 Insert Practice Details

Dear x,

We recently received a request from you to undertake the following for [enter patient details]

\*select as appropriate:

|  |  |
| --- | --- |
|  | Arrange blood tests following an appointment (face to face or virtual) |
|  | Arrange xrays and/or scans following an appointment (face to face or virtual) |
|  | Urgent prescription requests following an appointment (face to face or virtual) |
|  | Request for followup scans or X-rays after imaging or clinical assessment by your team |
|  | Referral to another specialty within the same Trust |
|  | Prescribing a drug that currently General Practice has not been commissioned to prescribe |
|  | Prescribing, initiating or monitoring  specific drugs without a completed and **agreed** shared care protocol in place |
|  | Request to chase results |
|  | OTHER (please add details) |

Unfortunately, we are seeing an increased number of these types of requests into General Practice and we are unable to support them. Increasing workload in General Practice from a range of sources, including the new government contract demanding that we focus on other areas (ie access) means that we simply don’t have the resources to help.

I also refer you to the Coventry and Warwickshire ICB ‘Consensus on the Primary and Secondary Care Interface’ document which is available at:

<https://www.coventryrugbygpgateway.nhs.uk/pages/consensus-primary-and-secondary-care-interface-coventry-warwickshire-icb/>

All local Trusts as well as Primary Care have signed up to this Consensus and it outlines principles for colleagues within both secondary and primary care.

The standard NHS contract does describe the actions included above as the Trust’s responsibility. It is therefore entirely reasonable for you to escalate this within your department or division to insist that facilities are made available for you to perform these functions.

Please also note there is a contractual obligation for you to provide direct contact details on all letters to GPs and Patients.

**Due to these reasons we must decline this handover and return the request to you for actioning.**

**Please note that this transfer of work has NOT been accepted. It may also be reasonable for you to contact the patient directly to confirm any changes to any plans that may have been made..**

Should you have any questions please send them to the relevant Local Medical Committee (LMC) who can be contacted at:

Coventry LMC – [Coventry.lmc@nhs.net](mailto:Coventry.lmc@nhs.net)

Warwickshire LMC – [Warwick.lmc@nhs.net](mailto:Warwick.lmc@nhs.net)

Yours sincerely