**Checklist for spoke premises visit**

**Name of GP School visitor:**

**Date of visit:**

**Name of these premises:**

**Name of spoke CS:**

**Name and email address of practice manager:**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Met in full y/n** | **Comments** |
| Adequate consulting room near the supervisor |  |  |
| Meets criteria for number of rooms (max 2 per site) |  |  |
| Postgraduate doctor has secure place to store personal belongings. |  |  |
| Adequate desktop resources. E.g. BNF and for children. Protocols, lone worker, violent patient policy and guidelines. |  |  |
| Postgraduate doctor room can be easily unlocked from outside |  |  |
| How many sessions will be worked at this site per week. GMC approval would be needed if >2 sessions. |  |  |
| How many sessions will supervisors work alongside the supervisee |  |  |
| Who else will supervise the postgraduate doctor |  |  |
| Access to practice clinical meetings on days postgraduate doctor on site |  |  |
| System for flagging up potentially violent patients and children at risk |  |  |
| Computer system, is this the same on all sites, if not the same, what induction will be provided on its use |  |  |
| Summary standards of notes |  |  |
| Any other differences across sites |  |  |
| How will you share both positives and developmental issues with the hub practice? The trainer held records need to be shared and contemporaneous |  |  |
| **Actions (SMART) needing to be taken** |  |  |