Planning and Getting Started

Make a timetable

Set a timeframe for the project. Remember the majority of what you submit for MAP has to be dated within the year prior to sending in your Portfolio. “I will have this finished by the summer holidays”. "Do the acute case starting the 2\textsuperscript{nd} week in January" "Write up my Significant Event this weekend". In other words have an overview of progress and set goals for completing each of the criteria.

Some criteria will take longer to achieve, for example:

**Review of Clinical Practice (Audit)**- Even if this is kept simple you are required to complete a full eight point audit with two data collections, before and after changes have been made. This invariably will take time, as will an **evaluation of health initiative** where you will need to collect baseline data to measure change.

Other criteria require some opportunistic identification of cases e.g. Referrals or Significant Event Analysis. You might find it helpful to have a desktop reminder or notebook to hand, so that you can pick these out in your day to day work.

You will need to think about what is the best time in the year to carry out your Patient Satisfaction Questionnaire (PSQ). Remember this needs to be administered not by you but by another person in the Primary Care Team, usually your Practice Manager, and therefore liaison about the timing with this person is important.

For the Multi Source Feedback (MSF) you will need to identify your raters (ideally ten), each with their own email addresses and again you need to think about whom you might approach, and when to do this.

It might be helpful to plan a week in your diary when you will arrange to copy and collect your prescriptions and another week when you will be using your acute cases.

All of this then requires a bit of forethought and timetabling with dates set so that you can see progress and achievement. With good planning, many General Practitioners can complete MAP in six months, start to finish.

**You will need protected time**

Decide that you're going to set aside some time for MAP e.g. an evening a week, maybe a half day or a small chunk of the weekend. This project can’t be done during a normal busy GP day, although collecting information, jotting things down, making lists of patients etc to return to in these protected periods, can.
Read, re-read and read the criteria again

Ensure you have read the requirements of each criterion to be tackled carefully and know exactly what you are being asked to do and the evidence you have to provide. Use the Guidance under each criterion. Use the proforma headings. If in doubt, ask a local MAP advisor (your local RCGP faculty office may be able to put you in contact with them) or email the MAP Office. Think about what you are already doing in your Practice. Use work you have already done (perhaps in preparing for appraisal). Do not create unnecessary extra work for yourself.

Make a definite commitment

I would suggest completing one or two readily achievable criteria e.g. Prescribing or Acute Illness, then applying formally.

Once you have paid the Application fee you will be motivated to continue.

Delegate what you can

MAP has to be your personal work but you can involve staff to help e.g. data collection, computer searches etc. You may wish to employ a Practice Secretary to help type information up.

Remember the timeframe!

You have a year from application for MAP to complete the work (or you will have to reapply) and most of the work within your submitted portfolio has to be no more than a year old when you do submit it. No time like the present to apply!!