

Thank you for your interest in the 5thmap.

I am Keith a practice manager at a suburban Adelaide general practice.

OVERVIEW

As a practice manager, I view the 5th Standards and Accreditation in four parts:

[1] The Standards - the things ALL people within the practice must do and be aware of, all the time

[2] Preparation for Accreditation

[3] Accreditation day

[4] Post accreditation as the practice cycles back to [1]

On occasions it can seem as though the practice manager is being accredited rather than the practice, possibly due to the Standards being numerous, lengthy, sometimes intimidating or inaccessible to all staff.

In preparation for my first general practice Accreditation I was unable to source an integrated and visual overview or masterplan of everything I needed to do. I therefore created the 5thmap.

As the Standards are relevant to doctors, nurses and admin all must be aware of their content, though at 184 pages, few will read the entire Standards.

The 5thmap is designed to address this by getting directly to the point of what must be done by summarising the 5th Standards into concise single lines plus a Checklists page for any checklists within the Standards.

The numbering system is strictly as per the Standards and coloured for ease of use. Grey text descriptions, approved by RACGP, are straight to the point of what is to be done with relevant page number in [orange].

Of course all the work still needs to be done and submitted via your Accrediting agency of choice.

Practices must ensure reference to the 5th Standards for explanatory materials and required documentation.

The 5thmap compliments any existing Standards / Accreditation resources and fills a "mission control" / overview role but is not the end in itself but as a resource to assist understanding of the Standards and appropriate evidence will be required for assessment.

To maximise usefulness, below are my suggested uses on a Whole of Practice and individual Indicator basis.

WHOLE OF PRACTICE SUGGESTED USES

[1] Display on a wall where it can be seen everyday by all staff.

[2] Start using as soon as received due to the difference between the Standards and Accreditation [as above]

[3] Explain to entire practice the purpose, how it is designed to help and how it works.

[4] Begin in the centre. Expand to Modules, then Standards, then Criteria for background and context. Take action on the Indicators [far left & far right].

[5] If accreditation is not imminent, request ALL of your practice to read:

One blue, one maroon and one green Indicator per day. This will take less than 15 seconds.

With small and manageable information blocks the likelihood of content being remembered increases.

Within 30-40 days, all of the practice will be aware of the entire summarised content of the Standards in a way they may never have before.

OR

Send message to all, daily through your medical software of ONE blue, maroon and green Indicator.

Even those familiar with Accreditation will likely find information they were not aware of.

[6] Once all Indicators have been shared, invite ALL to advise the Indicators they believe they can assist with.

The 5thmap is designed to be written upon as a live working document.

It has been printed on large scale so it can be seen at a distance and understood.

With a majority [rather than a minority] of your team involved and information written upon, all can see the broad range of the Standards, what has been done, what is remaining, who is on track and who may need extra resources.

[7] Refer to Checklist page, as necessary with initials of clinical staff and ticking off items as checked.

[8] Both maps are printed on tough, water-proof and rip-proof paper so they can withstand years of use.

Adjacent to the Indicators are wide margins for the recording of notes. By survey day they should be covered in writing of notes, names, annotations, contacts, highlights, dates, tasks and noted as done plus any contributing information that helped the practice along the way.

[9] After Accreditation retain and use as reference point for your next 5thmap for the following three years.

This will ensure knowledge and thoughts of the Standards do not go dormant and then need to be hastily revived in an intense last minute rush.

INDIVIDUAL INDICATOR SUGGESTED USES

CORE [green]

C1.1>A [11]	CELL SHADED GREY	Refer to 5thmap Checklists
C1.2>A [15]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C1.3>A [17]	CELL SHADED GREY	Refer to 5thmap Checklists
C1.3>B [18]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C1.4>A [20]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C1.4>B [21]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C1.4C [21]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C1.5>A [22]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C1.5>B [23]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C2.1>A [28]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C2.1>B [29]	CELL SHADED GREY	Refer to 5thmap Checklists
C2.1>C [29]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C2.1>D [29]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C2.1>E [29]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C2.2>A [31]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C2.3>A [33]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.1>A [38]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.1B [38]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.1>C [38]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.1>D [38]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.2>A [41]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.2>B [41]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.2>C [41]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.2>D [42]	Write in margin WHO this is.	Complete Indicator requirements. Record when done.
C3.2>E [42]	Write in margin WHO this is.	Complete Indicator requirements. Record when done.
C3.3>A [44]	Write in margin WHERE this is.	Complete Indicator requirements. Record when done.
C3.4>A [46]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.4>B [46]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.4>C [47]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C3.5>A [50]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.5>B [50]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.6>A [53]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.6>B [53]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C3.6>C [53]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C4.1>A [56]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C5.1>A [58]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C5.1>B [59]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C5.2>A [60]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C5.3>A [62]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C6.1>A [65]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C6.2>A [67]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C6.2>B [67]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C6.3>A [71]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C6.3>B [71]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C6.3>C [71]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
C6.3>D [71]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.

CORE [green]

C6.4>A [74]	Write in margin WHO this is.	Complete Indicator requirements.	Record when done.
C6.4>B [74]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C6.4>C [75]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C6.4>D [75]	Write in margin WHERE this is.	Complete Indicator requirements.	Record when done.
C6.4>E [75]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C6.4>F [76]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C6.4>G [76]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C7.1>A [81]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C7.1>B [81]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
C7.1>C [82]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
C7.1>D [83]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
C7.1>E [82]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
C7.1F [82]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
C7.1>G [82]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
C8.1>A [85]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
C8.1>B [85]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.

