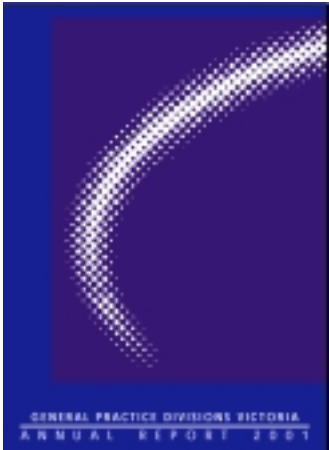
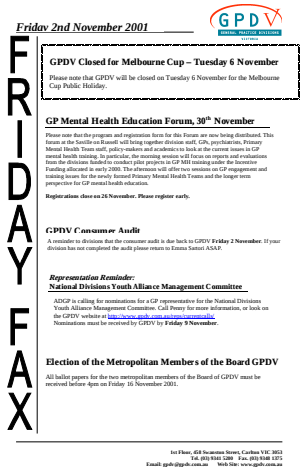


GPDV Communications

 GENERAL PRACTICE DIVISIONS VICTORIA ANNUAL REPORT 2001	Annual Report Purpose: Provide information about GPDV and meet statutory reporting requirements Frequency: Annual Audience: Divisions, major stakeholders Distribution Method: Hard copy and on website	Divisions Roles: - Divisions are encouraged to attend the Annual General Meeting and to circulate the GPDV annual report within the division. - Boards and CEOs are invited to note and comment on the annual report.
 managing change Divisions, General Practitioners and Patients Agenda General Practice Divisions - Victoria General Practice Conference and Annual Conference 19-20 June 2003, Melbourne The Department of Health The Australian General Practice Council	GPDV Conference Purpose: Promotion of Divisions and GPDV. Promotion on debate around issues in General Practice. Audience: Victorian Divisions, GPs and health sector representatives Frequency: Bi annual	Divisions Role: - Divisions are invited to participate in the conference and to submit papers for presentation. - Follow up contacts and information from the conference .
 GPDV Forum on Chronic Illness Friday 17 September 2003 10am - 1pm Melbourne Conference Centre (Level 2, 201 Collins Street, Melbourne) Agenda 9.30am Registration 10.00am Welcome and Introduction Prof. Peter D. Jacobson, CEO, Royal Melbourne Hospital (Chair) 10.15am Keynote: Managing Chronic Illness - General Practice, Health, Community, Government and Industry Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital 10.30am Address: Introduction Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital 10.45am Panel Discussion Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital; Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital; Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital 11.00am Break 11.15am Panel Discussion Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital; Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital; Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital 11.30am Lunch 11.45am Workshop: Improving Chronic Disease Management in General Practice Dr. Peter D. Jacobson, CEO, Royal Melbourne Hospital 12.00pm Lunch	GPDV Forums Purpose: Inform division chairpersons about major emerging issues, promote discussion and debate, receive division comments for input to discussion of issues with DoHA, DHS and ADGP Frequency: Quarterly Audience: Division chairpersons and senior GPs.	Divisions Role: - Attend Forums. - Contribute to policy debate - Circulate summaries of Forum outcomes within division.

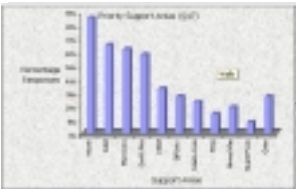
Still to be designed	Fortnightly Bulletin Purpose: Inform divisions about program and other relevant activity. Frequency: Fortnightly Audience: Victorian Divisions Distribution Method: Email	Divisions Role: - Note and act on the information - Circulate to CEO and staff and to members as appropriate.
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 Friday 2nd November 2001 GPDV Closed for Melbourne Cup – Tuesday 6 November Please note that GPDV will be closed on Tuesday 6 November for the Melbourne Cup Public Holiday. GP Mental Health Education Forum, 30th November Please note that the program and registration form for this Forum are now being distributed. This forum at the Southern Cross Hotel will bring together divisions staff, GPs, psychiatrists, Primary Mental Health Teams and policy-makers and academics to look at the current issues in GP mental health training. In particular, the evening session will focus on reports and evaluations from the divisions funded to develop pilot projects in GP MH training under the Institute. Funding allocated in early 2000. The afternoon will offer two sessions on GP engagement and training issues for the newly formed Primary Mental Health Teams and the longer term perspective for GP mental health education. Registration closes on 28 November. Please register early. GPDV Consumer Audit A reminder to divisions that the consumer audit is due back to GPDV Friday 2 November. If your division has not completed the audit please return to Emma Karsel ASAP. Representation Reminder: National Divisions Youth Alliance Management Committee ADGP is calling for nominations for a GP representative for the National Divisions Youth Alliance Management Committee. Call Penny for more information, or look on the GPDV website at www.gpdv.com.au/namc/namc.htm. Nominations must be received by GPDV by Friday 5 November. Election of the Metropolitan Members of the Board GPDV All ballot papers for the two metropolitan members of the Board of GPDV must be received before 5pm on Friday 16 November 2001. In This: GP Division News, Editor: MC 2001 Tel: 080 8144 1200 Fax: 080 8144 1072 Email: gpdv@gpdv.com.au Web: www.gpdv.com.au	Friday Fax Purpose: to alert divisions to key communications during the week and provide a reminder about upcoming GPDV events. Frequency: Weekly Audience: Division CEOs and staff Distribution Method: faxed to divisions each Friday	Divisions Role: Circulate in a timely way to CEO and staff
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 Publications Charter (2002) Package GP Education, Support and Community Liaison Program October 2002 Issue / Update Number 30 1. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 2. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 3. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 4. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 5. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 6. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 7. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 8. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 9. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's. 10. GPDV Publications GPDV is the primary source of information for GP education, support and community liaison. It is the responsibility of the GPDV to ensure that the information is timely, relevant and accessible to all GP's.	Program Updates Purpose: To provide up to date information about policies, funding arrangements and implementation guidelines for targeted, coordinated Commonwealth programs. To provide up to date information for Divisions in key result areas of Consumer and Community Engagement and Information Management and Technology. Frequency: Quarterly. Audience: Program staff in divisions Distribution Method: Email,, Hard copy	Divisions Role: Ensure timely distribution to all relevant staff. Updates often contain information suitable for inclusion in division newsletters.
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	GPDV Events Calendar Purpose: The calendar provides a quarterly listing of all events facilitated by GPDV on a quarterly basis. Audience: Division Board members, CEOs, GP Program Managers and Division staff members from all Victorian and Tasmanian Divisions. DHA staff members. Events on the calendar may also be of interest to some DHS staff. Distribution Method: A3 size and A4 size hard copy calendars are distributed to all Victorian and Tasmanian divisions and DHA staff each quarter. This is accompanied by a detailed GPDV Workshop Program guide which includes details of each event. Calendar details and the Program guide can be viewed on the website at www.gpdv.com.au	Divisions Role: • Circulate to all staff. • Facilitate attendance of program staff. • Ensure staff formally register for attendance. Advise GPDV prior to the event of registration cancellations.
	Network Meetings Purpose: To develop division staff knowledge, attitude and skills to maximise the quality of implementation of programs through Divisions. Frequency: Regularly as required. The frequency varies between programs and is determined by negotiation with participants. Audience: Division program staff involved in the same or similar programs. May combine staff across related programs and involve other agencies. Notice: Dates are included on the GPDV quarterly events calendar circulated to all Victorian and Tasmanian divisions.	Divisions Role: • Facilitate attendance of program staff. • Ensure staff are formally registered for attendance. Advise GPDV prior to the meeting of registration cancellations.

