**Checklist for GP Practices**

**Proxy access for ordering repeat medication**

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| **Activity** | **🗸 add notes** | **Available templates** |
| Agree who will lead the project |  |  |
| Discuss plans with staff, Care Home manager and local pharmacy |  |  |
| Agree data sharing agreement with Care Home |  | Existing GP Data Sharing Agreement |
| Set up proxy access in your clinical system, if necessary |  | User guides are available for each GP system |
| Receive patient consent forms from Care Home and save in patient’s clinical record (one for each resident) |  | Care Home resident consent form |
| Receive request for proxy access by Care Home (one for each member of staff) |  | Proxy access request (and removal of access) form for Care Home staff |
| Decide / agree what level of access the Care Home staff will have – medication reordering, view Summary Care Record, view Test Results etc. |  |  |
| Set up proxy access for Care Home staff and send log-in details |  | User guides are available for each GP system |
| Receive and process repeat medication requests in the usual way |  |  |