

Foundation assessment preparation: From start to finish

Part 1: Set-up

Familiarise yourself with the structure of the College's quality website.

- How to find the Foundation section.
- Where to find the Standards.
- Where to find the guidance for each Standard.

The 'Practice Administration' button at the top right

1. Find your initial login information*. This would have been provided by the College when you pay your fee.
2. Follow the [How to log into the Quality Website](#) guide.
3. Log in, accept T&Cs, set password*.
4. Follow the [Access Quality Tool](#) guide.

Part 2: Get familiar with Smartsheet

1. Print out the [Using the Quality Tool](#) guide (aka How-to guide for general practices) and have a read through.
2. Provide the login to the other people in the practice who will be uploading documents into Smartsheet.
3. Share the dashboard with ... (p9 of the How-to guide)
4. Share Smartsheet with ... (p9 of the How-to guide)
5. Have a practice run:
 - upload the posters / brochures required as evidence under Indicator 1.1 to Row 3 of your Smartsheet
 - add a note to the **self-assessment free text** column in which you tell the assessor where these posters are up, and that they are in XX languages that reflect your patient population
 - change the **self assessment status** column for 1.1 from 'Not Met' to 'Partially Met'
 - check your dashboard: there should now be a sliver of orange in the big red pie.

Part 3: Get your head around what needs to be done, set milestones

1. Work out a timeline (milestones) to make sure you will be ready to be assessed before due date.
2. On the checklists, distinguish the "low-hanging fruit" from the challenging / time-consuming components (e.g. highlight in different colours).

Part 4: Get going and keep chipping away

1. Establish a working group to complete the information requirements – suggestions are a clinical lead, nurse lead and admin lead.
2. Delegate as much as possible of the low hanging fruit to other team members.
3. Ask support from your Foundation Standards facilitator when you get stuck on any of the complex tasks.
4. Use the checklists to track your progress.
5. As you upload evidence and notes into your Smartsheet, be sure to update the status on of each Indicator as you go along. Note: change the status to “Met” only if it is *really* “met” - don’t deceive yourself!
6. As you progress, make a list of questions for when you next catch up with the Foundation Standards facilitator.
7. Review the assessment checklists (check with your Foundation Standards facilitator if you do not have these) – a proposed break-down of tasks to make the whole programme more manageable. Feel free to use it (or not) and to change it to suit your practice.

Part 5: Arrange the assessment

1. Take note of the suggested dates in your Pinnacle assessment contract with the Pinnacle team and fix the dates:
 - Smartsheet submission date
 - in-practice assessment date.
2. Approximately 80 per cent of the assessment is done by the assessor remotely assessing your attachments and descriptions.
3. Use the checklist to ensure you have everything submitted into Smartsheet.
4. Prepare for the in-practice assessment discussions (assessor will provide a schedule).
5. Arrange a celebration!