

## ACCESS & DOCUMENTS REQUIRED AT YOUR SURVEY VISIT

Reference	Document Available	✓
ACCESS	Private space for surveyors to work during the visit	
ACCESS	Internet access for surveyors during the visit	
ACCESS	Access to Medical Records for the GP surveyor to conduct the mandatory medical records audit	
ACCESS	Access to Doctor's Bag	
PPM	Policy and Procedure Manual (including Email Policy and Social Media Policy)	
C 1.1	Practice information sheet	
C 1.2, C 6.1, GP 1.1	Appointment system	
C 1.3	Practice fees sheet	
C 3.1	Risk Management Register	
C 3.1	Complaints Handling System	
C 3.1	Complaints Register	
C 3.1	Business Plan	
C 3.2, C6.4, QI 1.1, GP 4.1	Position Descriptions for all staff	
C 3.2	Induction or orientation program for all staff and GPs	
C 3.2	Performance appraisals documents/evidence	
C 3.3	Contingency / Emergency Response Plan	
C 3.4	Evidence of Practice discussions	
C 3.4	Evidence of Clinical meetings	
C 3.5	Evidence of staff immunisation	
C 3.5	Staff rosters (if applicable)	
C 3.6	Ethics Committee Approval for Research	
C 3.6, C 6.3, GP 2.4	Health Information Transfer Consent Form	
C 4.1	Local Resource Directory	

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Reference	Document Available	✓
C 6.4	IT Manual/CISS Checklist	
C 6.4	Business Continuity Plan	
C 7.1, QI 1.3	New Patient Registration Form	
C 7.1, QI 1.3	GP Surveyor access to medical records – evidence of home visits, after hours consultations, consultations and telephone consultations	
C 8.1	Training / education program documentation, including CPR Training for administrative staff (appropriate to their role)	
QI 1.2	Patient Feedback Results (and RACGP Patient Feedback Approval if using own tool)	
QI 1.3	Report for quality improvement	
QI 3.1	Incident/Adverse Event Form	
QI 3.1	Incident/Adverse Event Register	
GP 1.1	Triage resources	
GP 1.3	Evidence confirming after hours arrangements	
GP 2.2	Follow up of test and results	
GP 3.1	Qualifications / training / education program documentation including VR, QI&CPD or PDP, Medical Board Registration & CPR Training evidence for all doctors working in the practice	
GP 3.1	Appropriate qualifications, current registration, training / education program & CPR Training documentation for clinical nurses and allied health professionals	
GP 3.1 GP 5.2	Equipment Register	
GP 3.1	Evidence of Staff Training on use of Practice Equipment	
GP 4.1	Sterilisation validation report	
GP 4.1	Infectious waste and sharps management control documents	
GP 4.1	Evidence of arrangements for cleaning	
GP 5.2	Maintenance schedule	
GP 5.3	Logbook Emergency Drug Stocks in the Doctors Bag	
GP 5.3	Schedule 8 Logbook (if applicable)	
GP 6.1	Vaccine fridge temperature recordings	