**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 |  |  |  |