



Group Practice Review (GPR)

What to Expect

A step-by-step guide to GPR, with estimated time commitment:

1. Designate a physician as the primary contact for your clinic's GPR

The designated physician must be a practising physician at your clinic.

2. Complete a [pre-visit questionnaire](#) (15 minutes online)

The questionnaire should be completed by the designated physician on behalf of the clinic. Please respond within 10 days if possible.

3. Request [online](#) for your Clinic Proxy Panel Report from the [Health Quality Council of Alberta](#) (10 minutes)

To request the report, the designated physician at your clinic will be provided a link to HQCA. Upon receipt of the report, please send a copy to us so that your assigned GPR Facilitator can prepare for the meeting with the clinic physicians.

4. Schedule your onsite SOPI review and Facilitation Meeting

Once we receive your completed pre-visit questionnaire, we will contact the designated physician to schedule a time/date for your clinic's onsite SOPI review and follow-up meeting with a CPSA Physician Facilitator. We will also advise what documentation to have ready for your SOPI review.

5. Participate in onsite SOPI review (2½-3 hours)

A CPSA SOPI reviewer will meet with the Clinic Manager for 2½ hours and the designated physician for 30 minutes. [SOPI What to Expect](#)

6. Review and reflect on your GPR report (30 minutes)

Every physician in the clinic will receive a copy of the GPR report. Please review the SOPI and HQCA data, reflect on improvement opportunities and develop an Action Plan, as much as you are able.

7. Attend the facilitation meeting (90 minutes)

All clinic physicians are required to attend the follow-up meeting with a trained CPSA Physician Facilitator. If applicable, the clinic's business owner(s) and clinic manager/supervisor should also attend, as they may have a direct impact on the quality of patient care and processes at the clinic.

The facilitator will discuss your SOPI and HQCA data, assist you in developing your Action Plan, and provide support and resources to address any challenges or obstacles you have identified.

8. Review facilitation report and commitment to Action Plan (30 minutes)

Every participating physician at your clinic will receive a copy of the facilitation report, which includes a commitment to your Action Plan.

9. Submit your clinic's Action Plan

Submit your Action Plan. A downloadable template is available on the CPSA website:
<http://www.cpsa.ca/wp-content/uploads/2018/01/GPR-Action-Plan-Form.pdf>

10. Give us your feedback (15 minutes)

We want to make sure the GPR process provides the best possible value for participants. Please share your clinic's experience by having the designated physician complete the Program Evaluation Questionnaire online on behalf of the group.

11. Apply for CPD credits (30 minutes)

After completing your GPR, all participating physicians are eligible to apply for up to 13.5 CPD credits from the Mainpro+ program of the College of Family Physicians of Canada.

12. Implement your [Action Plan](#) (varies)

Your clinic's Action Plan should be a working document. Review it periodically to make sure you stay on track.

13. Complete the 6 month follow-up questionnaire (15 minutes)

We will contact the designated physician six months after your clinic's GPR to update progress on your Action Plan.