

Processes need to be put in place to cover Annual Leave, to use 'Tracking' to allow other colleagues to have direct access to lists of patients that might need specific review, to indicate the responsibilities of junior doctors, secretaries and CNSs working within the Team. There needs to be an agreed mechanism within the Team where the General Practitioner is expected to follow-up and action any result. Ultimately the individual requesting the test is responsible for taking action on the result but many requests are undertaken on behalf of a more senior colleague (Cf Junior Doctors).