QUALITY IMPROVEMENT [maroon]

Q11.1>A [90]	Write in margin WHO this is.	Complete Indicator requirements.	Record when done.
Q11.1>B [91]	Record at team / clinical meetings.	Complete Indicator requirements.	Record when done.
Q11.1>C [91]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
Q11.1>D [91]	Record as changes are made	Use white space under C2.1 on CHECKLISTS page.	
Q11.2>A [94]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
Q11.2>B [94]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
Q11.2>C [94]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
Q11.3A [97]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q11.3>B [97]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
Q12.1>A [100]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q12.1>B [100]	<i>CELL SHADED GREY</i>	<i>Refer to 5thmap Checklists</i>	
Q12.2>A [103]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q12.2>B [103]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q12.2>C [103]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q12.2>D [103]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q12.2>E [103]	<i>CELL SHADED GREY</i>	<i>Refer to 5thmap Checklists</i>	
Q13.1>A [106]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q13.1>B [106]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.	
Q13.2A [108]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.

GENERAL PRACTICE [blue]

GPI.1>A [115]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
GPI.1>B [115]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
GPI.1C [116]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
GPI.2>A [118]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
GPI.3>A [120]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.
GPI.3>B [121]	Write in margin who is responsible.	Complete Indicator requirements.	Record when done.

GENERAL PRACTICE

[blue]

GP2.1>A [124]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP2.1>B [125]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP2.2>A [129]	CELL SHADED GREY	Refer to 5thmap Checklists
GP2.2>B [130]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.2>C [130]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.2D [130]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.2>E [130]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.3>A [134]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.3>B [134]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.4>A [136]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP2.4>B [136]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP3.1>A [140]	CELL SHADED GREY	Refer to 5thmap Checklists
GP3.1>B [140]	CELL SHADED GREY	Refer to 5thmap Checklists
GP3.1>C [141]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP3.1>D [141]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP4.1>A [147]	CELL SHADED GREY	Refer to 5thmap Checklists
GP4.1>B [148]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP4.1>C [148]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP4.1>D [148]	CELL SHADED GREY	Refer to 5thmap Checklists
GP4.1>E [148]	CELL SHADED GREY	Refer to 5thmap Checklists
GP4.1F [149]	CELL SHADED GREY	Refer to 5thmap Checklists
GP5.1>A [152]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.1>B [152]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.1>C [152]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.1>D [153]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.1>E [153]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.1>F [153]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.2>A [156]	CELL SHADED GREY	Refer to 5thmap Checklists
GP5.2>B [157]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.2>C [157]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.2>C [157]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.2>D [157]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP5.2E [157]	Write in margin WHERE this is.	Complete Indicator requirements. Record when done.
GP5.3>A [160]	CELL SHADED GREY	Refer to 5thmap Checklists
GP6.1>A [164]	Write in margin WHO this is.	Complete Indicator requirements. Record when done.
GP6.1>B [164]	Write in margin WHO this is.	Complete Indicator requirements. Record when done.
GP6.1>C [164]	CELL SHADED GREY	Refer to 5thmap Checklists
GP6.1>D [164]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.

KEY

[grey]

Read:	Purpose
Read:	How to use
Read:	Indicator sample
Read:	Glossary
Read:	Disclaimer
Record:	Dates of: Previous Accreditation, Registration, Feedback, Self Assessment, Visit and Renewal
Note:	Licensing and copyright information
Note:	Contact details [feel free to contact me]
Note:	Feedback, referrals and testimonials happily accepted

CHECKLISTS PAGE

CI.1>A [11]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
CI.3>A [17]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
C2.1>B [28]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements
QI2.1>B [100]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
QI2.2>E [103]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP2.2>A [129]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP3.1>A [140]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP3.1>B [140]	Write in margin who is responsible.	Complete Indicator requirements. Record when done.
GP4.1>A [147]	Write in margin WHO this is.	Complete Indicator requirements. Record when done.
GP4.1>D [148]	Write in margin WHO this is.	Complete Indicator requirements. Record when done
GP4.1>E [148]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP4.1F [149]	Complete Indicator requirements.	All CLINICAL staff to initial to acknowledge requirements.
GP5.2>A [156]	Write in margin who is responsible.	Record date each item in the practice is checked.
GP5.3>A [160]	Write in margin WHERE this is.	Record date each item in the doctors bag is checked.
GP6.1>C [164]	Write in margin WHO this is.	Complete Indicator requirements. Record when done.

NOTES

As RACGP update their Standards, any 5thmap sets purchased thereafter will reflect those changes.

For those with a 5thmap already in their possession, updates will be listed on www.5thmap.com.au

To avoid the need to replace maps mid cycle, hand write changes onto maps in available white space.

Thanks to RACGP

For being approachable and understanding my plan to assist practices and being supportive of the 5th map philosophy / design and licensing approval.

Much respect to:

The RACGP Expert Committee - Standards for General Practices
&

The Standards Business Unit who devised the Standards for general practice (5th edition).

Only after spending months summarising the Standards, did I truly appreciate the sheer scope and detail of their work.

* * *

This document is updated and available from the Suggested Uses tab on the website.
Please contact should you have suggested uses of your own that might assist other practices

To Practice Managers and clinical and administrative teams, I hope you gain benefit from the 5thmap.
I am interested to hear how your team engages with the maps and how it assisted you and your practice.

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5thmap