**ELR GP Federation**

**Guidance for Practices - Inter-Practice Referrals Intrauterine Devices**

1. **Introduction**

The Federation Inter-Practice Referral Scheme has been set up to enable:-

* Inter-practice referrals for insertion and removal of intrauterine devices for contraception or menorraghia.
* Utilise the diversity of skills that exists across East Leicestershire and Rutland
* Bring care closer to home for our patients
* Reduce referrals to secondary care
* Reduce treatment/intervention waiting times for patients
* Provide additional avenues of income to practices
* Set the precedent for future collaborative working

1. **Referring Practices process**
2. Patient presents at your practice with need for intrauterine device. Conduct an initial discussion with patient to determine suitability for IUD/IUS for contraceptive or menorragia purposes
3. Provide the patient will one of the following information leaflets listed below (as appropriate);
4. <http://www.fpa.org.uk/sites/default/files/intrauterine-device-iud-your-guide.pdf>
5. <http://www.fpa.org.uk/sites/default/files/ius-your-guide.pdf>
6. <http://www.patient.co.uk/health/Intrauterine-System.htm>
7. <http://patient.info/health/intrauterine-contraceptive-device-leaflet>
8. Check best telephone number for provider practice to use to contact patient to arrange suitable appointment
9. Take the swabs prior to referral.
10. Provide a signed FP10 for the IUS/IUD and give to patient to bring it with them at time of insertion
11. Medical secretary to write a standard referral letter to include;

* Details for consent checks that they have undertaken,
* Confirm the advice that has been given to the patient regarding contraception to ensure that the patient is suitable for an IUS/D fitting
* Results of swabs taken
* Specific patient issues, medication

1. E-Mail referral letter to Federation nhs.net account – TBD
2. The referring practice must also write to the Providing practice to advise of any removals that are undertaken, including;

* Reason for removal
* Who removed the device

**Note;** If the referring practice is unable to remove the devices, then they should refer the patient back to the Providing practice.

1. **Federation process**
2. The Federation will match the patient to a providing practice and forward the referral correspondence via nhs.net to that practice.
3. The Federation will aim to distribute the referrals fairly across all providing practices
4. **Providing Practices process**
5. Contact the patient by telephone within 2 weeks of receipt of referral to;

* Acknowledge referral
* Offer appointment for assessment/fitting
* Check patient has an FP10 for the device and remind them to bring it with them

1. Assessment/Fitting Consultation recommendations

* At least 30 minutes duration
* History taking, using standard checklist e.g. RCOG
* Explanation + further written information if required
* Obtain written consent
* Bi-annual examination
* Opportunistic swabs
* Fitting of IUS/IUD
* Give card and leaflet to patient
* Arrange and give appointment for follow up check in 6 weeks (check for signs/symptoms of infection, expulsion and perforation).

1. Write back to referring GP detailing the following information:

* Details of consultation/fitting or failure to fit
* IUS Batch Number/expiry date
* Any further instructions/actions (e.g. await swab results)

1. **Complications**

If the patient has a problem perceived by the referring GP to be a complication of the IUD/IUS they should discuss the case with the Providing GP.

1. **Audit**

**The Providing Practice will need to;**

* Record all Consultations and IUS Insertions (successful or not)
* Maintain IUS insertion register and 6 week check register

**The Referring Practice will need to**

* Advise the providing practice of any removals to include;
  + Reason for removal
  + Who removed the device
  + Alternative contraceptive choice

1. **Payment**

* Claim payments in accordance with the existing CBS requirements
* Federation invoice the providing practice for administration fee

**PLEASE NOTE:**

**The provider must be satisfied that they have enough clinical information to proceed with insertion safely. If further information is required (such as a summary care record), provider must request this directly from the referring practice before proceeding.**

**All insertions must be performed only by clinicians who hold certificates of competence.**

**Provider must have appropriate medical indemnity in place. The Federation will not hold any clinical responsibility/liability and will not be held to account if providers fail to meet the requirements of the service.**