

Primary Care Phased Investment Programme: Final report

Appendix 7: Week of care audit data collection tools

Figure 1: GP consultations data collection sheet

Log of **clinical consultations** for GPs - any clinical interaction involving decision and recording in patient notes (includes F2F, telephone, e-consult, home visits)

	SECTION 1: MAIN reason for consultation <i>MARK ONE ONLY PLEASE</i>						SECTION 2: MOST appropriate person to take the consultation <i>MARK ONE ONLY PLEASE</i>										
	Complex clinical care	Non-complex clinical care	Mental health	MSK	Medicine related	Other	Time spent	GP	ANP	GPN	CTAC	Practice pharm.	Community pharm.	MSK physio or APP	Mental health nurse	Community link worker	Other
	co-morbidity, undifferentiated symptoms, frailty	one condition / simple presentations			medication was <i>main</i> appt reason		approx no. of mins	you, or another GP				inc pharm tech / support	inc Pharmacy First	1st contact MSK/APP	community MH service (1st contact)	non-clinical practitioners	
(Ex.1)	x						10	x									
(Ex.2)			x				15							x			
1																	
2																	

Figure 2: GP non-consultations data collection sheet

IMPORTANT NOTE: Where several of the same activity are done in a bundle, eg. signing repeats / emails, **enter the approximate number in the bundle** in section 1, and the total time to do the bundle. If some of the bundle could be done by one role and the rest by a second role, please split into two rows.

SECTION 1: Workload OUTSIDE of consultations Enter the NUMBER OF ACTIVITIES in a bundle <i>ONE ACTIVITY TYPE PER ROW</i>								SECTION 2: MOST appropriate person to carry out the activity <i>MARK ONE ONLY PLEASE</i>										
Acute Rx	Repeat Rx	Other pharma	Results, letters, Docman	Patient-related admin	Advice to other MDT	Other	Time spent	GP	ANP	GPN	CTAC	Practice pharm.	Community pharm.	MSK physio or APP	Mental health nurse	Community link worker	Other	Admin
		eg. med rec, med review		eg. emails, dictation, referrals	formal or informal		approx no. of mins	you, or another GP				inc pharm tech / support	inc Pharmacy First	1st contact MSK/APP	community MH service (1st contact)	non-clinical practitioners		
(Ex.1)	20						20					x						
(Ex.2)			5				45	x										
1																		
2																		

Figure 3: General practice nurse data collection sheet

IMPORTANT NOTE: Where several of the same activity are done in a bundle, eg. emails / results, **enter the approximate number of activities in the bundle**, and the total time to do that bundle. If some of the bundle could be done by CTAC and some not, please split into two rows.

Please enter the NUMBER of the MAIN activity or main reason for appointment (appointments should be counted as 1) <i>ONE ACTIVITY TYPE PER ROW PLEASE</i>											<i>(assume CTAC trained / staffed)</i>	
Expert Nursing Generalist	GPN admin	LTC monitor / measure	Bloods (except LTC)	Biometrics (except LTC)	Wound care / Minor injury	Ear care	Injections	Doppler & Hosiery	Other	Time spent	Could CTAC have done this activity?	
LTC management, LARC, men's / women's health, self-management, goal setting, care planning	CPD, emails, patient admin, results, supervision	LTC bloods / biometrics, diabetic foot review. <i>NOT LTC management</i>	routine / high risk meds bloods. <i>NOT LTC bloods</i>	BP, specimen, height / weight. <i>NOT LTC biometrics</i>	assess, remove suture/staple, dressing, minor injury	assess, irrigation, micro suction	Sustanon, B12 etc / vaccination	assess / manage, hosiery measure	ECG, health promotion, chaperone	Approx no. of mins	Yes	No
(Ex.1)					1					40	x	
(Ex.2)	5									10		x
1												
2												

Figure 4: Pharmacotherapy data collection sheet

Count of pharmacotherapy activity

Mark ONE TASK per patient which best fits the interaction										
	Med rec of OPL / IDLs	Acute / repeat requests	Serial prescription	Out of stock	High risk medicines monitoring	Medication queries	Polypharmacy reviews	Other clinical med reviews	Clinical check	Other
	letters from clinics inc. Docman, email requests, IDLs	meds requests actioned by pharmacy	serial Rx requests or assoc. tasks	request for other meds due to stock issues	meds requiring monitoring e.g. DMARDs	from practice staff, community pharmacy, patients	7-step polypharmacy review inc. phone / f2f / video consults	clinical med reviews (<i>exclude polypharmacy</i>)	clinical check of anyone else's work	inc. prescribing improvement projects, non-clinical med review
Manual count using tally marks or numbers										
TOTAL (tot up and write number)										

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