

# Pre-arrival checklist

Part of the NASGP Locum Toolkit



Name of GP	
Chamber	
Room	
Responsible staff member	

## Computers

- ☐ Computer switched **on**.
- ☐ Already logged in to
  - ☐ the computer's **operating system** e.g. Microsoft Windows
  - ☐ any **document management systems**
  - ☐ any electronic dictation equipment
- ☐ Access to any **electronic pathology** or other investigation system.
- ☐ A secure, **unique password and username** to access the practice's **clinical system**.

## Parking arrangements

- ☐ Permits or access codes to parking areas

## Room paperwork

- ☐ Printer topped up with plain A4 and prescription paper
- ☐ Supply of paper prescriptions if doing visits
- ☐ Dictation equipment and relevant instructions
- ☐ Pathology and microbiology forms (or access to these electronically)
- ☐ Radiology request forms (or access to these electronically)
- ☐ Fit notes (or access to these electronically)
- ☐ Practice stamp if having to complete paper forms

## Room equipment

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Door codes</li><li><input type="checkbox"/> Blood pressure measuring device: large cuff</li><li><input type="checkbox"/> Sample pots for urine, stool and sputum</li><li><input type="checkbox"/> Urinalysis dipsticks</li><li><input type="checkbox"/> Peak flow meter and mouthpieces</li><li><input type="checkbox"/> Tongue depressors</li><li><input type="checkbox"/> Swabs for microbiology</li><li><input type="checkbox"/> Gloves</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Lubricating jelly</li><li><input type="checkbox"/> Vaginal speculae</li><li><input type="checkbox"/> Pregnancy tests for urgent assessment of abdominal pain in women of childbearing age (<a href="#">MPS   Pregnancy test and abdominal pain</a>).</li><li><input type="checkbox"/> Adjustable couch examination light.</li></ul> |
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