

Checklist – identifying and engaging with your patient's GP

Timepoint	Task	Staff member assigned (suggestions)	Completed
Patient admitted to a ward	Ask the patient if they have a GP or direct them to the Adult or Child journey through rehabilitation information.	<i>Rehabilitation Registrar/Resident</i>	<input type="checkbox"/>
	Support the patient in finding a GP as appropriate.	<i>General Practitioner Liaison Officer (GPLO)</i>	<input type="checkbox"/>
	With the patient's consent, complete the Rehabilitation admission cover letter .	<i>Rehabilitation Registrar/Resident</i>	<input type="checkbox"/>
	Send this letter to the patient's GP.	<i>Ward Administration Officer</i>	<input type="checkbox"/>
During discharge planning	With the patient's consent, invite their GP to relevant Multidisciplinary case conferences. More information available at GP participation in Multidisciplinary Case Conferencing .	<i>Rehabilitation Registrar/Resident / Ward Administration Officer</i>	<input type="checkbox"/>
	Encourage the patient to book an appointment with their GP for initial post discharge consultation (give time frame on when this should occur).	<i>Rehabilitation Registrar/Resident</i>	<input type="checkbox"/>
On discharge	Ensure the patient has a GP appointment booked before they leave the ward.	<i>Rehabilitation Registrar/Resident</i>	<input type="checkbox"/>
	Complete the Enterprise Discharge Summary (EDS) upon discharge and provide a copy to the patient.	<i>Rehabilitation Registrar/Resident</i>	<input type="checkbox"/>
	Ensure the multidisciplinary discharge summary is also completed prior to discharge and the patient has a copy.	<i>Key Worker / Case Coordinator</i>	<input type="checkbox"/>