

How do I identify mandatory criteria?

1. After allocating 10 Indicators to the year, **most** of the Indicators will state 'No criteria allocated to the current year' in the Completion column. These indicators will be satisfied in other years.


Year 1 In Progress - Self Assessment		Year 2 Not Yet Started	Year 3 Not Yet Started	Year 4 Not Yet Started
Indicator Allocation	10 of 10 indicators allocated to this year	Completion of Year (%)		0%
Patient experience and equity Practice environment and safety Clinical effectiveness Professional development				
Advanced and aspirational-only indicators Specialised Indicators				
Expand all ▾				
Number	Indicator	Year	Completion (%)	
▶ INDICATOR 10	The practice premises are safely accessible and clearly identifiable	Year 1 ▾	0%	
▶ INDICATOR 11	The practice facilities meet the comfort, safety and privacy needs of patients	To be decided ▾	No criteria allocated to year 1	

2. However, some of the Indicators not allocated to the current year will still have a 0% in the Completion column. This is because these Indicators contain mandatory criteria, for example, Indicator 12 contains criterion 12.2, that is mandatory.

Year 1 In Progress - Self Assessment		Year 2 Not Yet Started	Year 3 Not Yet Started	Year 4 Not Yet Started
Indicator Allocation	10 of 10 indicators allocated to this year	Completion of Year (%)		0%
Patient experience and equity Practice environment and safety Clinical effectiveness Professional development				
Advanced and aspirational-only indicators Specialised Indicators				
Expand all ▾				
Number	Indicator	Year	Completion (%)	
▶ INDICATOR 10	The practice premises are safely accessible and clearly identifiable	Year 1 ▾	0%	
▶ INDICATOR 11	The practice facilities meet the comfort, safety and privacy needs of patients	To be decided ▾	No criteria allocated to year 1	
▶ INDICATOR 12	The practice uses a Practice Management System	To be decided ▾	0%	

3. When opening such indicators, you will be able to identify the mandatory criteria as these will be the only criteria able to be completed, with comments able to be made and/or evidence able to be uploaded.

Number	Indicator	Year	Completion (%)
▶ INDICATOR 10	The practice premises are safely accessible and clearly identifiable	Year 1 ▼	0%
▶ INDICATOR 11	The practice facilities meet the comfort, safety and privacy needs of patients	To be decided ▼	No criteria allocated to
▼ INDICATOR 12	The practice uses a Practice Management System	To be decided ▼	0%

Number	Criterion	Evidence May Include	Self Assessment	Evidence	Assessor Assessment	Moderator/Audit A
12.1	All clinical information generated in the practice is recorded electronically.	<ul style="list-style-type: none"> A practice management system (electronic). Patient record reviews (see Indicator 21). 	<i>Not yet assigned to a year.</i>	<i>Not yet assigned to a year.</i>		
 12.2	The practice can demonstrate implementation of its policy for security of electronic health information.	<ul style="list-style-type: none"> The practice policy for security of information is provided and explained. 	--None-- ▼ <div style="background-color: #fff9c4; height: 20px; width: 100%;"></div>			
12.3	The practice has a reliable backup and retrieval system to protect electronic patient information.	<ul style="list-style-type: none"> Records of back-ups occurring. There is a process for restore from back-up. 	<i>Not yet assigned to a year.</i>	<i>Not yet assigned to a year.</i>		
12.4	The practice has evidence of independent auditing of their electronic data systems and policies.	<ul style="list-style-type: none"> Reports from independent auditing of electronic data systems and policies. 	<i>Not yet assigned to a year.</i>	<i>Not yet assigned to a year.</i>		

Don't forget to regularly save your assessment activity!