

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Practice Nurse Protocol - Extended Access	Doc. No.	CL066 / OP0261
Scope	Operational and Clinical Directorate		
Purpose	To provide guidance for safe deployment of Practice Nurses within Liverpool and St Helens Extended Access Services.		
Guidelines	To enable appropriate patient referral to Practice Nurses working within Liverpool and St Helens Extended Access Services.		
PROCEDURE			RESPONSIBILITY
1	The case will be direct booked into 30 minute appointment slots via EMIS in the usual way.		Practice Staff
2	<u>Practice Nurse Criteria</u> Appointment slots can only be booked for the following: • Chronic Obstructive Airways Disease reviews (COPD) • Asthma review • Diabetes review inc. foot check • Cardiovascular Disease Reviews (CVD) which include: Heart Disease, Stroke, Transient Ischaemic Attack (TIA) and Chronic Kidney Disease (CKD) • Hypertension • Injections – subject to patient brings their own injection (and can be evidenced with up to date prescription within emis)		Practice Staff
3	Practice Nurse clinics should always run in parallel with GP clinics. Practice nurses may require support/advice from the GP in shift. In the event that a practice nurse requires a Clinician to Clinician discussion and they are not colocated with a GP they can contact the Shift Manager who will route the call to an available GP. If a Practice Nurse is operating without access to a GP face to face or via the phone across PC24, this should be escalated immediately to the Manager on Call to assess the situation.		PC24 Shift Manager

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Version	v2			
Supersedes	v1			
Approving Managers/Committee	Deputy Director of IUC , Medical Director, Director of Nursing			
Date Ratified	29.10.20			
Department of Originator	IUC SDU			
Responsible Executive Director	Director of Service Delivery			
Responsible Manager/Support	Deputy Director of IUC			
Date Issued	29.10.19			
Next Review Date	29.10.2020			
Target Audience	Clinicians/Practice Nurses/Operational staff			
Version	Date	Control Reason	Accountable Person for this Version	
1	29/10/2019	New SOP	Deputy Director of IUC	
2	14/02/2019	Amended Practice Nurse criteria	ADoN	
Reference documents		Electronic Locations	Locations for Hard Copies	
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/	Standard Operating Procedures File in the Call Centre.	
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