

Checklist for general practices to support an approach to integrated nurse working

The following action points should be carried out in preparation for the set up of an integrated nursing team.

Action	Done
Talk to the community nurse's manager and agree the proposal	
Discuss the proposal with your general practice nurses (GPNs) and community nurses (CNs)	
Talk to other surgery staff about the team and the practical implications for the practice	
Confirm plans in writing to the nurse manager	
Decide which rooms, desks and spaces will be made available to CNs	
Designate equipment and resources, as agreed with the CN's manager	
Arrange access for the CNs to relevant practice information, including patient records, computer systems etc	
Get the team to identify a leader – even if only for the interim	
Arrange for the team leader to come to the practice for an induction day	
Agree which practice meetings the team leader will attend and give dates	
Agree what plans the team will produce, by when, to guide their work and inform you and their manager of the team's progress	