<Practice Header>

<Practice Name>

<Practice Address>

<Date>

<Email Address>

<Consultant Name>

<Consultant Address>

Dear <Consultant Name>

Re: <Patient Name and CHI>

Thank you for your recent communication regarding my patient above. Having reviewed this communication we feel that there are certain actions/responsibilities that lie with yourself and would therefore highlight these as follows.

**Reason(s) for contacting you is ticked below**

* **You should contact the patient directly / Clinical responsibility for dealing with this matter lies with your own team**
* **Clinicians should action and follow up their own investigations and give the results to patients – as per BMA/GMC guidelines. This principle has also been agreed locally in Grampian via the advisory structures - GP Sub-Committee, Consultant Sub-Committee, and Area Medical Committee**
* **Pre-op/post-op assessments should be organised/carried out by the surgical or anaesthetic team**
* **The patient requires a direct referral from your department**
* **The prescribing responsibility for this medication lies with your team**
* **Our staff are not resourced or trained to undertake this work**
* **<medication name> is not on our Enhanced Services Medication List, therefore responsibility for monitoring this lies with your team**
* **Other (explained below)**

This is in line with locally agreed practice: [Primary and Secondary Care Collaborative Working Consensus Document](https://eur01.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fscottish.sharepoint.com%2Fsites%2FGRAM-Guidance%2FShared%2520Documents%2FPrimary%2520and%2520Secondary%2520Care%2520Collaborative%2520Working%2520Consensus%2520Document.pdf&data=05%7C01%7Clinsay.taylor%40nhs.scot%7Cba6b3d54a785402bfa1908dbae2754bc%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638295256160147952%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EKiK80bKtmXQEXbYT2cb33sdCxuc6eJEeoOMVfRxrKw%3D&reserved=0).

In line with the GMC guidance 'Good Medical Practice’, we have reviewed the instruction/ advice in your letter (attached) and have ensured that any necessary emergency action has been carried out. The action(s) we have taken is described below:

We would be grateful if you could address the issue(s) above.

If you would like to discuss this further, please feel free to contact the practice. An anonymised copy of this correspondence will be sent to the GP Sub-Committee and Grampian Local Medical Committee Ltd.

Yours sincerely

**Dr <Insert Name>**

**GP**

**<Practice Name>**