

Worcestershire and Herefordshire Local Medical Committees Ltd

Acute Trust GP Charter

- If a hospital clinician initiates a test or investigation it is the hospital team's responsibility to follow up on the test result.
- If a patient is discharged whilst still requiring investigations or tests to be undertaken it is the hospital team that is responsible for organising the outstanding tests.
- After surgery, if no hospital follow up is planned, then the patient will be advised that follow up in general practice will be on an as needed basis rather than routine. The range of symptoms considered outside the norm during recovering (and requiring GP help) will be clearly communicated to the patient prior to discharge.
- If follow up is needed by the GP or practice nurse, in most cases the responsibility for organising this should be given to the patient, and this fact made clear in correspondence with the GP.
- Recommendations in hospital communications to GPs (eg about changes to medication or management plans) requiring patient contact with the GP, should make it clear that the hospital has asked the patient to contact the practice.
- Discharge summaries will:
 - Always have the name and contact details of both the author and the consultant.
 - Make very clear the follow up arrangement in hospital.
 - Be sent to the GP within ten days of discharge.
 - State the discharge location; noting if this is not the patient's normal place of residence.
 - Be copied to the patient.
 - Indicate new or discontinued medication.
- Prescribed medication volumes will be in accordance with the Trust's contractual requirements.
- If the patient is not well enough to return to work, fit notes (previously known as sickness certificates) should be issued for the expected duration of the absence from work.