

TWEEDDALE MEDICAL PRACTICE
ACTION PLAN FOR VISION CONVERSION

ACTION REQUIRED	LEAD PERSON	DEADLINE	STATUS	COST TO PRACTICE				Comments
				Detail of costs to practice	Indirect cost	Initial Estimate of direct Cost	Actual direct Cost (Inc VAT)	
PRE MIGRATION								
Risk Assessment Training Plan Visit to Another Medical Practice VUG meeting Vision migration workshop								
<u>IT</u> IT Hardware Survey Save copies QMAS reports Inform Elinks/Partners of dates for no data transmission								
<u>Procedures & Systems</u> Data Quality mapping Trial data checks and verification Nurse & GP Rota completed Recalls up to date Archive copies of QOF/ES achievements Read Code priority mapping								

<p><u>Communication</u> Message on Rx slips Consultation with PPG re info leaflet Patient Newsletter Posters & leaflets for waiting room/reception area Information leaflet distributed to chemists, hospitals, etc Mailshot to all households</p> <p>Practice Team meetings (ongoing throughout)</p>						<p>check with PSD they may be able to provide labels for households</p>
<p><u>Stock & Supplies</u> Stationary Order Printer ink Catch up trays</p>						
<p>DOWN TIME</p>						
<p>Consultation Recording Form Referrals System Clinical Mail System and Docman</p> <p>Repeat Prescriptions Appointments System Filing of consultation forms</p>						<p>no change required - Docman not affected</p> <p>scanned to Docman unless any QOF/ES data - kept for Vision input</p>

GO-LIVE								
All staff availability - no holidays allowed Emerg appts or duty dr only on day 1 GP & nurse appts extended to 15mins								1st 2 weeks post go live
POST CONVERSION								
Rxs Mapped Over Allergy mapping Recall Systems migration Referrals Post Conversion back-log workload Update practice protocols Update Business Continuity Plan								
						£0.00	£0.00	