Introduction to accreditation for practice managers e-learning program

Are you new to accreditation? Would you like a detailed understanding of the RACGP accreditation standards, requirements and demonstrating compliance?

North Western Melbourne Primary Health Network is providing 20 practices with access to a self-directed online learning module and a small online learning group.

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| North Western Melbourne Primary Health Network (NWMPHN) is offering 20 practices access to an e-learning module to increase your confidence and skills during your practice’s accreditation process.  The e-learning will be supplied by Medical Business Services, which is run by experienced practice manager Riwka Hagen.  Practice teams will be given access to one online learning module: *RACGP Accreditation Basics*. The module contains 1 to 2 hours of learning content including activities, quizzes, templates, tools and evaluation.  Practices will also be required to attend the following education sessions:   * *Supporting practices with accreditation* webinar on Thursday, 28 October 2021 from 12:00pm to 1.00pm. * A follow up 1-hour small group learning session to be booked in late January or February 2022 (date will be arranged to suit participants). |

How to apply

Please complete the application form attached below and email it to [education@nwmphn.org.au](mailto:education@nwmphn.org.au)

**Applications close at 5:00pm AEST on Friday, 1 October 2021.**

**Please direct all queries to:**

Claire Hardi

Workforce Development Program Support Officer

Phone: (03) 9347 1188

Email: [education@nwmphn.org.au](mailto:education@nwmphn.org.au)

Eligibility criteria

**To be eligible for the accreditation e-learning program, general practices must:**

* Be located within the NWMPHN region
* Due to have your accreditation visit booked within the next 8 months (prior to May 2022)

Participation requirements

**At least one person from each participating general practice will be required to:**

* complete the e-learning module: *RACGP Accreditation Basics* (approximately 1–2 hours)
* attend the *Supporting practices with accreditation* session on Thursday, 28 October 2021
* attend a follow-up small group session to discuss questions and queries (to be booked in late January or early February 2022 to suit participants). The e-learning module must be completed before this session
* complete all required evaluation activities.

About Medical Business Services

Riwka Hagen is the Director of Medical Business Services, which provides consulting, advisory, coaching, training and mentoring services to the health sector Australia-wide including general practices. You may also know Riwka as the founder and administrator of the highly active and influential Facebook group ‘Practice Managers Network’, which now has a global membership of over 7000.

Medical Business Services provides practical support with an exclusive focus on the dynamic and challenging needs of health industry businesses. Medical Business Services provide access to a team of experts from all areas of health management.

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| ABOUT PHNs  Funded by the Commonwealth Department of Health, Primary Health Networks (PHNs) began operation on 1 July 2015 and are responsible for coordinating primary health care and facilitating improved health outcomes in their local community. Melbourne Primary Care Network operates North Western Melbourne Primary Health Network (NWMPHN). |

EXPRESSION OF INTEREST: Application

Accreditation e-learning program

**You must tick each of these boxes to be eligible to apply.**

I confirm that my general practice:

is located within the NWMPHN region

is due to have our accreditation visit booked within the next 8 months (prior to May 2022)

has capacity to complete the e-learning module: *RACGP Accreditation Basics*

has capacity for at least one person from the practice to attend the following two sessions:

* *Supporting practices with accreditation* session on 28 October 2021 at 12:00pm
* follow-up small group session to discuss questions and queries (to be booked in late January or early February 2022 to suit participants).

agrees to complete evaluation and review activities.

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| **PLEASE COMPLETE YOUR GENERAL PRACTICE DETAILS** | |
| **Name of practice:** |  |
| **Lead contact person:** |  |
| **Practice address:** |  |
| **Contact phone:** |  |
| **Contact email:** |  |

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| **PLEASE COMPLETE THE EXPRESSION OF INTEREST QUESTIONS** | |
| **QUESTIONS** | **WEIGHTING** |
| 1. **Please provide a brief overview of why your practice would like to participate in this project.** | 30% |
| 1. **How will you ensure all project activities are completed?** | 30% |
| 1. **How will you share the knowledge gained in this course with other members of the practice team?** | 30% |
| 1. **What barriers do you think may limit your participation in and successful completion of this project? How will you seek to overcome them? (Please include the risk/barrier and how you plan to mitigate/overcome the barrier)** | 10% |
| **ADDITIONAL QUESTIONS** | **NON-WEIGHTED** |
| **Please provide any additional information to support your application.** | - |

**Please return the completed application form to** [**education@nwmphn.org.au**](mailto:education@nwmphn.org.au)

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We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.

