

PIP QI Readiness Checklist – What to do now

	Yes	No
Practice Accreditation	<input type="checkbox"/> <p>Ensure you maintain your accreditation so you can continue to receive your PIP. Speak to your dedicated PHN Practice Support Officer if you need ongoing help and support with accreditation.</p>	<input type="checkbox"/> <p>Speak to your dedicated PHN Practice Support Officer about becoming accredited.</p>
Practice PRODA account set up	<input type="checkbox"/> <p>Register for PIP QI on 1 August via HPOS. Please note: the person applying for PIP QI in your practice must be an 'Authorised Contact Person/Delegate'.</p>	<input type="checkbox"/> <p>Register for PRODA straight away so you can register via HPOS. Speak to your dedicated PHN Practice Support Officer if you need assistance with PRODA set-up.</p>
Practice registered for PIP QI	<input type="checkbox"/> <p>Please share your PIP Practice ID (found on PIP statements) with your local PHN to ensure you receive payments from DHS.*</p>	<input type="checkbox"/> <p>Register your practice for PIP QI on 1 August via HPOS and share your PIP Practice ID (found on PIP statements) with your local PHN to ensure you receive payments.*</p>
PenCS installed in practice	<input type="checkbox"/> <p>Ensure that your de-identified data is sent to the PHN in the first week of every month (via scheduler). Please note: practices will be required to sign an addendum to their current PenCS contract with their PHN. Date TBC.</p>	<input type="checkbox"/> <p>Speak to your dedicated PHN Practice Support Officer about obtaining a FREE PenCS licence and to organise installation and training (Cat4, Topbar & Scheduler**). Please note: practices will be required to sign a PenCS contract with their PHN. Date TBC.</p>
Practice undertaking Quality Improvement activities	<input type="checkbox"/> <p>Continuous Quality Improvement is a requirement in order to receive PIP QI payments. Continue to work with your PHN Practice Support Officers to undertake and document your QI activities. IMPORTANT - Make sure you keep records of your QI activities for 6 years.</p>	<input type="checkbox"/> <p>Continuous Quality Improvement is a requirement in order to receive PIP QI payments. Speak to your dedicated PHN Practice Support Officer for support with implementing Quality Improvement Activities in your practice.</p>

* For practices that meet eligibility.

** For practices with conformant software

PIP QI implementation and maintenance – What to do next

		How to do this
Get to know your data extraction tool and technology	<input type="checkbox"/>	<p>Organise some one on one training with your PHN. Training can include:</p> <ul style="list-style-type: none"> • Cat4 • Topbar • Best use of Clinical Software • Understanding the 10 Improvement Measures
Team education and engagement	<input type="checkbox"/>	Educate and engage your entire team about PIP QI. Your PHN can assist with helping you to devise strategies to engage the team. This is the perfect first Quality Improvement Activity!
What is the health of your data?	<input type="checkbox"/>	Arrange a meeting with your PHN Support Officer to run through your practice's baseline data report to really understand where your practice has opportunities for improvement.
Choose your focus	<input type="checkbox"/>	Decide as a team what area you would like to focus on. This can be data driven, people driven, process driven, the options are endless!
Start undertaking Quality Improvement Activities	<input type="checkbox"/>	<ul style="list-style-type: none"> • Obtain a Quality Improvement Toolkit from your PHN to understand the many different ways you can undertake quality improvement. We can support you to identify the best approach. Remember: Keep all records of Quality Improvement for 6 years. • Regularly visit www.nbmphn.com.au for latest resources to support your Quality Improvement journey.