



The Royal New Zealand
College of General Practitioners

Application for an Organisation to gain RNZCGP endorsement of an Audit of Medical Practice

The mission statement of the RNZCGP is “to improve the health of all New Zealanders through high quality general practice”. An audit of medical practice activity includes cycles of clinical audit to measure practice performance and actions taken to make improvement. These continuous quality improvement activities are one of the tools the RNZCGP promotes to help general practitioners’ progress along the path of achieving high quality general practice.

General practitioners undertaking Maintenance of Professional Standards are required to gain 30 credits every three years from undertaking continuous quality improvement activities with a clinical focus. To claim credits these activities must have College endorsement. This application provides a guide for organisations wishing to gain College endorsement for their continuous quality improvement activities.

Should you wish to make application for College endorsement, please provide as much of the following information as possible. Feel free to include any additional material that you feel supports your application. Your application is assessed on its ability to meet the information requested on the following page.

Please send your application and all correspondence to:

MOPS Co-ordinator
RNZCGP
PO Box 10440
Wellington 6143

Email to alita.bigwood@rnzcgp.org.nz or jeanette.satterthwaite@rnzcgp.org.nz



Application for endorsement of an Audit of Medical Practice activity

Name of organisation:	
Address:	
Phone:	Email:
Contact Person:	Date:
Title of Activity:	
Is this application: <input type="checkbox"/> new or <input type="checkbox"/> previously submitted	
Topic (description of audit/activity) <ul style="list-style-type: none">• Describe why & how you chose this topic• What aspect of clinical practice is the activity measuring?• How will the practices benefit from undertaking the activity?• How does this activity involve the practice team?	
Plan <ul style="list-style-type: none">• Indicators: Measurable elements of clinical practice performance based on the best evidence available for (e.g. evidence based guidelines), that it can be used to assess quality, and produce a change in the quality of care provided. e.g. The practice effectively manages Diabetes Mellitus type 2.• Criteria: elements of care that can be counted or measured in order to assess the indicator e.g. Recorded in the notes: age, ethnicity, blood pressure, weight, BMI, blood glucose, visual acuity, pedal pulses, foot sensation, smoking status, referred to eye specialist, HbA1c, microalbuminuria, total cholesterol.• Standards: specifies the level of performance you want or expect to achieve. Evidence or contractual obligations may set standards or you may set your own standard. The initial audit may set a base line for improvement. A standard can be set for each criterion.e.g. ethnicity recording in 80% of notes, blood glucose recorded in 90% of notes.• Describe the process used to develop the indicators and criteria above: (if relevant attach list of references).	

Data collection
Describe the data (to be) collected; the process of data collection and the method of data analysis
Check (analyse data)
How will the audit be evaluated? Describe areas targeted for improvement.
Act (implement change)
<ul style="list-style-type: none"> • How will the individual doctor be informed about the results of the audit? • What information will they receive? e.g. individual results, peer comparison. • What will the individual doctor be asked to do with their information (e.g. plan and implement change). • General practitioners claiming credits towards MOPS will be asked to complete a summary sheet, asking for this information. Incorporate this in your process (copy of summary sheet is included). • How will the organisation support doctors to make changes as a result of the audit?
Monitor
How will the progress of changes be monitored?
Second cycle (data, check, act & monitor)
When will this process be repeated?