



	CVC Prepare your Practice Checklist	Responsibility
1	Does 'all of practice' understand the program concepts and health professional roles?	All of practice
2	Is the 'whole' of practice committed to the program?	All of practice
3	Does your practice have the workforce capacity to provide the program for Gold Card holders?	GP/PM/PN
4	Does the coordinator have sufficient time and access to the necessary 'tools' to deliver coordinated care i.e. computer, phone while in the practice and out of the practice, a private space when undertaking care coordination and meeting with CVC participants?	GP/PM/PN
5	Plan professional development for staff on care planning <ul style="list-style-type: none"> Consider doing online training for the program 	GP/PM/PN GP/PN/CN/AHW
6	Appoint a nurse coordinator (NC)	GP/PN/PM
7	If a PN or AHW is the coordinator, has the practice set up a Recall reminder system?	GP/PM
8	If the CN is the coordinator, has the practice set up: <ul style="list-style-type: none"> Processes for the GP and CN to regularly meet and discuss ongoing care? A nominated person as "point of contact" Does the practice know how to contact the DVA contracted CNs? 	GP/PM/CN GP/PM PM
9	Does the practice do home visits? Are home visit guidelines in place?	GP/PM GP/PN
10	Is the Practice Manager aware CVC claiming is different to normal MBS claiming?	GP/PN/PM
11	Does the practice know who/where to contact for further information on the program?	All of practice

Note: Home visits are highly recommended but if your practice does not have capacity to do home visits, if the veteran does not want a home visit or does not live within a reasonable distance of the practice, this does not exclude enrolling the veteran on the CVC Program.