

Shared Care Guidelines – guide to use of forms

1. Open the read only shared care guideline (SCG) applicable to the medicine, then either:
 - Save it under a different name, so that can be electronically completed, or
 - Print it in order to complete.
2. Go to the last page of the SCG, work your way down the document. All the following sections must be completed:
 - Date of request.
 - Patient details.
 - Strength of medicine.
 - Tests and investigations that have been carried out.
 - Date treatment initiated.
 - Dose patient is stabilised on .
 - Date of next clinic appointment.
 - Back-up advice / support including name and position, telephone number, email for Specialist/ Consultant, departmental contact, pharmacist and out of hours.

Ring / highlight yes / no on the following:

 - Confirm the medication appeared to be providing benefit.
 - The patient has been given written information about their medication.
 - The patient understands this SCG and their responsibilities.
 - The patient has been informed that the GP can opt-out.
3. Either use secure email / fax or post at least the last page of the SCG to GP concerned.