

## 7 Top Tips for the ERPT

- 1. Start your planning as soon as you can.** Registering for the ERPT is a great thing to have done for the safety of your practice but it is only the first step. Get into the tool, click on 'Add a new GP practice' and get going with your planning.
- 2. This may be the first time you have used an online tool, it's easy!** The tool has been designed to help you and make your life easier; it is very user friendly and will cut down the time it takes to make an emergency plan.
- 3. There are training resources within the tool, use them!** There are short videos that will explain how to use various functions in the tool. There are five videos in total and they are on the first five pages that you will get to. Take the time to look at them as they will make the process much easier. There is also a short guide book to the tool in the resources area on the first page you come to. It tells you section by section how to use the tool and will be invaluable. Many people download and print this so they can have it beside them as they complete the tool or you can access it at the top of each of the planning sections. You will also find blank tables to help you gather the factual information you need prior to entering it, these are definitely worth printing and using. There are other resources there and we encourage you to use them!
- 4. Your practice is a team, use them.** Spread the workload by getting other members of your team to either gather information or help with data entry.
- 5. Set yourself achievable goals.** Aim to complete one or two sections per week, put time in your diary so it is set aside.
- 6. If you are aiming for accreditation start early.** Accreditation will be of great benefit to your practice and emergency planning is part of accreditation. Try to complete your emergency planning early on. It is easy to do and will be an early success in your path to completion of the standards.
- 7. If you are stuck, ask for help.** There is a great support network set up around the ERPT, use it! You can call Healthpoint ANZ who have a help desk with experts to help you on 1800 008 384 or you can email [info@healthpointanz.com.au](mailto:info@healthpointanz.com.au). It is really important to ask for help if you need it, we want to help you complete the ERPT!

