

1st August 1994

Dr Xxxxx Xxxxx
4 Xxxxx Street
XXXXXXXXXX NSW XXXX

Dear Dr Xxxxx

RE: RACGP Standards Field Test

Thank you for agreeing to participate in the field testing of the RACGP's *Entry Standards for General Practice*. I hope that you will find it both an interesting and rewarding experience.

As discussed with you on the telephone, participation in the field test involves:-

- * self assessment - assessing your own practice against the standards (before the practice visit);
- * a practice visit by two GPs (surveyors) who will assess your practice against the standards;
- * completion of a questionnaire after the practice visit;
- * an optional patient survey.

It is important to again stress that this field test is designed to test our standards rather than your practice.

Enclosed please find:-

- (1) details of your visit including date, time and names of surveyors;
- (2) materials required for you to assess your practice against the standards. Please return your self assessment as soon as possible in the enclosed envelope;
- (3) copies of the standards for each doctor in the practice;
- (4) information sheets for doctors and staff - blue (for staff), yellow (for doctors and staff) and a pink sheet on preparing for the visit;

- (5) a form for you to fill out with the names of each doctor and their QA numbers (this will ensure that each doctor in the practice receives 20 Practice Assessment QA points when the field test has been completed).

Please ensure that everyone in your practice, both doctors and staff, are aware of and understand the field test process. If you or anyone in your practice has any questions about any aspect of the field test please do not hesitate to contact me or one of the other Standards Development Project staff on (02) 818 4366.

Thank you once again for your participation in this project.

Yours sincerely

John Stirton
Senior Researcher
Standards Development

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