

April monthly data due

AS YOU ARE all aware, the measures for the month of April are due on Wednesday 4 May. As most practices have already been collecting access measures in the April data entry form, the NPCC team are requesting that the CHD and diabetes measures also be included in this month to enable the report to be 'Completed' in the online reporting system.

This therefore enables practices to start collecting access

measures for the month of May in the relevant data entry form and likewise complete the May report at the beginning of June when the data is due.

Currently, if possible practices should now have baseline data and April data only. If you have any problems with data being entered into different months, please contact Sandi Hill at the division on 6622 4453, who will be able to assist.

MD extraction tool

Medical Director

THE NPCC IS pleased to announce that the Medical Director (MD) extraction tool is now ready for use. The tool with a user guide has been posted out to all practices using MD on Friday to ensure they receive it before the April data is due.

Please wait to install the extraction tool until the NRDGP IMIT staff have tested it. I will e-mail you as soon as we have the go ahead.

We are happy to talk you

through how to use the tool over the phone once you have received a copy. If any of you are unsure of how to install the tool please contact Sandi.

This means that the baseline data can now also be viewed. NPCC suggests practices unzip their backup file into a separate folder away from the MD server and point the extraction tool to the relevant backup files.

Should you have any problems or concerns regarding the tool, please call Sandi.

Lodging PDSAs

Timeout issues with ORS

SOME PRACTICES HAVE experienced problems when lodging their PDSAs. General symptoms are that they type the whole PDSA out, hit "Save Cycle" and then are taken back to the login screen. When they log back in, their PDSA is generally blank except for the header information.

NPCC advises the website has a 20 minute "timeout" function. Although this serves a number of functions, it is causing problems for some practices that are spending more than 20 minutes planning their PDSA online. NPCC is investigating getting the

timeout extended, but at the moment please be aware of this issue. It is possible to use "cut & paste" from Word documents into the ORS.

Saving the access measures

NPCC advises that although practices are hitting "save & close" in the Third Available Appointment Calculator, this does not save the information. NPCC is looking at improving this function. However in the meantime please be aware that you have to click on the "save" at the bottom of the Data Entry Screen (ie; right at the bottom of the page underneath the "Feedback/Comments on this report"), otherwise the entered data may be lost.

ORS features update

THE ORS HAS now been updated to accept multiple email addresses in the GP practice details. This will be useful if you want the reminder or feedback emails to go to multiple staff members at a practice. NPCC has tested this using up to three email addresses. So if this is useful to you please let Sandi know and she will add the addresses.

Good PDSA database

The 'good' PDSAs identified from the 8-day challenge have now been loaded onto the online reporting system. They are listed by topic area and sub-categorised by measures and change principles. GPs can now view these via their ORS.

Results of 8-day challenge

The response to the 8-day challenge has been incredibly encouraging, with 91% data

completeness (see table below). Congratulations to you all for your hard work during this time.

The NPCC ensured that all PDSAs submitted by the deadline were reviewed and feedback letters were sent out to each of the practices by Friday 15 April. Some exceptionally high quality PDSAs were submitted and the NPCC has reviewed these and posted them to the 'Good PDSA database', which is now available to you from the online reporting site.

8-day challenge summary

Data completeness	91%
Total number of PDSAs	181
Av. number of PDSAs p/practice	1.26
<i>Breakdown of PDSAs:</i>	
Access	35%
Diabetes	38%
CHD	19%
Other	7%
Number of exemplars	24

News Briefs

Points for nurses participating in the Collaboratives

The NPCC team is currently in contact with the Royal College Nurses Association (RCNA) about endorsing the NPCC activities. The RCNA has a learning professional development program (LP3) at 1 point per hour with a suggested target of 30 points per annum. The RCNA endorses some programs and if not endorsed, then nurses can self allocate points using set criteria. We will keep you informed of progress.

Invoices for reimbursements

The NPCC requires an itemised list of expenses containing a date, brief description of the expense, and the cost. Your current setup should be fine, providing it meets the ATO's requirements for a valid tax invoice.

Please provide a photocopy of the receipts for expenses as you will need to hold on to the originals for your own records. The invoices should also contain standard details, eg:

To: NRDGP
 From: Company name/contact details
 Invoice Number: _____
 Invoice Date: _____
 ABN: _____
 GST Amount: \$ _____
 Total Amount: \$ _____

LOCAL COLLABORATIVE MEETING

**Tuesday 10 May 7.00-7.30pm at the division's offices,
 16 Carrington St, Lismore.
 This is a time for sharing, networking
 and learning together.**