# User note

The information in this form can be used by

* adding your organisation’s logo, address and contact details, and deleting this user note
* Copying the text and adding to your own form

It has been written in plain English and meets accessibility requirements.

# Checklist for GP practices

# Proxy access for ordering repeat medication

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| --- | --- | --- |
| Activity | 🗸 or notes | Available templates |
| Agree who will lead the project |  |  |
| Discuss plans with staff, care home manager and local pharmacy |  |  |
| Agree data sharing agreement with care home |  | D1 - Template - GDPR Data sharing agreement template for care homes/practice |
| Set up proxy access in your clinical system, if necessary |  | User guides are available for each GP system |
| Receive patient consent forms from care home and save in patient’s clinical record (one for each resident) |  | D5 - Form - care home resident consent form for access to GP online services |
| Receive request for proxy access by care home (one for each member of staff) |  | D6 - Form - proxy access request and removal of access form for care staff |
| Set up proxy access for staff and send log-in details |  | User guides are available for each GP system |
| Receive and process repeat medication requests in the usual way |  |  |