

The Royal Australian College of General Practitioners (RACGP) *Standards for general practices* (5th edition) (the Standards) requires practices seeking accreditation to collect patient feedback. Patient feedback must be collected and used to inform quality improvement activities in general practices. For further information, see **Criterion QI1.2**, in the Standards.

The **Patient feedback guide** is a supplementary resource that has been developed to provide practices with further guidance on meeting their patient feedback requirements.

Essential pre-reading

In considering applications, the RACGP will assume that applicants have read and understood the Standards and the Patient feedback guide. Where a practice wishes to use their own method for collecting patient feedback, this method must meet the requirements of the Patient feedback guide.

Who should use this application form?

If you are using a patient feedback method requiring approval, you will need to complete this form and submit it to RACGP **before** you commence your patient feedback. For more information on which methods require approval, please go to 'Table 2. Patient feedback methods' in **Section 2** of the Patient feedback guide.

Filling in this form

Please complete the application form using only the spaces provided.

Applications will be reviewed by the RACGP Standards Unit. In some circumstances it may be necessary to refer an application to the RACGP Expert Committee - Standards for General Practices for review. This will add time to the application approval process and applicants will be advised of the approximate timing for completion. Applications will be evaluated on a case by case basis against the requirements specified in the Patient feedback guide.

The RACGP will treat all applications in confidence and will not circulate application documentation externally.

Application fee

A fee of **\$150.00** will be payable once the application has been received. This is a once off fee that applies per application, per practice, once RACGP approval has been made.

Conditions of approval

Approval of applications shall be provided in writing. Approval is not transferable to other patient feedback methods or other practices (other than branch practices).

Approval shall apply for the duration of the period in which you seek patient feedback for accreditation purposes, or a maximum of three years, whichever is greater.

How to lodge your application

Applications must be submitted electronically to **standards@racgp.org.au**

Further information

For further information please refer to the **Patient feedback guide**.

Applicants may also email RACGP directly at **standards@racgp.org.au**

Please complete the relevant application form. Alternative application forms are provided for patient feedback interviews, focus groups or other practice specific methods.

Applicant details

Name of contact person

Name of practice and any branch practices at which this patient feedback method will be used

Address

City

State

Postcode

Telephone

Fax number

Mobile number

Email

Anticipated date of accreditation survey

Anticipated date range when data collection using the proposed patient feedback method will commence

Your practice

Please provide a description of the key features of your practice. Your description should include:

- the practice location
- the demographics of your patient population
- the number of full-time equivalent (FTE) clinicians and specialised services in your practice.

This information will give the RACGP important context when reviewing your application.

Practice specific patient feedback method

This application is for a patient feedback method other than questionnaires, focus groups or interviews and is specific to the needs and circumstances of your practice. Please read Sections **1** and **2** of the Patient feedback guide for information and requirements for undertaking patient feedback. These elements will form part of the assessment and evaluation of your application.

Please provide as much detail as possible when responding to the following questions. This will provide RACGP greater ability to assess your application.

Questions

1. Please fully describe the patient feedback method you are proposing to use

2. Explain how you will collect each of the patient demographics listed in **Section 1** of the Patient feedback guide

3. Please describe how your proposed patient feedback method will address each of the following patient feedback themes listed in **Section 1** of the Patient feedback guide:

Access and availability

Provision of information

Privacy and confidentiality

Continuity of care

Communication and interpersonal skills of clinical staff

Communication and interpersonal skills of clinical and administrative staff

4. Is there any specific information you seeking about your practice?

5. How will your method address the volume requirements per FTE GP's in your practice?

For reference, volume requirements for **questionnaires**, **focus groups** and **interviews** can be found in Sections 3, 4 and 5 respectively in the Patient feedback guide.

Data reporting

The purpose of collecting feedback from your patients is to obtain meaningful data that can be used to drive quality improvement initiatives at your practice. That means data needs to be analysed and reported in a manner that readily highlights areas for improvement.

6. Please describe the manner in which you will report the outcomes of your patient feedback activity to your practice team and patients, including what tools and approach you will use to produce the report

This is the last question. If you have completed all fields you are ready to submit your application.

Applicant self-assessment checklist to meet patient feedback requirements

Questions have been included to address each of the core patient demographics outlined in the Patient feedback guide

Questions adequately address the six quality themes outlined in the Patient feedback guide

The questions have been pre-tested with a few patients to ensure they understand the questions and you have amended any issues arising

The number of patients you need to involve has been calculated per GP FTE in your practice as per Section 3, 4 or 5 of the **Patient feedback guide**.

Clear **staff instructions** for administering and collecting the practice-specific method have been developed

A data report template has been developed that:

Summarises key demographic data

Includes individual question responses in an easy to understand format

Presents the responses to the open-ended questions

Has a summary of what works well in the practice

Has a summary of areas where improvement is necessary

Required documentation for other practice-specific methods application

- A completed application form
- A copy of the practice-specific tool which has been pretested
- A copy of the information sheet/s that will be provided to patients
- A copy of the staff instructions for administering the practice-specific method
- A template report (or sample report) to demonstrate how patient experience data will be summarised in a format that enables the practice to identify areas for quality improvement and informs patients of the results.

Please note, depending on your proposed method and the responses to the above questions, the RACGP may need further information to consider this application.