

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

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| Title | Transfer of Asylum Seekers in Initial Accommodation and Contingency Hotels to General Practice | Doc. No. | CLO83 OP0289 |
| Scope | Asylum seekers in IA and Contingency Hotels who have had health assessment and have been under our care for 6 weeks or more. | | |
| Purpose | When there are delays in the movement of asylum seekers from initial accommodation (and contingency hotels) to dispersal accommodation it is important to ensure there is not a long delay for patients to access the full array of primary care services. This delay was highlighted during the Covid-19 pandemic. PC24's Asylum Medical Assessment Service (AMAS) is, by nature of the service, an assessment rather than general practice service and is unable to offer the full array of opening hours and services which general practice can offer. Asylum seekers are entitled to access the full array of primary care services. | | |
| Guidelines | | | |
| PROCEDURE | | RESPONSIBILITY | |
| 1 | For the purpose of this SOP it is normal to process all members of a family unit at the same time. | AMAS administrative team | |
| 2 | Delaying the process in this SOP by up to 4 weeks can occur if clinically appropriate. For example, if further time is felt to be clinically appropriate to assess, monitor, refer or treat a patient prior to transfer to general practice. | Clinician within AMAS | |
| 3 | An EMIS search is run every other Wednesday to identify all patients who have been registered with AMAS for 6 weeks or more. | AMAS administrative team | |
| 4 | Patients/families who have been identified in the EMIS search, section 3, and have had their health assessment should be referred to Mersey Care's Social Inclusion Team (SIT) for assistance registering with a local GP practice. Referral is to be completed by a SIT referral form being completed and emailed (from uc24.asylum@nhs.net to mcn-tr.siteam@nhs.net). One form should be completed for solo asylum seekers or one form per family unit. | AMAS administrative team | |
| 5 | Mersey Care's SIT have agreed to inform PC24 AMAS, via email, when patients have been registered with general practice. In addition, AMAS will monitor the NHS spine for patients being newly registered with general practice. This monitoring will occur on a weekly basis. | Social Inclusion Team & AMAS administrative team | |
| 6 | Once registered with a GP surgery the patient's EMIS records are to be emailed to the practice nhs.net account (from | | |

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| | uc24.asylum@nhs.net). If the receiving nhs.net address is unknown the practice should be contacted to obtain it. | |
| 7 | The patient can be deducted from AMAS EMIS once the clinical records have been transferred to the GP surgery. | |
| 8 | Patients identified in section 3 but who have not had their health assessment should be prioritised to have a health assessment as soon as possible. Once completed they should continue with referral and registration as per sections 4-7 | |
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| Version | 1 | | | |
| Supersedes | N/A | | | |
| Approving Managers/Committee | Senior Management Team | | | |
| Date Ratified | | | | |
| Department of Originator | IUC Asylum | | | |
| Responsible Executive Director | Director of Service Delivery | | | |
| Responsible Manager/Support | Service Manager, Liverpool Area | | | |
| Date Issued | 20/10/2021 | | | |
| Next Review Date | 20/10/2022 | | | |
| Target Audience | Asylum Clinicians and Operational Staff | | | |
| Version | Date | Control Reason | Accountable Person for this Version | |
| 1 | 20/10/2021 | New SOP | Dr Jon Reynolds | |
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| Reference documents | | Electronic Locations | Locations for Hard Copies | |
| | | Primary Care 24 Intranet / Corporate Policies/ Current SOPS/ | Standard Operating Procedures File in the Call Centre. | |
| Document Status: This is a controlled document. Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled. | | | | |