

Practice-based extended skills accreditation checklist

RACGP Education Services | Quality and Compliance

Additional requirements: The practice may be able to provide documentation or website links to satisfy these requirements

Skin clinics	Family planning	Youth mental health clinic	Women's health clinic	Other (please specify)
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Communication, rights and respectful care

Appropriate information is provided for patients to manage their condition or be involved in decisions about their care.

A complaints management process is in place.

Patients are given information on billing and fees.

Patients are able to seek a second opinion or refuse treatment and understand the risks of doing so.

Interpreters are available.

Patients are informed about the presence of the registrar as a GPiT in the practice.

Patients are made aware that they are able to see another doctor if they do not wish to see the GPiT.

Governance and management

The prospective training site is appropriately licensed.

Trained clinicians can make clinical decisions autonomously.

There is a clinical risk management system.

There are appropriate orientation mechanisms for the GPiT, including training in use of any specific equipment.

There are work health and safety systems, such as procedures for not being alone in the practice, duress alarms and safe operation of equipment, as appropriate.

There are open disclosure processes.

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Skin clinics

Family planning

Youth mental health clinic

Women's health clinic

Other
(please specify)

Health records, results and patient follow-up

Appropriate systems are in place for maintenance of individual patient health information records.

There is adherence to Australian privacy principles – IT security systems are in place.

Robust processes are in place to ensure follow-up of patient results (eg pathology results, imaging reports, investigation reports and clinical correspondence), including recall as appropriate.

Infection control

There is consideration of standard and transmission-based precautions, including cross-infection.

Systems are in place to manage hand hygiene, practice cleaning and equipment cleaning.

If procedures are performed: Are single-use items used? Or how is cleaning and sterilisation managed?

NA

Personal protective equipment is available (ie masks, gloves, gowns, protective eye wear).

NA

There is effective management of infectious waste.

There is appropriate sharps management and disposal.

The practice environment includes

Waiting area

Patient toilets

Staff area

Appropriately equipped consulting rooms