

Checklist for engaging with GP practices

Practice Name:

CLP Name:

Practice Manager:

Below are suggestions of activities that can be undertaken by the CLP and CLP Coordinator in conjunction with the practice manager to increase engagement from practice staff and to increase the number of patients seen by a CLP.

The list is not exhaustive and further suggestions are welcomed. It is recognised that not all activities will be possible / appropriate for every practice.

Task	Person Responsible	Comments
Clinic held in practice where possible	Practice Manager / CLP Coordinator	
Regularly attend practice if clinic is remote	CLP	
Meet with practice staff at coffee breaks	CLP	
Visit staff room at lunchtime	CLP	
Leaflets visible in the practice	Practice Manager / CLP	
Posters visible in the practice	Practice Manager / CLP	
Provide feedback to referrer where appropriate	CLP	
Attend PLT sessions	Practice Manager / CLP	
Link with Practice Manager	CLP Coordinator	
Attend Patients Participation Group	CLP	
Feature in practice newsletter	Practice Manager / CLP	
Information on TV screens	Practice Manager / CLP Coordinator	
Advertise on practice Facebook	Practice Manager / CLP Coordinator	
Presentation to practice staff	CLP / CLP Coordinator	
CLP leaflet emailed to all patients	Practice Manager	

Case studies relevant to the practice to be circulated regularly	CLP	
Ensure that a follow-up appointment is offered to all patients	CLP	
Encourage practice staff to consider a CLP referral for patients requiring a fit note because of stress at work	Practice Manager	
Ensure CLP details are included on practice website	Practice Manager	
Advertise via table / stall within GP practice reception area at regular intervals	CLP / CLP Coordinator	
Consider CLP featuring in practice newsletter	Practice Manager	
Consider offering CLP appointment to new patients registering at practice	Practice Manager	