

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title		Face to Face assessment For Covid symptomatic patient – Warrington locality	Doc. No.	OP0285 CL080
Scope		Operational & Clinical Directorate	Operational Administration	
Purpose		To ensure patient and staff safety is not compromised during appointments booked for Covid-19 risk assessed patients. This process is necessary due to the shared nature of the site at Bath Street which is also utilised by other, potentially vulnerable service users, during the OOH period. The process is in addition to the existing guidance of appropriate use of PPE, hand hygiene, decontamination, adequate room ventilation and minimise patient contact.		
Guidelines		This SOP sets the guidance for all operational staff to follow during Covid In line with the SOP for General Practice in the Context of Coronavirus (COVID19) – updated May 2021		
PROCEDURE			RESPONSIBILITY	
1	Patient from Warrington locality identified as needing face to face assessment to aid diagnosis / avoid potentially unnecessary A&E attendance with possible exposure to Covid – 19.		PC24 Shift Manger/ Senior Urgent Care Coordinator/Clinical Reviewer	
2	Patient to be clinically assessed by GP and if possible, managed via telephone		Triage GP	
3	If a physical examination is required advise patient that a clinician will undertake a home visit. Check if any keysafe code required to access building. Mark case for home visit on Adastra.		Triage GP	
4	If a patient is identified as being Covid symptomatic and has inadvertently been given a base appointment - to convert the case to a home visit and inform patient.		PC24 Shift manager PC24 Receptionist PC24 GP	
5	Inform Bath Street GP of visit – follow normal process for home visit.		PC24 Receptionist PC24 GP	

5	If further history is necessary - call patient prior to visit to minimise face to face contact.	PC24 GP
6	GP to perform hand hygiene and don PPE as per organisational policy prior to entering patient's home and increase room ventilation if possible. GP to clinically assess patient and manage as appropriate.	PC24 GP
7	GP to observe standard practice for doffing PPE, hand hygiene and decontamination of equipment on leaving patient's home as per organisational policy.	PC24 GP
8	GP to dispose of clinical waste appropriately on returning to base.	PC24 GP

