**Domiciliary Appointments**

**Moreton & Meols Primary Care Network (PCN) will provide Domiciliary blood appointments for the following practices;**

**Moreton Group Practice – 15 per week**

**Moreton Medical Centre – 6 per week**

**Hoylake Rd Medical Centre – 5 per week**

**Blackheath - 4 per week**

The service will receive and accommodate referral requests for timely domiciliary visits. Domiciliary visits are for patients who have specific needs which prevent them from leaving their place of residence. Place of residence covers anywhere the patient resides, including nursing and residential care homes.

Patients referred for a domiciliary visit must fulfil the following criteria;

* Are too frail, elderly or infirm that it prevents them leaving the house
* Have a severe physical disability that it prevents them leaving the house
* Have mental health problems which make it difficult for them to leave the home
* Have sensory disabilities, especially severe visual impairment which makes it difficult for them to leave the home
* Have profound or severe learning difficulties which make it difficult for them to leave the home
* Temporarily housebound patients e.g. post-surgery
* Patients MUST be coded as housebound or temporarily housebound

Referrals for DV bloods should be within the following timeframe;

|  |  |
| --- | --- |
| **Referral Type** | **Referral to Testing** |
| DV Routine Referral | Within 5 working days from referral |
| DV Urgent Referral | Within 2 working days from referral |

To ensure the required timeframe, domiciliary bloods will be taken on a Wednesday and Friday morning.

Please note – DV bloods are calculated on the basis of 1 person per 1000 practice population per week (i.e. a practice with a list size of 6000 should not need more than an average of 6 DV bloods per week).

Please manage your own routine referrals via your appointment book. This will be audited on a regular basis. When booking an appointment please ensure you always:

* **Use the specific home visit slot type: PCN Phlebotomy Home Visit and**
* **Note any keycodes in the booking reason and ICE numbers in slot notes within EMIS**.

If you have an urgent appointment request on a Monday or Tuesday, add this to your Wednesday session, an urgent request on a Wednesday or Thursday should be added to your Friday session. Please ensure you use the appropriate slot type.

For your Wednesday and Friday DV phlebotomy slots, set up your allocated amount for the day. Eg on a Wednesday MGP will set up a session with 9 slots and a Friday will have a session with 6 slots.

Please note DV appointments MUST be added on to your appointment sessions by midday of the day before ie by 12pm Tuesday for Wednesday appointments or 12pm Thursday for Friday appointments.

The PCN admin staff will retrieve your appointment bookings directly from EMIS for all Moreton & Meols PCN practices.

**Blackheath** – please can you continue to send your list over as per the details below:

To email from appointment book, first ensure your print settings will include patient address as well as DOB and contact number. To do this from Appointment Book go in to ‘Appts Config’, scroll to the bottom of the ‘General’ page and in ‘Patient Details Print Settings’ ensure Contact Number, Address and DOB are in the right hand ‘Included Details’ box. Then click ok.

To email appointment book highlight your list of patients, press the print icon on the emis ribbon at the top of the page, this will open a screen asking for date and time of appointments to print. Note correct date and times of appointments. Use magnifying glass to search for correct session holder (ours is set up as phlebotomy phlebotomy), tick box to include patient details, then click ok. This will open up the list of patients with name, DOB, address and booking details and an option to email the list. Click email, which should open Outlook, and in there you need to add our PCN email address pcnmoretonandmeols@nhs.net and email to Moreton & Meols PCN. Our admin team will print labels and prepare for the phlebotomist to plan the route.

Home Visit Appointments Weekly

Moreton Group Wednesday 9 appointments, Friday 6 appointments

Moreton Medical Wednesday 4 appointments, Friday 2 appointments

Hoylake Rd Wednesday 3 appointments, Friday 2 appointments

Blackheath Wednesday 2 appointments, Friday 2 appointments

TRUE URGENT APPOINTMENTS AS AND WHEN REQUIRED

General Points to consider when requesting domiciliary bloods

* For all other DV can we please ask that again you state the reason for the bloods and the ICE number in the booking notes.
* Please note we would NOT routinely carry out INR bloods as the phlebotomy budget does not cover this. INR should be managed using point of care (coagucheck) testing and the resource for this is contained within the anticoagulation LES payments.
* Bloods for care home patients should, where possible, be booked to coincide with the Physicians Associates weekly care home ward rounds. Please can you remind the chare home staff to adhere to this and make the PA’s aware that bloods will need to be taken and for which patient.

Care Home Ward Rounds are carried out on the following days:

* Tuesday: Barnston Court
* Wednesday: Melrose / Woodlands
* Thursday: The Manor