



Writing Fit Notes for Non-GPs Standard Operating Procedure

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Introduction

This Standard Operating Procedure (SOP) sets out the circumstances in which a non-GP clinician can issue fit notes within BrisDoc Practices. This includes the type of presentations for which a fit notes are appropriate for a non-GP to issue, and the process to issue them.

Who can issue fit notes

Any Registered Health Care Professionals who have completed the appropriate training may issue a fit note. This includes, but is not limited to Nurses, physiotherapist and pharmacists.

At this time a Physician Associates must NOT issue a fit note.

Training requirements

The required training is available via e-Learning for health and is titled 'The Fit Note'. Certificates must then be uploaded to the development hub for line manager to review

The clinician must have also read the Government document. Available at: [Who can issue fit notes: guidance for healthcare professionals and their employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/who-can-issue-fit-notes-guidance-for-healthcare-professionals-and-their-employers)

Clinical conditions to issue fit note

The patient should always be advised to self-certify for the first 7 days.

Subsequently, appropriate non-GP clinical staff can issue fit notes for acute problems where they have assessed the patient themselves. This would usually be for a period 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. However, any fit notes for chronic conditions or fit notes for over 4 weeks should be referred to a GP.

EMIS set-up

Once the required training has been completed and approved by the line manager, the EMIS RBAC role should be configured to allow the clinician to issue fit notes. This should be set to:

Clinical practitioner access Role (default) - CKMP clinical practitioner

Process

To issue a fit note, the following process should be followed:

Writing fit notes for non-GP staff v1.0

1. In EMIS consultation choose 'add fit note' from the blue ribbon
2. Choose from the drop-down menu
 - a. e.g. 'new issue – not fit for work', 'new issue-may be fit for work'
3. Complete the required details on the form
4. Print and give a copy to the patient.
 - a. If an electronic copy is required - Print to pdf and send to patient using Accurx
5. Save the Fit note to the patient's record

Version Control

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17/07/2025	1.0	Jodie Godfrey	New SOP