



Dorset General Practice Organisation Health Checklist

V1: April 24

The **Dorset General Practice Organisation Health Checklist** has been developed using information from the Dorset General Practice Alliance Summit in November 2023, the Alliance workforce survey, and the National NHS staff survey.

The checklist acts as a self-monitoring tool that practices and networks can use to assess their organisational health. Each section can be scored 1 to 5 with the opportunity to revisit areas requiring improvement.

This checklist will continue to evolve throughout 24-25 to develop a self-check tool which will provide direction on areas of focus for practices and networks based on the scores, and signposting to tools, training, and other resources of support.

Category	Suggestions	1-5	Actions
Staff Performance	Annual appraisals		
	Regular 1:1s		
	Job descriptions updated		
Staff Development	Training offered for new skills		
	Investing in and upskilling existing staff		
	Promoting from within existing staff		
	Opportunities to share ideas		
	CPD		
	Succession planning		
Wellbeing	Peer support for appropriate roles		
	Team leads training		
	Wellbeing Champions		
	Protected time for adequate breaks		
	Dedicated space for breaks		
Structure	Approachable senior team		
	Team leads in place		
	Identifiable management hierarchy		
	Open door policy		
Policies and Procedures	Easily accessible for all staff		
	Updated regularly		
	Freedom to Speak Up Guardian		
Culture and Values	Open and fair		
	Accountability		
	Conflict resolution systems		
	Trust and flexibility		
Vision and Motivation	Goals communicated to teams		
	Use Team Leads to set and meet targets		
	Targets measured throughout the year		
Communications	Staff lists regularly updated		
Onboarding	Full induction		
	Shadowing opportunities		