



## Your emergency care summary

### Summary Care Record GP Practice Checklist

This checklist is for practices to use to ensure they have the appropriate information, materials and processes in place to support rollout of the Summary Care Record (SCR).

It is to be used to support two-way communications with PCT Summary Care Record project teams and practice staff and can be completed by practices at any point prior to or during the commencement of SCR in a Practice.

1	Have you received a letter or a visit to your practice from your PCT explaining the SCR project and rollout timetable?	Yes/No
2	Has your PCT provided any further engagement opportunities for GP practice staff or have you been offered or received any SCR training or awareness sessions for the practice?	Yes/No
3	Do you have enough information to assess or confirm whether your data is fit for sharing?	Yes/No
4	Have you received SCR communications materials for your GP practice, including posters, new patient information packs and opt out forms?	Yes/No
5	Do you have enough information to be able to respond to patient queries about the SCR?	Yes/No
6	Are you able to signpost patients to further information points, including the national Summary Care Record Information Line or your local information services, e.g. PALS?	Yes/No
7	Do you know how to process completed opt out forms and understand when and how to record consent preferences?	Yes/No
8	Do you understand the conditions under which additional information above the core or medications, allergies and adverse reactions can be added to the SCR i.e. only with the explicit consent of the patient?	Yes/No
9	Have you understood and agreed the process with your PCT for managing returned mail?	Yes/No
10	Have you got a process in place for informing patients about the SCR as part of the new registration process?	Yes/No
11	Has your PCT arranged patient awareness sessions?	Yes/No
12	Has your PCT planned any other forms of public awareness, for example a local media campaign? If so, has the practice received copies of any press releases issued?	Yes/No
13	Has your PCT provided guidance to your practice on how to manage media enquiries and requests for information about the SCR?	Yes/No
14	Are there processes in place for the prompt allocation and use of smart cards within your practice and does your PCT have support processes in place to deal with any Smart card related problems?	Yes/No