**Checklist for Care Homes**

**Proxy access for ordering repeat medication**

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| **Activity** | **🗸 add notes** | **Available templates** |
| Agree who will lead the project for your Care Home |  |  |
| Discuss plans with staff, GP Practice manager and local pharmacy |  |  |
| Agree data sharing between Care Home and GP Practice |  | GP Practice Data sharing agreement  |
| Make sure all staff are up to date with information governance training |  |  |
| Tell residents / their POA / relatives about the new way of ordering medication and encourage discussion of any concerns |  | Letter to residents, Resident information leaflet  |
|  Ask residents to sign the consent form |  | Resident consent form  |
| Send signed resident consent forms to the GP Practice by email, keeping a copy in the home |  |  |
| Care Home lead and staff complete the proxy access request form and send to GP Practice by email |  | Proxy access request (and removal of access) form for staff |
| Staff receive log-in details and activate accounts |  | User guides are available for each GP system |
| Start ordering medication |  | User guides are available for each GP system |
| Put in place a procedure for dealing with breaches of confidentiality or misuse of proxy access |  |  |
| Plan for business as usual (adding new residents, removing staff, adding staff, training new staff, etc) and regular reviews |  |  |