

[Advisory GP24/01: Assessment following relocation of physical premises by an accredited general practice](#)

Attachment 1: RACGP Standards for general practices (5th edition) indicators to be assessed at a relocation assessment of general practices

The following RACGP *Standards for general practices* (5th edition) indicators must be assessed to ensure a relocated general practice's physical size, layout, and location have been reviewed and the appropriate policy updates, education, and training have been implemented.

C1.1A	Our patients can access up-to-date information about the practice.
C2.3 A	Our patients with disabilities or impairment can access our services.
C3.3 A	Our practice has an emergency response plan for unexpected events, such as natural disasters, pandemic diseases, or unplanned absences of clinical team members.
C6.2 A	Our practice has a system to manage our patient health information.
C6.4 D	Our practice has a business continuity and information recovery plan.
C6.4 E	Our practice has appropriate procedures for the storage, retention, and destruction of records.
QI2.2 E	Our clinical team ensures that medicines, samples, and medical consumables are acquired, stored, administered, supplied, and disposed of in accordance with manufacturers' directions and relevant laws.
GP1.3 A	Our patients are informed about how they can access after-hours care.
GP1.3 B	Our patients can access after-hours care.
GP2.3 A	Our practice collaborates with other health services to deliver comprehensive care.
GP3.1 A	Members of our clinical team: <ul style="list-style-type: none"> • have current national registration where applicable • have accreditation/certification with their relevant professional association • actively participate in continuing professional development (CPD) relevant to their position and in accordance with their legal and professional organisation's requirements • have undertaken training in cardiopulmonary resuscitation (CPR), in accordance with the recommendations of their professional organisation, or at least every three years.

- GP3.1 B GPs working in our practice are one or more of the following:
- A vocationally registered (VR) GP
 - A medical practitioner on a pathway to general practice Fellowship
 - A general practice registrar under appropriate supervision from a qualified VR GP
 - Working under an approved workforce program

Where recruitment of recognised GPs or doctors on a pathway to Fellowship has been unsuccessful, our practice ensures doctors have the qualifications and training necessary to meet the needs of patients.

GP3.1 C Our clinical team is trained to use the practice's equipment that they need to perform their role safely and effectively.

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- GP4.1 A Our practice has at least one clinical team member who has primary responsibility for:
- coordinating prevention and control of infection
 - coordinating the provision of an adequate range of sterile equipment (reprocessed or disposable)
 - where relevant, having procedures for reprocessing (sterilising) instruments onsite or offsite, and ensuring there is documented evidence that this reprocessing is monitored and has been validated
 - safe storage and stock rotation of sterile products
 - waste management.

GP4.1 B Our practice has a written, practice-specific policy that outlines our infection control processes.

GP4.1 C Our practice has a clinical team member who has primary responsibility for educating the practice team about infection prevention and control.

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- GP4.1 D All members of our practice team manage risks of potential cross-infection in our practice by methods that include:
- good hand hygiene practices
 - the use of PPE
 - triage of patients with potential communicable diseases
 - safe storage and disposal of clinical waste including sharps
 - safe management of blood and body fluid spills.

GP5.1 A Our practice's facilities are fit for purpose.

GP5.1 B All face-to-face patient consultations in our practice take place in a dedicated consultation or examination space.

GP5.1 C Our consultation spaces permit patient privacy and confidentiality.

GP5.1 D Our practice has a waiting area that accommodates its usual number of patients and other people who would be waiting at any given time.

GP5.1 E Our practice has access to toilets and hand-cleaning facilities.

GP5.1 F Our practice is visibly clean.

- GP5.2 A Our practice has equipment that enables us to provide comprehensive primary care and emergency resuscitation, including:
- ability to view X-rays
 - auriscope
 - blood glucose monitoring equipment
 - disposable syringes and needles
 - electrocardiograph
 - equipment for resuscitation (ie equipment for maintaining an airway for adults and children, and equipment to assist ventilation, including bag and mask)
 - equipment for sensation testing
 - emergency medicines
 - examination light
 - eye examination equipment (eg fluorescein staining)
 - gloves (sterile and non-sterile)
 - height measurement device
 - intravenous access
 - measuring tape
 - ophthalmoscope
 - oxygen
 - patella hammer
 - peak flow meter
 - personal protective equipment (PPE)
 - pulse oximeter
 - scales
 - spacer for inhaler
 - specimen collection equipment
 - sphygmomanometer (with small, medium and large cuffs)
 - stethoscope
 - surgical masks
 - thermometer
 - torch
 - tourniquet
 - urine testing strips, including pregnancy testing kits
 - vaginal specula
 - visual acuity charts.

GP5.2 C Our practice has one or more height-adjustable beds.

GP5.2 D Our practice has timely access to a spirometer.

GP5.2 E Our practice has a defibrillator.

GP6.1 A Our practice has at least one team member who has primary responsibility for cold chain management in the practice.

GP6.1 B The team member who has primary responsibility for cold chain management ensures that the process used complies with the current edition of the National vaccine storage guidelines: Strive for 5.

- GP6.1 C The team member who has primary responsibility for cold chain management reviews the following processes to ensure potency of our vaccine stock:
- Ordering and stock rotation protocols
 - Maintenance of equipment
 - Annual audit of our vaccine storage procedures
 - Continuity of the cold chain, including the handover process between designated members of the practice team
 - Accuracy of our digital vaccine refrigerator thermometer.
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- GP6.1 D Our practice has a written, practice-specific policy that outlines our cold chain processes.