

AGPN Survey

The Australian General Practice Network (AGPN) is the national body for divisions of General Practice. AGPN are currently conducting a national survey of nurses working in general practice to collate the only comprehensive national dataset on the nurse workforce in General Practice. The information collected will be used to provide important information to inform policy makers, government, and researchers and to assist in planning for the provision of ongoing divisional support for practice nurses.

The 2009 survey has been designed as a web based survey. The survey has two parts:

- 1) Practice Survey –to be completed by the Practice Manager
- 2) Individual Nurse Survey- to be completed by each nurse working in General practice

Practice managers and nurses will be emailed the survey link and instructions and this will also be promoted in the Division e news.

Both the practice manager and the practice nurse surveys are short and easy to complete and DCGPA appreciates the co operation of our member practices in providing the information to support the Nursing in General Practice Program by the 14th December.

Some key information you will be required to enter:

- DCGPA network member organisation number is **315** (practice manager and practice nurse survey)
- The remoteness area (RA) Classification of all practices located in DCGPA is **1** (practice manager survey)
- All accredited practices in DCGPA are eligible for the current PIP for nursing in general practice (practice manager survey)

****** PLEASE READ INSTRUCTIONS SET OUT IN BOXES BELOW ******

INSTRUCTIONS FOR INDIVIDUAL PRACTICE NURSES

As an individual practice nurse, you are required to:

- 1) Complete the Practice Nurse Survey by clicking the survey link at the bottom of this page and following the instructions.
- 2) The introductory page will direct you to your correct survey. Choose 'Nurse' and you will be taken to the individual nurse survey login page. On the survey login page press 'Start New Survey' and you will be generated a UNIQUE CODE. *Please write down this code, as you will need it if you wish to save your survey as a draft and return to complete it later.*
- 3) On the first page of the actual survey enter your correct **Network Member Organisation (Division) number** when asked. Your network member organisation number is located at the top of this letter.
- 4) You may check and print your answers at the end of the survey. Once you are satisfied with your answers, click 'Submit Survey'.

INSTRUCTIONS FOR PRACTICE MANAGERS (OR MANAGEMENT DELEGATES)

Your practice is required to:

- 1) Complete the Practice Survey by clicking the survey link at the bottom of this page and following the instructions.
- 2) The introductory page will direct you to your correct survey. Choose 'Practice' and you will be taken to the practice survey login page. On the survey login page press 'Start New Survey' and you will be generated a UNIQUE CODE. *Please write down this code, as you will need it if you wish to save your survey as a draft and return to complete it later.*
- 3) On the first page of the actual survey enter your **correct Network Member Organisation (Division) number** when asked.
- 4) You may check and print your answers after completing the survey. Once you are satisfied with your answers, click 'Submit Survey'.
- 5) Forward this email, which should include your **Network Member Organisation (Division) number** as DISPLAYED at the top of this letter, to each practice nurse who is working at your practice. *(Practice nurses are to complete their own survey as well).*

SURVEY LINK: <https://www.securehost-au.com/aussiethink-com-au/AGPN/Gate.asp>

If you need assistance with the survey please email Vanessa Robinson-Conlon from Piazza Research (our consultant for this survey) vanessa@piazzaresearch.com.au or call 02 6282 4963.

NOTE: Individual practices and nurses will not be identified in any of the survey results. All data received will be treated in confidence. The survey is hosted on a secure website to protect your privacy and confidentiality.