

# Out of hours checklist

## from The MDU - Risk assessment for revalidation - part one

When engaging deputies in your practice, do you ensure that:

- they have the necessary, qualifications, knowledge, experience and skills to undertake the job
- they are registered with the GMC, have a JCPTGP certificate and have provided two references from previous employers?
- they belong to a medical defence organisation?

Yes   
No

Out-of-hours, is there a reliable system in place for contacting the doctor on duty, including a back-up to the use of a mobile phone?

Yes   
No

Are you aware of the quality standards that apply to out-ofhours providers?

Yes   
No

When using an organisation that supplies deputising doctors do you obtain an undertaking from the organisation that it will only provide a doctor on the medical list, the supplementary list or a named PMS provider?

Yes   
No

Do you publicise out-of-hours arrangements for patients?

Yes   
No

Do you have a system to ensure that urgent and/or important clinical information (notification of deaths, admissions to hospital, etc) is transferred into the medical record following patient contact with an out-of-hours agency?

Yes   
No

Do you have a system where new clinical information is promptly added to the medical record following patient contact with an out-of-hours agency?

Yes   
No

Do you have a system in place that identifies the follow-up needs of patients seen out-of-hours?

Yes   
No