

GP2GP National Roll-out Deployment Checklist

Practice readiness criteria

The purpose of this checklist is to help practices in assessing their state of readiness for GP2GP and to raise understanding of the preparations required in advance of implementation.

All practice staff who will be involved with the process of registering patients, and the administrative duties involved in accepting patients' Electronic Health Records into the practice, should be made aware of the content of this document.

Organisational area	Requirement	Essential/ Desirable	Yes/ No	Information	Action required/comments (for practice use)
PRACTICE STAFF All practice staffs who handle new patient registrations and the administrative process associated with accepting a new patient health record into the practice.	Relevant staff have Smartcards, i.e. the same Smartcards used for Choose and Book.	Essential		If no, contact your PCT GP2GP lead. Result – GP2GP transfer cannot be activated.	
	Staff know their Smartcard pin numbers	Essential		If no, the member of staff will not be able to log on using their Smartcard. Result – GP2GP transfer cannot be activated.	
	Staff know how to use their Smartcard.	Essential		If no, contact your PCT GP2GP lead. Result – GP2GP transfer cannot be activated.	
	Appropriate staff identified to attend on-site training session, including:	Essential		If no, guidance will be given by your clinical system supplier when it contacts your practice to book your training session.	



Organisational area	Requirement	Essential/ Desirable	Yes/ No	Information	Action required/comments (for practice use)
	<ul style="list-style-type: none"> • practice managers • staff who will be responsible for registering new patients • staff responsible for processing pathology results • data entry clerks • note summarisers. 			Result – if staff do not attend the on-site training session they will not understand how to activate GP2GP or how to manage patients' Electronic Health Records.	
	Staff should have read and understood the Good Practice Guidelines, including the GP2GP supplementary guidance.	Desirable		The guidelines can be accessed at: www.connectingforhealth.nhs.uk/systemsandservices/gpsupport/gp2gp/goodpractice	
PRACTICE MANAGER	Should have read the GP2GP Implementation Information	Essential		Please refer to the GP2GP web pages at: www.connectingforhealth.nhs.uk/systemsandservices/gpsupport/gp2gp	
	Received and read the supplier's training and implementation guidance pack.	Essential		If no, contact your GP2GP clinical system supplier: EMIS - field operations support 0845 123 4455 INPS - implementation team	



Organisational area	Requirement	Essential/ Desirable	Yes/ No	Information	Action required/comments (for practice use)
				02476 422 367	
	Should have confirmed the training date for your practice with your GP clinical system supplier.	Essential		If no, please contact the GP2GP project team gp2gp@nhs.net	
	Should make all relevant practice staff and GPs aware of the GP2GP implementation pages on the GP2GP website.	Essential		If no, will lead to confusion for staff when dealing with GP2GP and may impact on training.	
	Should ensure that relevant staff are available for GP2GP onsite training or online training.	Essential		If no, will lead to failed transfers, confusion for staff where practice processes have not been agreed and may impact on patient care.	
CLINICAL STAFF Including all registered GPs	All GPs should have Smartcards.	Essential		If no – contact your PCT lead. Result – GP2GP transfer will fail.	
	It is desirable that at least one GP should attend GP2GP on-site training session to understand the new requirements	Desirable		If no, GPs will not understand how to deal with prescribing and the management of allergies transferred with patients' Electronic Health Records.	



Organisational area	Requirement	Essential/ Desirable	Yes/ No	Information	Action required/comments (for practice use)
	around: <ul style="list-style-type: none"> • re-prescribing • drug allergies • business process change. 				
	It is advisable that GPs read the Good Practice Guidelines, including the GP2GP supplementary guidance.	Desirable		The guidelines can be accessed at: www.connectingforhealth.nhs.uk/systemsandservices/gpsupport/gp2gp/goodpractice	
GENERAL PRACTICE	The practice should have a compliant GP2GP primary care system and software version in use. These are currently: <ul style="list-style-type: none"> • EMIS LV 5.2 • InPS Vision 3 • EMIS Web Configuration 3&4. 	Essential		If no, please contact your PCT lead. Result – GP2GP cannot be implemented the practice.	
	Practices should adhere to recommendations in the Good Practice Guidelines.	Desirable		Refer to the Good Practice Guidelines: www.connectingforhealth.nhs.uk/systemsandservices/gpsupport/gp2gp/goodpractice	

