

GP Practices: Introduction and Important Steps for Rolling out GPCPCS

Please follow these steps to start utilising the GPCPCS service

1. Ensure that you have an up-to-date email address recorded on the Pinnacle system. The pilot sites revealed that if the wrong practice email address is recorded on the system, or if this is missing then you will not receive the confirmation and summary back from the pharmacy once the consultation has been completed.
2. Download the referral form onto your clinical system as follows:

If you are on SystmOne you should be able to download the referral form onto your clinical system from the NHS Lincolnshire central template database. Attached is a screen shot of where you can find it along with a word copy.

Lincolnshire	LWCCG Gynaecology Referral Form for 100 Day Challenge	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	LWCCG Interim MSK Physiotherapy Referral Form (December 2018)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	Management of Shoulder Pain Final V3.0 (July 2017)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	MRI Examination Request Form ULHT (April 2017)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	MSK AQP PATS Referral Form (October 2017)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	MSK CATS Referral Form (April 2017)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	MSK Referral Form Lincolnshire West ORRS (December 2017)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	NEUROLOGY HEADACHE REFERRAL FORM v2 (January 2019)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	NEW Childrens Health Service 0-19 GP/Hospital & Community Paeds Refe.	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	NHS GP Practice to Community Pharmacy Services Referral Form	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	Notis 2wksymptomatic breast referral form - female only (Aug 17)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	Notis 2wksymptomatic breast referral form - mals only (Aug 17)	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	NOUS referral form - May 2019	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	OATS ADHD Referral Form - SWLCCG Revised 2020	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices
Lincolnshire	One You Lincolnshire Referral Form	NHS Lincolnshire / Referral Forms	None	NHS Lincolnshire GP Practices

Unfortunately there isn't yet a central system for referral forms for EMIS – I have attached the form in ewdt format – this can be imported onto the EMIS clinical system by each EMIS practice. It was formatted by our Arden&GEM CSU team so should pre-populate for the practice like the S1 referral.

3. Once you have set up the administrative part of the service as per 1 and 2 above in your practice, contact a pharmacy with whom you work with locally to send a 'test' patient through the system to ensure the technology is working.
4. Once you are satisfied that the system is functioning, share the toolkit with your staff who will be triaging patients and ensure they understand what is needed. The toolkit for frontline, triaging staff contains the following documents:
 - A contact list for pharmacies in Lincolnshire (cross border participating pharmacies can be found on the NHS Directory)
 - A simple step by step guide with sample 'scripts' for your receptionists/care navigators who will likely be triaging patients through the service
 - A list of conditions which are suitable for referral and those that are not, colour coded for ease of use (these are taken from the national service specification).
5. You are ready to launch and start referring patients.