



General Practice Accreditation Preparation Schedule

This timeline commences at the 12-month countdown to expiry of your current accreditation certificate, or for practices that are not yet accredited, the initial 12-month planning and implementation.

Countdown	Key events	Description
Start	Register with your accreditation agency	Practice registers for accreditation and receives: <ul style="list-style-type: none">• Registration certificate, username and password to access website• A copy of the Royal Australian College of General Practitioners (RACGP) Standards for General Practices (5th edition)
Receipt of registration certificate	Apply for the Practice Incentives Program	Visit the Medicare website and identify which Practice Incentive Program initiatives your practice may be eligible for: <ul style="list-style-type: none">• https://www.humanservices.gov.au/organisations/health-professionals/services/medicare/practice-incentives-program
12 months to go	Initial review	<ul style="list-style-type: none">• Start preparation for accreditation including a self-assessment and identify gaps• Engage with Practice Assist for assistance in meeting any gaps identified in your self-assessment
11 months to go	Ongoing review	<ul style="list-style-type: none">• Using gaps identified in the self-assessment, develop a priority task list using management tools such as a PDSA (Plan, Do, Study, Act) cycle for improvement and delegate tasks amongst practice team including, clinical and non-clinical aspects.• Develop and implement the priority task list / PDSA
6 months to go	Final review	<ul style="list-style-type: none">• Conduct final review of accreditation criteria using the self-assessment online tool provided by your accreditation agency.• Notify your accreditation agency of readiness for survey visit.
	Surveyor allocation	<ul style="list-style-type: none">• This process takes approximately 4 – 6 weeks and the practice can usually negotiate a date/day of the week
5 – 4 months to go	Practice visit	<ul style="list-style-type: none">• Ensure relevant staff members are on duty for the visit• Have all documents are readily available• Make sure a room is set aside for the surveyors to work in

Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.

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Countdown	Key events	Description
	Notification of results	<ul style="list-style-type: none"> • Takes 3 – 6 weeks after the survey visit for notification to occur • A full accreditation certificate and report will be issued; or • Conditional accreditation will be granted with non-compliances to be addressed in prescribed time frames
2 – 1 months to go	Remedial action	If conditional accreditation is issued: <ul style="list-style-type: none"> • Undertake remedial action • Supply evidence as indicated by assessment report
Complete	Process complete	Accreditation achieved
36 months to go	Ongoing work on processes	Over the next two years the general practice continues to update processes, procedures and policies in response to feedback and changes in the practice
12 months to go	Reminder received	Prepare for re-accreditation as before

More information

See Practice Assist resources:

- Fact Sheet - What is general practice accreditation?
- Fact Sheet – What is the Practice Incentives Program?
- Template – Policy and Procedure Practice Manual

Available at www.practiceassist.com.au