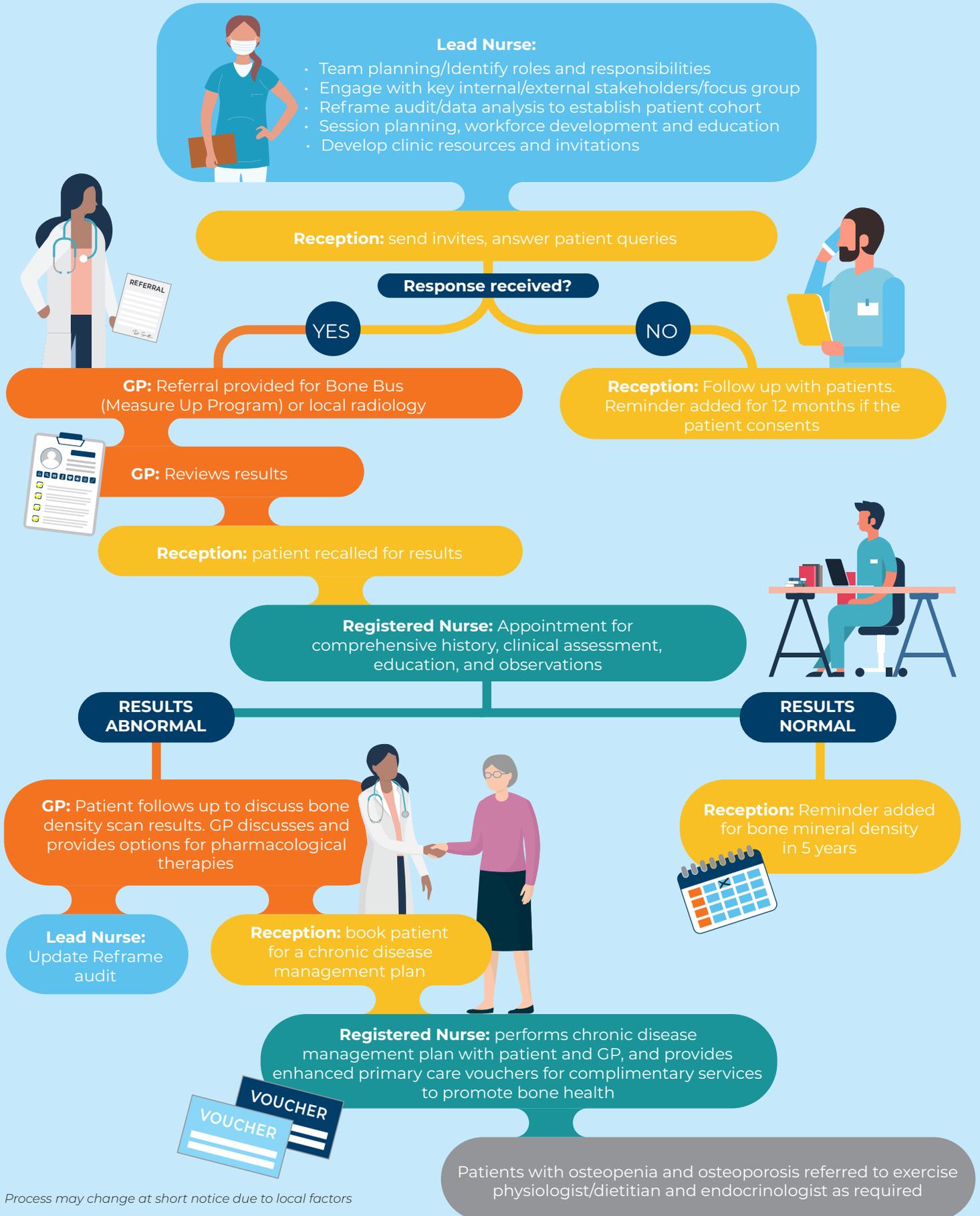




Building Better Bones



Process may change at short notice due to local factors



Lead Nurse

- › Data analysis as part of Reframe Project to establish practice baseline data and identify the need
- › Consult with Principal Doctor and Practice Manager about gap in care and program
- › Lead practice meeting to facilitate team planning, identify roles and responsibilities
- › Engage with key internal/external stakeholders/focus group
- › Meeting with focus group to gauge feedback and identify priorities
- › Establish patient cohort based on Reframe audit and refine
- › Session planning, workforce development and education
- › Develop clinic resources (educational handouts, surveys, invitations)
- › Budget planning
- › Finalise Reframe audit on completion
- › Evaluation of staff and patient feedback

Practice Manager

- › Work alongside lead nurse to facilitate meeting with Principal Doctor and consider proposal
- › Participate in focus group consultation and planning meetings
- › Assist the lead nurse with budget planning
- › Management of staff protected time for education and preparation for clinic
- › Oversee scheduling and staff allocation
- › Provide feedback on clinic invitation and surveys

Receptionists

- › Participate in focus group consultation
- › Send clinic invitations and confirm appointments
- › Answer patient queries about clinic
- › Ensure patients have completed baseline and post satisfactions survey
- › Recall patients for results
- › Add reminders as indicated by clinicians
- › Book chronic disease care plans as indicated
- › Manage reminder systems

Registered Nurses

- › Participate in focus group consultation
- › Participate in practice meeting to facilitate team planning, identify roles and responsibilities
- › Assist in the development of clinic resources (educational handouts, surveys, invitations)
- › History taking, clinical assessment and education of patients
- › Preparation of chronic disease management plans
- › Liaison with GP's
- › Bone health awareness champions

General Practitioners

- › Participate in focus group consultation
- › Participate in practice meeting to facilitate team planning, identify roles and responsibilities
- › Assist in the development of clinic resources (educational handouts, surveys, invitations)
- › Referrals and prescriptions for patients as required
- › Finalisation of chronic disease management plans
- › Liaison with specialists and allied health