**Service handover form**

|  |  |
| --- | --- |
| **Key meetings attended** |  |
| **Practice clinical governance meeting** |  |
| **Practice data meeting** |  |
| **ELFT PC Nursing forum** |  |
| **QOF and registers** |  |
| **MDT meetings** |  |
| **Nursing home work done by the nursing team** |  |
| **Covid-19 for the house bounds** |  |
| **Nursing protocol and guidelines at CMC** |  |
| **Filing systems and where to find things which are needed** |  |
| **IPC Audit and action plan** | The one done for CQC and update on this and any next steps |
| **HR** |  |
| **2:1 handovers** |  |
| **Nursing specialities in the team** |  |
| **Nursing rotas** |  |
| **Nursing weekend rotas** |  |
| **Nursing workforce planning** | Views on any gaps – what the practice needs to deliver its targets |
| **Flu ordering and planning for 21/22** |  |
| **Safeguarding** |  |
| **Appraisals** |  |
| **Staff wellbeing conversations** |  |
| **Staff covid-19 risk assessments** |  |
| **Supervisions** |  |
| **Recording supervisions** |  |
| **Recruitment** |  |
| **File transfer** | Copies of appraisals / inductions / letters etc for the nursing team |
| **PGDs / PSGs** |  |
| **Datix and incident logs** |  |
| **Auditing notes and consultations** |  |
| **Anything you are concerned about during your leave/anything you think I /we should know about?** |  |
| **Key pieces of work** |  |

**Key resources**

1. Primary care directorate handbook
2. Leadership pack of forms
3. Supervision form for the Nursing Team

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  | | **Total Appointments per Year - Per CD** |  |
| **CDM** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** |  |  |  |
| **Asthma** | 38 | 30 | 44 | 33 | 37 | 36 | 32 | 35 | 36 | 29 | 33 | 39 |  | 422 |  |
| **Cancer** | 25 | 13 | 18 | 24 | 25 | 25 | 28 | 13 | 18 | 24 | 25 | 25 |  | 263 |  |
| **COPD** | 8 | 6 | 6 | 5 | 7 | 6 | 7 | 4 | 10 | 6 | 7 | 5 |  | 77 |  |
| **CHD** | 13 | 7 | 13 | 13 | 11 | 7 | 9 | 5 | 5 | 4 | 12 | 8 |  | 107 |  |
| **Dementia** | 4 | 1 | 2 | 0 | 4 | 3 | 3 | 1 | 1 | 2 | 0 | 2 |  | 23 |  |
| **Depression** | 112 | 114 | 131 | 110 | 110 | 114 | 112 | 114 | 131 | 110 | 110 | 114 |  | 1382 |  |
| **Diabetes** | 37 | 47 | 44 | 33 | 26 | 38 | 37 | 34 | 39 | 53 | 45 | 43 |  | 476 |  |
| **Epilepsy** | 2 | 6 | 5 | 2 | 5 | 1 | 1 | 3 | 1 | 1 | 2 | 4 |  | 33 |  |
| **Hypertension** | 41 | 40 | 47 | 45 | 52 | 31 | 48 | 32 | 45 | 55 | 33 | 44 |  | 513 |  |
| **Learning Disabilities** | 4 | 3 | 2 | 1 | 2 | 2 | 3 | 3 | 4 | 2 | 3 | 3 |  | 32 |  |
| **Mental Health** | 17 | 10 | 13 | 10 | 16 | 11 | 12 | 14 | 10 | 18 | 6 | 12 |  | 149 |  |
| **Rheumatoid Arthritis** | 1 | 5 | 1 | 4 | 5 | 0 | 2 | 3 | 2 | 2 | 9 | 3 |  | 37 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | | **Total Per Year** |  |
| **Total Appointments Required Per Month** | 302 | 282 | 326 | 280 | 300 | 274 | 294 | 261 | 302 | 306 | 285 | 302 |  | **3514** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
| CMC Cervical Smears | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** |  |  |  |
| CS005 - Smear performed in the last 3 y 6m, aged 25-49 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 |  |  |  |
| CS006 - Smear performed in the last 5y 6m, aged 50-64 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
| **Total Appointments Required Per Month** | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |

HI Marina

We had our meeting this morning for three hours

We have shared the targets require for

1. GPs
2. MI
3. Practice Nurse
4. HCA

* Everyone is aware of the weekly targets and how many sessions needed to create for specialised clinics for each domain.
* We also came to conclusion Charlie (agency ANP) is no longer required as she does not fulfil the skills CMC needs, so Johanne is going to cost up a Practice Nurse Agency worker until she finds her 2 Practice Nurses and will speak to you regarding costings of this.
* We also were reassured that CMC only require 2 Practice Nurses and their team is fulfilled and able to hit all QOF/Imms/Smears within our target numbers
* We also agreed timing for each domain, and we have factored in slightly longer by 3 minutes for CMC due to language barriers.
* We follow up in a week or 2 weeks ( due to consultation), to give Harvi/Johanne time to look at staff/rota for CMC. Then we look at a go live data as we need Practice Nurse staff to fulfil the rota.