



### Introduction

- The Safety Checklist for General Practice aims to support patient safety and overall practice compliance.
- Important safety-critical tasks are checked on a routine basis and action taken, where needed, to help ensure overall practice compliance.

### Checklist Use in Healthcare

- Checklists are often used in a variety of high risk industries, such as aviation and nuclear power, and they are increasingly being used within healthcare to aid task completion.
- They are also used to aid the undertaking of safety critical tasks, and to ensure that they are carried out routinely and in a timely manner.



### A Safety Checklist for General Practice

- The Safety Checklist for General Practice was developed with current knowledge of safety-critical issues, consensus workshops and an 'expert' development group (1).
- Six key safety domains and 22 core safety issues to be routinely checked were identified. Examples include:
  - o **Medication Safety:** Controlled drugs
    - Securely stored
    - Up-to-date register exists
    - Stock balances are undertaken at appropriate time intervals based on practice usage
    - Any out-of-date stock is appropriately disposed
  - o **Practice Team:** CPR and Anaphylaxis Training
    - All staff have up-to-date CPR training
    - All clinical staff have up-to-date anaphylaxis training
  - o **Patient Access and Identification:**
    - Information for patients on how to access the practice urgently or in an emergency is widely available in different formats (for example, posters, leaflets, booklet, website)



## Summary

- The checklist can be used as a flexible guide within the general practice workplace.
- It can be used once every four months, for example, and methods for checking involve document reviews, observations and spot checks.
- As a continuous improvement process, routine practice can be monitored and enhanced.

## Reference

1. Bowie P, Ferguson J, MacLeod M, Kennedy S, de Wet C, McNab D, Kelly, M, McKay, J, and Atkinson, S. Participatory design of a preliminary safety checklist for general practice. *Br J Gen Pract.* 2015;65(634):e330–343.



## Use the Safety Checklist for General Practice

- Driving Improvements in Healthcare: Implementation Evidence. Learning Briefing 4: A Safety Checklist for General Practice. NHS Education for Scotland, 2017.
- <https://learn.nes.nhs.scot/Resource/View/1032>
- <http://patientsafety.nes.nhs.scot>
- <http://bjgp.org/cgi/doi/10.3399/bjgp15X684865>

© NHS Education for Scotland 2017.

NHS Education for Scotland is a national health board responsible for education, training and workforce development for those who work in NHS Scotland. We undertake a range of patient safety educational research to support the delivery of safe, effective and person-centred care.

You can copy or reproduce the information in this document for use within NHSScotland and for non-commercial educational purposes. Use of this document for commercial purposes is permitted only with the written permission of NES.

Dr Nancy El-Farargy: [nancy.el-farargy@nes.scot.nhs.uk](mailto:nancy.el-farargy@nes.scot.nhs.uk)

[www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)

