**FCP Implementation Checklist for Practice**

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| **Pre – FCP starting** | | | |
| **For Practice** | **Owner** | **Completed** | **Notes** |
| Given to SMSKP:   * lead contact for FCP from Practice team with contact details * clinical system of practice * Agreed day/s FCP would be in clinic |  |  |  |
| Had Introduction to FCP from SMSKP, including:   * F2F / Online reception training * Had Introduction to L&D contact/s for support with training * Arrange date and time for L&D to come in and complete training with FCP |  |  |  |
| Appointment length for the physiotherapist agreed with whole practice team |  |  |  |
| Received publicity documents from SMSKP including:   * Posters * Leaflets * Website * Facebook design |  |  |  |
| **Clinical Space** |  |  |  |
| Identified minimal clinic time/sessions needed based on the population of the GP surgery |  |  |  |
| Identified suitable clinic space for the FCP in the practice |  |  |  |
| Identified what clinical sessions will comprise of, e.g., how many F2F appointments, telephone reviews and admin time |  |  |  |
| **IT requirements/set-up** |  |  |  |
| Set up profile on system (S1 or EMIS) |  |  |  |
| Set up permanent profile for FCP for network – logon etc. |  |  |  |
| Set up FCPs on ICE |  |  |  |
| Upload clinical template - Set up SMSKP as recipient |  |  |  |
| Upload referral form - Set up SMSKP as recipient |  |  |  |
| Have uploaded advisory fit note |  |  |  |
| Link to patient feedback form plus paper version |  |  |  |
| Arrange time for FCP to practice on system with test patients |  |  |  |
| Ensure AccuRx is installed |  |  |  |
| **When FCP in post** | | | |
| **HR** | **Owner** | **Completed** | **Notes** |
| First clinic should include:   * Induction for FCP; fire exit, bypass number for reporting sickness, tour of GP practice, meeting practice staff * Share GP practice Annual leave / sickness policy * PM/Admin to identify and set up FCP on desktop/ clinical system * Introduction to safeguarding lead | DATE OF TRAINING: |  |  |
| Arrange shadowing of GP | DATE/TIME: |  |  |
| Arrange shadowing of practice nurse | DATE/TIME: |  |  |
| Agree f2f protocol with FCP to include use of scrubs, PPE and extended appointments |  |  |  |
| Member of practice team to show how to request bloods; do a referral; book a follow up appointment etc. |  |  |  |
| **Training** | **Owner** | **Notes** | **Date Completed** |
| Ensure have booked a time for Here L&D to determine and run through what the process is for FCP in-practice, including:   * on how to process FCP referrals * how to communicate with the GP * how to run report (for PM’s) * Template | DATE OF TRAINING: |  |  |
| **Clinical Governance** | **Owner** | **Notes** | **Date Completed** |
| Determine **Protocol** for FCP in practice including:   * Process to get pharmacy review / medication |  |  |  |
| * Process for X-Ray |  |  |  |
| * Process for urgent investigation coming back in (e.g. duty doctor to review) |  |  |  |
| * Process for Red flag / emergencies |  |  |  |
| * radiography/ imaging services? |  |  |  |
| Organise reflection discussion time / huddles with GPs |  |  |  |
| Invite FCP to clinical practice meetings |  |  |  |