	GPDV Website Purpose: to provide electronic resources to Divisions of General Practice and other health related organisation. Frequency: Website is updated on a regular basis. Audience: Divisions of General Practice	Divisions Role: • Download resources • Inform GPDV of updates to contact details • Inform GPDV of any job vacancies to go on noticeboard
	GPDV Representative Reports Purpose: To inform divisions of the recent activities of Victorian divisions' representatives, and to pass on any important information or stakeholders policy they have conveyed to GPDV. Frequency: Monthly Audience: Division of General Practice and Stakeholders. Distribution Method: Website	Divisions Role:
	Strategic and Business Plan Purpose: To guide the way GPDV works with Divisions and form the basis of GPDV's funding contract with DHA. Frequency: Business Plans annually. Strategic Plans for 3 years, currently for 2001 – 2004. Audience: DoHA. Division Boards, CEOs and other major stakeholders are invited to contribute and provide feedback Distribution Method Plans can be viewed on the website at www.gpdv.com.au	Divisions Role: • Encourage feedback to GPDV from Boards and CEO.

	Annual Survey of Divisions Purpose: A key tool for feedback from Victorian divisions as to the efficiency and effectiveness of GPDV's performance and for divisions input about future directions and priorities. Frequency: The full survey is distributed to division CEOs annually in October. A separate survey for Division Boards is distributed simultaneously. Distribution Method: The surveys are sent electronically and in hard copy. Responses can be returned in either format.	Divisions Role: GPDV aims for a universal response from divisions.
	General Practitioner Register Purpose: To facilitate continuity of care through faster and more accurate communications between hospitals and GPs. Frequency: Validated on a regular basis by hospitals and divisions. Annual validation is also conducted by GPDV. Audience: Victorian Divisions and hospitals Distribution Method: Online to hospitals	Divisions Role: - To update GP (member) details stored in the GPR on a regular basis, using the following methods: - email or fax - online - Have access to downloading division members from the GPR.
	Resource Manual Purpose: To provide Divisions with a central folder for filing one copy of all GPDV resources (includes Policy Issues Papers, Program Updates, Division contact lists, GPDV Position papers, etc). This facilitates easy accessibility of all GPDV resources. Audience: Divisions of General Practice, GPDV Board Members Frequency: Quarterly summary of updates.	Divisions Role: Inform GPDV of any changes in their contact details. File the resources in their Resource Manual accordingly, when the updates are received.

	Policy Issue Papers Purpose: Help inform divisions about policy issues affecting general practice; promote discussion and debate; provide opportunity for divisions' input to policy (state or national) Frequency: Occasional as requested. Audience: Division boards; CEOs; program staff and other stakeholders. Distribution Method: Hard copy, email, website	Divisions Role: • Pass on to appropriate people (maybe condense a section for division newsletter) • consider issues and provide response
	Background Papers Purpose: Information on background of issue and action taken by GPDV to date. "background & current developments" Frequency: Occasional as requested. Audience: Division boards, CEOs and program staff Distribution Method: Hard copy, email & website	Divisions Role: • Receive and make use of information.
To be designed.	Policy & Information Resources Update Purpose: To inform divisions on range of policy issues and information resources (external to GPDV). e.g. BEACH, AMA, RDAA reports, consumer reports, BMMS developments Frequency: Quarterly Audience: Division staff Distribution Method: email & website.	Divisions Role: • Receive information & be able to seek further information on items of particular interest/relevance.