

### Practice Closure ERD Checklist

	Action/recommendation	Lead	Status	Date completed	Meds Management Comments	Practice Comments
1	Confirm current prescriber list for that Practice matches the ACTUAL current prescribers	Practice			Contact Medicines Optimisation Prescribing Support Officer for current list	
2	Complete leavers forms for any no longer current, and report information back to Medicines Optimisation Prescribing Support Officer	Practice				
3	Has date of Closure been agreed upon?	Primary Care				
4	Has communication gone out to <b>ALL</b> patients, (regardless if ERD or not)	Primary Care			See point 'b', page 2, of Practice Closure/Merger/GP Changes guidance	
4a	Communication to patients who have carers, (including Care home patients),	Primary Care				
4b	Communication to dosette box patients	Primary Care				
4c	Communication to patients where communication needs to go to a 'care of' address.	Primary Care				
4d	Communication to patients with special needs	Primary Care				
4e	Communication to partially sighted patients, (may need 'easy read' letters)	Primary Care				
4f	Communication to homeless patients	Primary Care				
4g	Communication to those whose residential address cannot receive postal mail, e.g. caravan parks	Primary Care				
5	Communication to ALL patients re process for ordering medication, e.g. ordering apps (such as NHS app)	Primary Care			See point 'e', page 2, of Practice Closure/Merger/GP Changes guidance	
6	Communication to ALL patients re process for registering with new Practice ASAP	Primary Care				
7	Communication to Secondary Care re EDN and clinic letters	CCG				
8	<b>Ensure all patients identified, (in points 4 above), receive appropriate notification</b>	Practice				
9	Agree 'cut off' date when ERD can no longer be signed by current prescriber	Practice				
10	Practice Manager and GP to agree on the process for cancelling ERD batches, and decide on appropriate course of action, (e.g. agree with current prescribers, how much medication they are happy to prescribe after the closure, (specially if two months' supply of medication could be a danger for the patient, or controlled drugs)	Practice				
11	communications to all ERD patients regarding cessation of ERD (either bulk lplate with general details, or individual Accurx at the point of ending current batch)	Practice			See <i>appendix 1</i> of Practice Closure/Merger/GP Changes guidance	
12	Move all 'dosette box' ERD patients to repeat (with regard to point 9 above)	Practice			See <i>appendix 6</i> of Practice Closure/Merger/GP Changes guidance	
13	Move all '7 day or less' ERD patients to repeat (with regard to point 9 above)	Practice			See <i>point 11, page 5</i> , of Practice Closure/Merger/GP Changes guidance	
14	Move all 'Care Home' ERD patients to repeat (with regard to point 9 above)	Practice			See <i>appendix 7</i> of Practice Closure/Merger/GP Changes guidance	
15	Communication to each Pharmacy explaining why ERD has been stopped, (can be done in bulk to each Pharmacy once all ERD removed)	Practice			See <i>appendices 2 and 4</i> of Practice Closure/Merger/GP Changes guidance	

Approved by: June KMMOC Ratified by Kate Langford  
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