

! Accreditation for a general practice occurs every 3 years. This QulK Tip includes a high level overview to help you prepare for your accreditation

Did you know?

Some non-traditional general practices can become RACGP accredited. Non-traditional practices include services that operate without a dedicated physical premises, including mobile services and those that conduct consultations at multiple locations (with or without a centralised office or headquarters).

Refer to this [guide](#) to check if your non-traditional general practice is eligible.

- ☐ **1. Review the RACGP Standards for General Practices**
 - Access the latest [RACGP standards](#). Complying with the standards is crucial to the accreditation process, so take time to familiarise yourself with them. Ensure you have enough time for preparation. The accreditation process can take a lot of time and energy. Starting the process 12-18 months before your accreditation day ensures that your practice is adequately prepared for the big day.
- ☐ **2. Build your accreditation team**
 - Put together a team who can meet and communicate regularly. Allocate specific tasks across the team, ensuring each person knows what they are accountable for. Meet regularly for updates and communicate progress to the whole practice.
- ☐ **3. Identify your accreditation agency**
 - There are currently [four agencies](#) who can accredit your practice. The most well known are Australian General Practice Accreditation Limited (AGPAL) and Quality Practice Accreditation (QPA).
- ☐ **4. Get familiar with accreditation resources**
 - The accreditation agencies have supporting resources to make the accreditation process easier. These resources include dashboards and helpful documentation for what to include in your policies and procedures.
- ☐ **5. Get support from your provider**
 - In addition to the helpful resources on your provider's website, your accreditation supervisor is a fantastic resource. They are there to support you and the process around accreditation. Don't be shy, ask them!
- ☐ **6. Get in touch with the QI Team**
 - Capital Health Network's QI team can support you with your QI activities and can assist you with questions you may have about specific criterion in the standards.
- ☐ **7. Succeed on your accreditation day!**
 - Your provider's assessor will visit you on your accreditation day and spend several hours reviewing everything you and your practice have accomplished. After, they will get in contact to either advise you that you have achieved accreditation or work with you to address any areas that need improvement.