

Example application to close patient list – sample template for completion by contractor

Application to close patient list

Practice stamp

Please complete the following:

Briefly describe your main reasons for applying to close your practice's register to new registrations:

Due to the unexpected retirement of Dr..... we have been unable to recruit a salaried GP. Dr has carried the burden for six months, but is now unable to carry on. The surgery has come to the decision to apply to close our list for six months – due to staff shortages and the safety of our patients. We are hopeful that we may be able to recruit a salaried GP within the six months the surgery list is closed.

What options have you considered, rejected or implemented to relieve the difficulties you have encountered about your open list and, if any were implemented, what was your success in reducing or erasing such difficulties?

We have tried to recruit a salaried GP but have been unsuccessful, we are advertising via Dr Kelly, EQUIP website and have also placed ads within Pulse and GP Magazine.

Have you had any discussions with your registered patients about your difficulties maintaining an open list and if so, please summarise them, including whether registered patients thought the list of patients should or should not be closed?

We have carried out discussions with our patients and have explained the difficulties at the surgery. All patients asked have agreed that it would be beneficial to close our list at the present time, please see attachment.

Have you spoken with other contractors in the practice area about your difficulties maintaining an open list and if so, please summarise your discussions including whether other contractors thought the list of patients should or should not be closed?

Dr..... and myself (Practice Manager) feel that the current situation is unsustainable.

How long do you wish your list of patients to be closed? (This period must be more than three months and less than 12 months)

Six months.

What reasonable support do you consider the AT would be able to offer, which would enable your list of patients to remain open or the period of proposed closure to be minimised?

To supply us with a salaried GP or a long-term locum who would help with appointments, paperwork and visits and all relevant GP services.

Do you have any plans to alleviate the difficulties you are experiencing in maintaining an open list, which you could implement when the list of patients is closed, so that list could reopen at the end of the proposed closure period?

We are constantly working to recruit a salaried GP, please see section on patient engagement.

Do you have any other information to bring to the attention of the AT about this application?

Dr hasn't received any support during the six months since Dr ...'s retirement. Dr is unable to sustain the amount of hours he is working currently.

Please note that this application does not concert any obligation on the NHS England to agree to this request

To be signed by all parties to the contract (where this is reasonably achievable):

Signed:

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Print:

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Date:

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Signed:

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Print:

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Date:

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Attachment

We carried out a patient consultation (please see attached letter). 99 responses were received, of these 98 agreed that the surgery should close its list.

We are also receiving complaints from patients that they are unhappy to see locum doctors.

The bulk of the work falls to Dr... Locum doctors are unhappy to do queries, visits, etc.

Due to the retirement of Dr..... we have been unable to carry on with our Group Scheme Indemnity insurance, unfortunately there are no insurance companies who will insure an HCA therefore we haven't had any choice but to reduce the type of patients our HCA is allowed to see, this entails anything invasive, ie. Phlebotomy, flu vaccinations, wound care.