

Step 3: Determining how many patients each GP in your practice could register

You can use this template to record the relevant information to calculate the appointment supply and ideal number of patients each GP in your practice could register. You will need to do this for each General Practitioner in your practice, please print an additional copy of this document if you have more than 10 GPs in your practice.

There are a few different ways to calculate the annual number of appointments each of your GPs have available; either by days, weeks or months. Choose one of the methods below:

- Calculating by day:
 - How many patient appointments does each GP have available per day they work? Do not include provision of specialty services such as skin clinics.
 - How many days do they work in your practice? Do not include administration time, education, leave or provision of specialty services such as skin clinics.
 - Multiply these numbers to get the total number of appointments each GP has available per year.
- Calculating by week:
 - How many patient appointments does each GP have available per week they work? Do not include provision of specialty services such as skin clinics.
 - How many weeks do they work in your practice? Do not include administration time, education, leave or provision of specialty services such as skin clinics.
 - Multiply these numbers to get the total number of appointments each GP has available per year.
- Calculating by month:
 - How many patient appointments does each GP have available per month they work? Do not include provision of specialty services such as skin clinics.
 - How many months do they work in your practice? Do not include administration time, education, leave or provision of specialty services such as skin clinics.
 - Multiply these numbers to get the total number of appointments each GP has available per year.

Average number of appointments per patient, per year =	GP 1	GP 2	GP 3	GP 4	GP 5	GP 6	GP 7	GP 8	GP 9	GP 10
A. Total number of appointments available per day, week or month										
B. Total number of days, weeks or month worked										
C. Annual number of available appointments (A x B)										
D. Suggested 'ideal' number of registered patients (C ÷ average number of appointments per patient, per year)										