# State-funded General Practice Respiratory Clinic (GPRC)

# Specifications for the Victorian Department of Health funded General Practice Respiratory Clinics

GPRC Specification checklist

You must be able to fulfill each of the following criteria to be eligible for this project. Please complete this checklist and submit with your completed Expression of Interest application from.

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| **Requirements** | Does your service currently meet this requirement? (Y/N) | If No, please detail what would be required to meet this requirement. |
| **Operating hours** |  |  |
| Operating up to 16 hours per day (8am to 12am or 7am to 11pm), 7 days a week until 30 June 2022.  The key requirement is the clinics are open outside of normal business hours. Clinics should be able to demonstrate that they can operate outside of usual business hours on week days and operate on weekends.    It is recognised that clinics may not commence operating a full 16 hours a day, but could ramp up to this depending on demand. |  |  |
| **Staffing** |  |  |
| Minimum of 1 VR General Practitioner, 1 Registered Nurse and reception staff coverage |  |  |
| Ability to scale up to more GPs and nurses when required/peak periods |  |  |
| All clinical staff to be registered with AHPRA |  |  |
| **Services** |  |  |
| Provide services via pre booked appointment (phone or online booking system) and ‘walk up’ appointment. |  |  |
| Undertake full face-to-face respiratory assessments including respiratory virus PCR multiplex (including SARS-CoV-2) testing |  |  |
| Short-term management of patient’s acute, immediate respiratory needs, with longer term management supported by referral to back to patient’s regular GP |  |  |
| Ability to contact ED to discuss and escalate patients as necessary |  |  |
| Pathology within and outside of business hours |  |  |
| Provision of written discharge within 48 hours to patient’s regular GP following management of immediate respiratory illness. |  |  |
| Assist patient to access ongoing GP care where they don’t have a regular GP. |  |  |
| Support patients who test positive to COVID-19 to receive care through the COVID Positive Pathways program, which links people to clinical care, monitoring and support services. |  |  |
| Notification to patient of any positive COVID case within 24 hours |  |  |
| Notification to Vic DH of any positive COVID case following Coronavirus (COVID-19) Case and contact management guidelines for health services and general practitioners Version 27.1 |  |  |
| Provide paediatric respiratory assessment and care |  |  |
| Operate as an ED diversion option, receiving warm referrals from general practices, pharmacies, COVID+ Pathways providers and EDs. |  |  |
| Provide services to people with and without a Medicare card, with no out of pocket costs to patients. |  |  |
| Provide access to interpreters for all patients when required, including for patients who do not have Medicare cards |  |  |
| Provide treatment to diverse patient cohorts including vulnerable and at-risk populations |  |  |
| Appropriate workforce capacity and staffing plan |  |  |
| ***Premises/facilities*** |  |  |
| A minimum of two isolation rooms for COVID-19 assessments and management. The isolation rooms must be configured and equipped to support effective infection prevention and control |  |  |
| Direct external access that does not require patient to transit through any other part of the practice |  |  |
| Wheelchair access and other standard disability access requirements |  |  |
| Access to toilets for patients and personnel that are not used by any other part of the associated General Practice |  |  |
| Close proximity to sufficient car parking |  |  |
| Defibrillator on site and staff trained in use |  |  |
| **Infection Prevention and Control (IPC)** |  |  |
| Complete and comply with recommendations of an external IPC assessment, training and State and Commonwealth guidance. |  |  |
| All staff to adhere to infection control guidelines and the use of PPE as per Victorian Government Guidelines |  |  |
| Have a COVID Safe plan that complies with Victorian Department of Health requirements |  |  |
| Mandatory COVID vaccination of all staff as per Victorian government guidelines |  |  |
| Adhere to all Victorian DH COVID-19 staff furlough and exposure site clearance guidelines |  |  |
| **Engagement with PHN** |  |  |
| Participate in regular Community of Practice events facilitated by the PHN |  |  |
| **Reporting** |  |  |
| Undertake appropriate medical record keeping using practice management software |  |  |
| Submit monthly activity report outlining clinic utilisation information (reporting template will be provided by the PHN) |  |  |
| Submit monthly deidentified patient data report summarising patient information (reporting template will be provided by the PHN) |  |  |