --- |
| DATE: | CHECK | Comment |
|  | Have you registered for accreditation?Who with, AGPAL or GPA? |  |
| Patient SurveyApproved companies | 30 surveys per 1 GP FTECFEP – 0738552093- www.cfepsurveys.com.auUltrafeedback – 1800143733 – [www.ultrafeedback.com](http://www.ultrafeedback.com) |  |
| Arrival - outside | Building access, branding/signage |  |
| Arrival - Inside | Friendly environment/staff, Up to date posters, music in back ground, waiting area, signage, Disabled toilet, Practice Information Sheet.Answering machine message/after- hours care?Front desk Triage for non- clinical staffFire evacuation plan visible.  |  |
| Consultation Rooms | Examination bed (high/low),sink, Screen/Curtain around bed, adjustable bed, gowns, sheet for privacy.Sharpies secured, gloves, appropriate bins with lids, power point plugs, and equipment safe & secure, no cords hanging around.I/T screen protection  |  |
| Treatment Room | Screen/Curtain around bed, adjustable bed, gowns, sheet for privacy.Sharpies secured, gloves, appropriate bins with lids, power point plugs, and equipment safe & secure, no cords hanging around.Tag & Test all electrical cords.Equipment maintenance/document. |  |
| Immunisation Fridge | Immunisation fridge, monitored/documented temperature twice daily – why?Change battery on thermometer yearly.Procedure what to do if power outage, (Strive for 5 Guidelines, 2nd edt) 2014.Know who to call if outage, (Centre for Public Health).The Australian Immunisation Handbook (10th edt ) 2013.Check vaccines/ drugs for expiry date monthly/document. |  |
| Doctors Bag | Check Doctors bag monthly/document, must have appropriate equipment: |  |
| MedicationsS8 Drugs | Check expiry date monthly/documentCheck weekly, sign book |  |
| Bathroom Facilities | Access to disabled toilet, clean, bin with lid, safe wash.  |  |
| Kitchen | MDSS sheets for all liquids and lotions used Cupboards secure |  |
| Infection control Standards | RACGP copy 5th edition (2014)Identified staff member responsible for infection control Hand hygieneClinical waste bins – contractPPE – availableNeedle stick policy/procedure - visible Identified cleaner - contract |  |
| IT | IT provider, P/P for back up, secure messaging, etc.RACGP Computer & Information security standards, (2nd edt 2013). |  |
| Medical Records | Content of patients health records90% AllergiesSmoking statusHealth summaryCoding |  |
| Aboriginal Health | Are you asking the identification question? Are you re-registering annually for CTG?Are you conducting 715 every 9 months?How many staff have completed cultural awareness training? |  |
| Staff | Name tags, Qualifications, education/training (CPR), immunisation status.Job descriptions/staff appraisalsStaff meetings, agendas/minutes. |  |
| Policy/Procedure | Manual, electronic, staff have read/documentEg: Clinical governance, clinical handover, clinical risk management systemsPatient Identification – 3 approved identifiers |  |
| Quality Improvement | What have you improved/changed within your general practice since the last accreditation? |  |
| Useful websites | [www.racgp.com.au](http://www.racgp.com.au)[www.ama.com.au](http://www.ama.com.au)[www.safetyandquality.gov.au](http://www.safetyandquality.gov.au)[www.mphm.org.au](http://www.mphm.org.au)[www.gpa.net.au](http://www.gpa.net.au) |  |