

OTWAY DIVISION OF GENERAL PRACTICE NEED IDENTIFICATION/SERVICE IMPROVEMENT REQUEST

As a quality improvement activity, the Otway Division of General Practice have developed this tool to enable you to inform us of your needs and used to plan and provide suitable services and programs. This form will not only be regularly included in the newsletter, but also, be downloadable from the ODGP website.

If you have a need, suggestion or improvement idea, please take the time to document it. We encourage General Practitioners, Practice Managers, Nurses, Receptionists and Aboriginal Health Care Workers to use this form.

Name:

Date:

Please describe the need, problem and/or suggested improvement:

OFFICE USE ONLY

ACTION

New Policy Policy change New Procedure

Procedure Change

FEEDBACK SUPPLIED (aim for 2-3 days)

YES

Date:

FOLLOW UP (has the improvement proved effective?)

Date:

Signed CEO or Delegate

Date

Please fax back to Otway Division on 5593 2860 or post to
PO Box 287, Camperdown 3260