



## Relocation: A practice relocates during an accreditation cycle

On occasion, an accredited practice will relocate to new premises part way through an accreditation cycle, and GPA is often asked what is required to maintain the practice's current accreditation status.

Outlined below is a brief step-by-step guide for GPA practices:

- The practice notifies Medicare/PIP and GPA, in writing, of the details of its recent relocation, including the new address, and any other significant changes. GPA requests practices complete an electronic relocation form, and the online link is emailed directly to practices upon request.

*NB. Practices only have a three-month window between advising Medicare of the relocation and providing a new certificate of accreditation reflecting the new address.*

- GPA will contact the practice to discuss the need for an onsite relocation visit.
- A relocation visit will be scheduled as soon as possible at a date and time agreed, generally four to six weeks after relocation. This visit is scheduled for two hours, and has one surveyor only attend the new premises. The purpose of the visit is to review and assess the physical aspects of the new premises, including the waiting and consultation areas, signage, the treatment room and sterilisation areas, and cold chain management areas. Documentation to be reviewed includes the printed practice information sheet, which should be updated to reflect the new practice address, any documentation (including contracts) that incorporates address details, plus a steriliser validation report (where applicable). The surveyor may review areas of non-compliance from the original visit to ensure they continue to be met, however documentation such as the practice's policies and procedures manual, and GPs' and staff registration and training evidence, is not reviewed again.
- A relocation accreditation report is drafted, and any non-compliance issues will be advised and must be addressed, with the practice submitting suitable corrective action to GPA.
- The final relocation accreditation report is presented for review and approval at a meeting of GPA's Accreditation Committee.
- Once approved, a new certificate of accreditation is issued. The practice's expiry date remains the same as the original accreditation timelines.

As stated, all the above relocation processes must be entirely completed within a three-month window. It is essential that practices notify GPA as soon as possible following any relocation to get the process underway.

If your practice is moving, please contact GPA to discuss applicable timelines.

*NB. A relocation survey visit is invoiced separately to general accreditation fees. It is calculated at cost to cover surveyor fees and a small administration fee.*