

GP2GP

Checklist for University Practices

Some of the biggest beneficiaries of the GP2GP project are GP practices with a large number of University students. GP2GP has provided the ability to register thousands of students at the beginning of term time and receive their electronic records within a short space of time, usually within 24hrs. This has the potential to save considerable administration time as well as ensuring that the student's medical records are available at the first consultation with their new GP.

There are certain considerations to note when making bulk registrations of this type. This guide aims to highlight these issues so that University practices may make the best possible use of GP2GP. This checklist relates to the practice of performing bulk-registrations for students at the beginning of term-time.

| Current Consideration | Action Required / Comments |
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| <p>GP2GP Process – Practice Management Considerations</p> <p>Practices who employ temporary staff to perform GP2GP transfers may find it useful to split the process into its component parts and dedicate staff to each band of activity.</p> | <p>By allocating staff to each activity, workflows can be setup to manage large volumes of requests. In addition, specific training can be delivered e.g. Temporary administrative staff can receive specific training on PDS search functions. Whilst regular practice staff can focus on reviewing and filing the received record.</p> |
| <p>Smartcards</p> <p>All relevant practice staff should be issued with NHS Smartcards ahead of them using GP2GP.</p> <p>It is essential that staff only use the Smartcard that has been issued to them and that they adhere to the obligations given within the RA01 Form (http://nww.npfit.nhs.uk/implementation/documents/RA01_Short_part_A.doc)</p> | <p>Changes to, or requests for additional Smartcards should be made via your PCT's Registration Authority Manager. Please contact your PCT's GP2GP lead for further information</p> |

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| <p>Training and Support</p> <p>All staff involved in the GP2GP process should have attended the on-site training session and/or worked through the interactive training CD-ROM.</p> <p>Some University practices may wish to employ temporary staff to handle the large number new patient registrations. It is imperative that staff are familiar with the GP2GP process and the functionality of the GP2GP module before they begin using the system. In particular, staff should be entirely familiar with the PDS search function automatically activated on registration of a patient. Staff should understand the importance of confirming a correct match for the patient before completing the registration process. If practice staff require additional training they should contact the PCT's GP2GP lead or use the interactive training CD-ROM provided by the clinical system supplier.</p> | <p>Dedicated support for users of GP2GP is available directly from clinical system suppliers.</p> <p>EMIS LV GP2GP Training Helpline: 0845 122 2333, followed by #1 for the automated system and 28 for the training helpline.</p> <p>Technical Helpline: 0845 122 2333 followed by #1 for the automated system and 63 for the GP2GP support team.</p> <p>INPS Vision 3 GP2GP Training Helpline: 0845 359 3553 Technical Helpline: 0207 501 7017</p> |
| <p>Workflow Manager / Mail Manager</p> <p>Users should develop process to manage the volume of messages within Mail Manager / Workflow manager. Both the EMIS and InPs 'Inboxes' for GP2GP will allow multiple pages of message to be stored. INPS Vision 3 users may notice their PC running more slowly than usual when a large number of messages are in the 'Inbox'.</p> | <p>If a practice is noticing an adverse impact on the speed of their system, they should ensure that the PDS searches and the subsequent filing of records are handled in batches of around 50 to 100.</p> <p>Practices should carry out regular house keeping activities on Mail Manager/ Workflow Manager to reduce the high volumes of records contained in them, this is best performed on a daily basis.</p> |
| <p>Latest Guidance</p> <p>Users should be familiar with the latest GP2GP guidance documents. Copies are available via the GP2GP webpage's.</p> | <p>GP2GP – Clinical Safety Guidance http://www.connectingforhealth.nhs.uk/systemsandservices/gpsupport/gp2gp/goodpractice</p> <p>The Good Practice Guidelines http://www.connectingforhealth.nhs.uk/systemsandservices/gpsupport/gp2gp/goodpractice</p> |

A2B2A

If a student re-registers at their University practice (e.g. on returning to University at the start of term-time) the second (and any subsequent) GP2GP transfer to the practice will fail.

This is because when a patient transfers back to the University practice, the clinical system there still holds the historical clinical information for this patient and attempts to 'un-archive' the original record and import the new record coming back to the practice. At this point the transfer fails as the original episodes are still present and cannot be overwritten.

The GP2GP project is currently working on a solution to A2B2A as part of the next major release of the software