

## Individual Practice Review (IPR)

### *What to Expect...*

The IPR is designed around each physician's practice. The process looks like this:

#### 1. Notification

You will receive correspondence from IPR advising you of your participation in an Individual Practice Review. The letter will include details of the process and next steps.

#### 2. Practice Overview Questionnaire and Conflict of Interest Declaration (20 mins)

These two forms will arrive by email and it's important for you to complete and return them promptly. The questionnaire will help us understand your practice, while the *Conflict of Interest Declaration* will help us assign the individuals who will work with you on your IPR.

#### 3. Participate in a telephone call (30 – 60 mins)

A trained CPSA Senior Medical Advisor (SMA) will provide oversight, support and direction throughout your IPR.

We'll send you the name of your SMA, and also provide date/time options for you and your SMA to connect by phone to discuss your practice and give you an opportunity to learn more about the IPR process. Following the call, you'll receive an email summary of the discussion.

#### 4. Practice Assessment (varies)

The type of assessment you will have will be determined by your SMA based on the specific features of your practice. Once decided, we will work with you to schedule the assessment and send you more information about how it will be structured and what you need to do to prepare. The most common type of assessment is an onsite visit by a trained practice visitor at one or more locations where you practice.

#### 5. Review and reflect on your IPR Report (1 hour)

Your SMA will review your assessment findings and add feedback about your practice and opportunities for quality improvement. A report will be sent to you to read and self-reflect.

#### 6. Participate in a follow-up telephone discussion (20-60 mins)

You'll be able to choose from date/time options for a follow-up telephone call with your SMA. Together you'll go over your report, discuss recommendations and agree on a plan of action.

**7. Implement practice improvements, as required (varies)**

Your SMA will guide and support you in making any recommended practice changes, providing resources and strategies. Once you've had an opportunity to implement the recommendations, your SMA will determine if further assessment is required or if your IPR file can be closed. Reassessment is common when a large number of practice improvements are identified in the IPR report. An onsite practice visit or remote chart review are commonly used for reassessment.

**8. Give us your feedback (30 mins)**

We want to make sure the IPR process provides the best possible support and resources for participants. We will ask that you please share your experience by completing the feedback questionnaire included with your IPR closure letter and returning it to us as soon as possible.

**9. Apply for CPD credits (30 mins)**

After you have completed your IPR, you are encouraged to apply for CPD credits through the College of Family Physicians of Canada (Mainpro+) or the Royal College of Physicians and Surgeons of Canada (MOC).