

Important Information

Purpose of the AWARE Tool for General Practice

The Australian Workforce Assessment Recruitment and Retention Exercise (AWARE) Tool has been developed to support Tasmanian general practices to identify strengths and address developmental areas affecting the recruitment and retention of General Practitioners. Designed specifically for regional, rural and remote general practice, the AWARE Tool seeks to identify opportunities for general practices to improve their ability to recruit and retain GPs.

Origin and Development of the AWARE Tool

The Australian Government Department of Health and Aged Care has provided funds through Primary Health Tasmania to HR+ to develop the AWARE Tool. The Tool has been designed and piloted with the assistance of Brentnalls Health. The initiative has been supported by the Rural Doctors Association of Tasmania.

Privacy and Confidentiality

- Participation in the AWARE Tool is voluntary.
- All data submitted by Practice Managers/Owners to register their practice are deleted once the AWARE reports have been completed.
- All responses submitted by participants in the completion of the AWARE Tool are deleted once the AWARE reports have been completed.
- All data used by HR+ in the administration of the AWARE Tool are deleted once the AWARE reports have been completed.

If you have concerns regarding the handling of your data, please contact the AWARE Tool team on (03) 6332 8600 or aware@hrplustas.com.au.

Contact Us

For additional information on the development of the AWARE Tool or to offer feedback, please contact the AWARE Tool team at HR+ Tasmania on (03) 6332 8600 or aware@hrplustas.com.au. You may also contact us through our website at www.hrplustas.com.au/contact.

Instructions

How to Complete the AWARE Tool

To participate, click the AWARE Tool link: www.hrplustas.com.au/aware.

The AWARE Tool has been designed to be completed by Practice Managers, Practice Owners/Principals and all General Practitioners operating in a practice. The number of questions completed by each participant is determined by their role. For example, GP independent contractors, GP employees and GP Registrars complete 40 core questions across 13 topic areas. Practice Managers/Owners complete the same core questions as well as a statistical section that informs practice benchmarking.

Practice Managers/Owners

1. Click on the **Access AWARE Tool** button
2. Select your practice and position
3. On page 2, select the “*I will only complete the statistical data*” option
 - Your name and e-mail address are required
 - A list of the required data is available [here](#)
 - Only one response per practice is required
4. Click on the **Access AWARE Tool** button again to complete the anonymous tool
5. Share the tool link with your practice’s GPs and encourage them to participate.

GP Employees, Contractors and Registrars

1. Click on the **Access AWARE Tool** button
2. Select your practice and position
3. Answer the tool questions (this section is totally anonymous)

AWARE Tool Reports

Practice Managers/Owners who initiate use of the AWARE Tool in their practice will receive two reports once all nominated practice personnel complete the Tool. The *AWARE Full Report* will be issued to the Practice Manager/Owner and will contain a summary of practice data versus national benchmarks, a comprehensive analysis of aggregated responses across 13 domains, and a list of recommendations for action. In addition, the *AWARE Snapshot Report* will be issued to the Practice Manager/Owner and will contain a summary of aggregated results and recommendations for action.

To request your reports please email the AWARE team at aware@hrplustas.com.au.

AWARE FOR GENERAL PRACTICE

Australian Workforce Assessment Recruitment and Retention Exercise

www.hrplustas.com.au/aware | aware@hrplustas.com.au

Benchmarking

The purpose of including the benchmarking data in the *AWARE Full Report* is to provide practices with insight into how their practice is performing in comparison with industry benchmarks. This insight is particularly important in respect to recruitment and retention where a GP's expectations about remuneration, workload and level of staff support are all factors that determine their choice of practice and their willingness to stay.



The AWARE Tool was developed using funding from the Australian Government through Primary Health Tasmania (Tasmania PHN).