

Writing fit notes for non-GP clinical staff Standard operating procedure

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Purpose

To clarify which non-GP clinical staff can issue fit notes; what fit notes are appropriate for them to issue, and the process.

Who can issue fit notes

Registered Health Care Professionals - Nurse, physiotherapist and pharmacist (not Physician Associates) who have completed appropriate training who have completed appropriate training

Training requirements

1. Complete e-Learning for health 'The Fit Note'
2. Read document: [Who can issue fit notes: guidance for healthcare professionals and their employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61221/who-can-issue-fit-notes-guidance-for-healthcare-professionals-and-their-employers.pdf)

EMIS set-up

Ensure RBAC role is configured to clinical practitioner access Role (default), CKMP clinical practitioner

Clinical conditions to issue fit note

Appropriate non-GP clinical staff can issue fit notes for acute problems where they have assessed the patient themselves, this could be between 1 and 4 weeks. An extension may be issued for the same condition if it persists beyond the period of the initial sick note. The patient is advised to self-certify for the first 7 days.

Writing fit notes for non-GP clinical staff SOP

Any sick notes for chronic conditions or sick notes for over 4 weeks are to be done by GPs.

Process

1. In EMIS consultation choose 'add fit note' on blue ribbon
2. Choose from drop down menu eg 'new issue – not fit for work', 'new issue-may be fit for work'
3. Complete details on form
4. Print and give patient. If an electronic copy is required then Print to pdf and send to patient using Accurx (see how to [Y:\FIT NOTES 2020 ELECTRONIC\Sending Fit note by text-step by step guide.docx](#))
5. Save to record