

AWARE Tool GP Statistical Data Worksheet

The AWARE Tool statistical data section asks several questions about your practice. These are listed below. We recommend collecting this information prior to commencing the statistical data section. You can record the information on this form for reference when completing the AWARE Tool online.

Workforce

GP full time equivalent for the practice: 1.0 FTE equals 5 days/10 sessions per week	FTE
Nursing full time equivalent for the practice: 1.0 FTE equals 38 hours per week	FTE
Allied health and specialist full time equivalent for the practice: 1.0 FTE equals 5 days/10 sessions per week	FTE
Administration staff full time equivalents for the practice: 1.0 FTE equals 38 hours per week. Includes practice manager, receptionists and other administration staff	FTE
Average tenure of your GPs: Indicate the average number of years that your GPs have been working at the practice	Years
Average tenure of your administration staff: Indicate the average number of years that your administration staff have been working at the practice	Years

Revenue

What is the total revenue (patient fees billed) by all GPs in the practice in the last 12 months?	AUD
What is the total number of patient attendances to the practice in the last 12 months?	Attendances
In a typical month, what is the combined total number of hours worked by all GPs in the practice?	Hours
Average service fee percentage paid by your contracted GPs Select from these options: Less than 30%, 30-34.9%, 35-40%, 40.1%-45%, or more than 45%	%
What is the practice bulk billing rate? Indicate what percentage of your patients are bulk billed	%

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Patients

How many active patients does the practice have? As per the RACGP, an active patient is an individual who has attended the practice three or more times in the last two years. For most practices, the number of active patients can be extracted from Pen-CAT software.	Patients
Average number of patients seen per day per GP	pat/day/GP

Infrastructure

Number of consulting rooms in the practice	Rooms
Number of treatment spaces in the practices	spaces
What is the size of the staff room? In square metres	sqm

Accreditation

Is your practice accredited?	Yes	No
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