

**GP Leaves/Ceases Practice ERD Checklist**

	<b>Action/recommendation</b>	<b>Lead</b>	<b>Status</b>	<b>Date completed</b>	<b>Meds Management Comments</b>	<b>Practice Comments</b>
1	Has date of GP leaving been identified?	Primary Care				
2	Agree 'cut off' date when ERD can no longer be signed by current prescriber	Practice				
3	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, whether ERD will be cancelled completely, or if there is still a few months to run, whether a new ERD can be set up with another prescriber already at the Practice for the remaining period of time	Practice			see further information on page 7, of Practice Closure/Merger/GP Changes guidance	
4	Move all general ERD patients to repeat (with regard to point 3 above)	Practice			See <i>appendix 5</i> of Practice Closure/Merger/GP Changes guidance	
5	Move all 'dosette box' ERD patients to repeat (with regard to point 3 above)	Practice			See <i>appendix 6</i> of Practice Closure/Merger/GP Changes guidance	
6	Move all '7 day or less' ERD patients to repeat (with regard to point 3 above)	Practice			See <i>point 11, page 5</i> , of Practice Closure/Merger/GP Changes guidance	
7	Move all 'Care Home' ERD patients to repeat (with regard to point 3 above)	Practice			See <i>appendix 7</i> of Practice Closure/Merger/GP Changes guidance	
8	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	
9	communications to ERD patients if to stop completely, regarding cessation of ERD, (either bulk Iplato 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	

Approved by: June KMMOC Ratified by Kate Langford Ratified Date: Aug 2022 Review Date: Aug 2024
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