# Primary Care Involvement checklist

Nov 2024, V1.0

## Introduction

This tool outlines all the tasks you will need to complete before starting your involvement with registered patients. This checklist can be used for GP practice mergers, closures, and other primary care changes.

You can find other useful tools and links to related documents on our Leeds Health and Care Partnership Website here: <https://www.healthandcareleeds.org/have-your-say/get-involved/involvement-support/>

## Involvement steps – before you start.

Ensure each of the following steps is complete before the first day of your involvement. Templates and guidance for each of these steps is available on the Leeds Health and Care Partnership Website.

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| 1. Quality and Equality Impact Assessment (QEIA) completed and signed off |  |
| 1. Involvement plan completed and signed off |  |
| 1. Plan shared with Patient Participation Group (PPG) |  |
| 1. Involvement survey completed, signed off, and added online |  |
| 1. Stakeholder letters completed and signed off |  |
| 1. Stakeholder letters ready to post |  |
| 1. Meetings taken place with any key stakeholders such as councillors |  |
| 1. Involvement added to website with links to letter, involvement plan, and survey |  |

## Involvement steps – once you finish.

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| 1. Write up a short report outlining your findings |  |
| 1. Share the report with the ICB |  |
| 1. Upload the report to your website |  |
| 1. Contact your patients and stakeholder to inform them of the outcome |  |