

Clinical care checklist

from The MDU - Risk assessment for revalidation - part one

Do you have a programme, which you use, for keeping your consultation and clinical assessment skills up to date?

Yes
No

Do you audit complaints to assist in identifying areas for improvement of your clinical and communication skills?

Yes
No

Do you audit your prescribing patterns to assist in identifying areas for improvement?

Yes
No

Do you audit your clinical care and compare it against local and national standards?

Yes
No

Do you invite comment/feedback from your patients?

Yes
No

Do you have any means within the practice to assist disadvantaged patients with communication problems?

Yes
No

Do you have a protocol within the practice for dealing with patient telephone queries?

Yes
No

Do you keep a signed and dated record of all patient contacts, including telephone consultations?

Yes
No

Do you always record results of examinations, both positive and relevant negative?

Yes
No

Do you always record reasons if an examination is not considered necessary during a consultation?

Yes
No

Do you have up-to-date patient information leaflets on a suitable range of topics?

Yes
No

Does the practice have a full range of equipment appropriate for the services offered?

Yes
No

Does the practice have a suitable range of equipment to cater adequately for emergencies?

Yes
No

Is a designated person responsible for maintenance, service contracts and checking of practice equipment and instruments?

Yes
No

Is there a training programme for appropriate staff in the use of the equipment?

Yes
No

Do the GPs carry a full range of equipment for use outside the surgery?

Yes
No

Does the practice have a policy for the appropriate use of investigations?

Yes
No

Do you keep a log of all tests and samples sent and results received?

Yes
No

Are all incoming medical laboratory and consultant reports:

- reviewed by a GP
- signed by a GP, or electronically annotated
- date stamped before filing in the medical records?

Yes
No

Do you have a reliable system in place for following up abnormal results?

Yes
No

Do you ensure all results are reviewed when a partner is ill/on holiday?

Yes
No

Do you note instructions for review periods in the patient's record?

Yes
No

Do you have a system for identifying patients who do not attend for follow-up?

Yes
No

Do you always make a management plan in the patient's record?

Yes
No

If you decide that it is not in the best interests of the patient to follow a local or national guideline, do you:

- make a note in the medical records of the reason for this?

Yes
No

- seek a second opinion from a colleague?

Yes
No

Do you have protocols for the management of asthma, diabetes, hypertension, heart disease and at least one other chronic disease?

Yes
No

Do you maintain chronic disease registers with a system for recall?

Yes
No

Do you audit chronic disease management at regular intervals?

Yes
No

Do you have a protocol which includes:

- capturing information on lifestyle and risk factors, including smoking, alcohol intake, blood pressure and physical activity (as appropriate)
- acting on the information and giving appropriate lifestyle advice
- identifying patients with heart disease and those at risk of developing heart disease
- ensuring smooth administration when patients join the list?

Yes
No

Do you comply with the National Service Frameworks for:

- coronary heart disease
- mental health
- diabetes
- older people

Yes
No

Do you have a reliable system in place for following up patients who do not attend for smears, immunisations, etc?

Yes
No

Do you have a protocol to ensure vaccination of the appropriate groups against:

- influenza
- pneumococcus
- meningitis C

Yes
No

Is there a nominated member of staff responsible for:

- entering a new patient's data on to the computer?
- inviting new patients and the elderly for assessments (as applicable)?

Yes

No

Do you make a summary of the new records highlighting important information and noting allergies?

Yes

No

Do you have a means of identifying the health needs of your practice population?

Yes

No