

General Practice 2024 Year Planner

For free practice support, call 1800 2 ASSIST (1800 2 277 478 or 08 6278 7900), email practiceassist@wapha.org.au or visit practiceassist.com.au



Calendar key: <div><div></div>Public holiday</div> <div><div></div>Practice Connect publication date</div> <div></div> <div></div> <div></div>	JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE								
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S									
	1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7						1	2									
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
	29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30						27	28	29	30	31											
Practice actions	<div><input type="checkbox"/> End of the PIP/WIP quarter</div> <div><input type="checkbox"/> Action: PIP QI (Q2) - ensure data submission by 15 January</div> <div><input type="checkbox"/> Action: eHealth PIP - check SHS uploads for the quarter against your target</div> <div><input type="checkbox"/> Submit WIP hours</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> WIP confirmation</div> <div><input type="checkbox"/> Check WAPHA portal for practice data reports</div> <div><input type="checkbox"/> Consider accreditation actions and review/update plans</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> Check SHS uploads for ePIP requirements</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> End of the PIP/WIP quarter</div> <div><input type="checkbox"/> Action: PIP QI (Q3) - ensure data submission by 15 April</div> <div><input type="checkbox"/> Action: eHealth PIP - check SHS uploads for the quarter against your target</div> <div><input type="checkbox"/> Submit WIP hours</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> WIP confirmation</div> <div><input type="checkbox"/> Check WAPHA portal for practice data reports</div> <div><input type="checkbox"/> Consider accreditation actions and review/update plans</div> <div><input type="checkbox"/> AHPRA registration renewal for nurses</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> Check SHS uploads for ePIP requirements</div> <div><input type="checkbox"/> Update practice details with Practice Assist</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>								
Events and training								WAPHA and Practice Assist education and networking sessions							WAPHA and Practice Assist education and networking sessions																													
Health promotion activities								<div><div>• Ovarian Cancer Awareness Month</div><div>• World Cancer Day</div></div>							<div><div>• Melanoma March</div><div>• Hearing Awareness Week</div><div>• Kidney Health Week</div></div>							<div><div>• World Immunisation Week</div><div>• National Falls Day</div></div>							<div><div>• Heart Week</div><div>• International Nurses Day</div><div>• National Sorry Day</div><div>• Reconciliation Week</div></div>							<div><div>• Bowel Cancer Awareness Month</div><div>• Men's Health Week</div></div>								
Notes																																												

Calendar key: <div><div></div>Public holiday</div> <div><div></div>Practice Connect publication date</div> <div></div> <div></div> <div></div>		JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6					1	2	3							1
		8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
		15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
		22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
		29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30																					30	31							
Practice actions		<div><input type="checkbox"/> End of the PIP/WIP quarter</div> <div><input type="checkbox"/> Action: PIP QI (Q4) - ensure data submission by 15 July</div> <div><input type="checkbox"/> Action: eHealth PIP - check SHS uploads for the quarter against your target</div> <div><input type="checkbox"/> Submit WIP hours</div> <div><input type="checkbox"/> MBS indexation</div> <div><input type="checkbox"/> Workers' compensation fee indexation</div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> WIP confirmation</div> <div><input type="checkbox"/> Check WAPHA portal for practice data reports</div> <div><input type="checkbox"/> Consider accreditation actions and review/update plans</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> Ensure collection of up-to-date indemnity certificates for GPs, nurses and other relevant health professionals</div> <div><input type="checkbox"/> Check SHS uploads for ePIP requirements</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> End of the PIP/WIP quarter</div> <div><input type="checkbox"/> Action: PIP QI (Q1) - ensure data submission by 15th October</div> <div><input type="checkbox"/> eHealth PIP - check SHS uploads for the quarter against your target</div> <div><input type="checkbox"/> Submit WIP hours</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> Consider accreditation actions and review/update plans</div> <div><input type="checkbox"/> Indigenous Health PIP registration renewals</div> <div><input type="checkbox"/> Check WAPHA portal for practice data reports</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>							<div><input type="checkbox"/> Check SHS uploads for ePIP requirements</div> <div><input type="checkbox"/> Update practice details with Practice Assist</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>						
Events and training									WAPHA and Practice Assist education and networking sessions							WAPHA and Practice Assist education and networking sessions																											
Health promotion activities		<div><div>• NAIDOC Week</div><div>• National Diabetes Month</div><div>• Dry July</div><div>• World Hepatitis Day</div></div>							<div><div>• National Stroke Week</div><div>• Red Nose Day</div><div>• Daffodil Day</div></div>							<div><div>• Prostate Cancer Awareness Month</div><div>• Gynaecological Cancer Awareness Month</div><div>• R U OK? Day</div><div>• Dementia Week</div></div>							<div><div>• Breast Cancer Awareness Month</div><div>• Mental Health Week</div><div>• International Day of Older Persons</div></div>							<div><div>• Movember</div><div>• Cervical Cancer Awareness Week</div><div>• Antibiotic Awareness Week</div><div>• World Diabetes Day</div></div>							<div><div>• Decembeard</div><div>• International Day of People with Disabilities</div><div>• World AIDS Day</div></div>						
Notes																																											

Considerations	<input type="checkbox"/> All staff meetings <input type="checkbox"/> Clinical meetings <input type="checkbox"/> Admin staff meetings <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Practice insurance renewal <input type="checkbox"/> W/C insurance renewal <input type="checkbox"/> Test and tag equipment <input type="checkbox"/> Medical equipment servicing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Software subscriptions <input type="checkbox"/> Other subscriptions <input type="checkbox"/> Poisons permit <input type="checkbox"/> Register/update Provider Connect Australia <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Year of accreditation – consider monthly actions for accreditation <input type="checkbox"/> Policy & procedures review <input type="checkbox"/> Cold chain renewal <input type="checkbox"/> ERPT review <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Employee performance reviews <input type="checkbox"/> DVA indexation <input type="checkbox"/> MBS indexation <input type="checkbox"/> W/C indexation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> QI activities plan <input type="checkbox"/> QI activities review <input type="checkbox"/> Archiving – consider monthly <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Social media updates <input type="checkbox"/> Website updates <input type="checkbox"/> Patient surveys <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Cultural training and compliance, including Aboriginal and Torres Strait Islander culture and LGBTQIA+ <input type="checkbox"/> CPR updates <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------