

PMS inspection team composition tool

In completing the inspection team planning and briefing template, the Lead Inspector will need to consider the composition of the inspection team. This tool will assist in this task by providing criteria on which to decide which team members are required. Use of this tool will help to ensure that inspection teams are planned on a consistent basis and that inspection resources are used to best effect.

| Risk factor | Lead Inspector | GP SpA | 2 nd Inspector | PN SpA | PM SpA | Pharmacist |
|---|----------------|--------|---------------------------|--------|--------|------------|
| Small practice (0-5,000 registered patients) | ✓ | ✓ | | | | |
| Medium practice (5,000-15,000 registered patients) | ✓ | ✓ | ? | | ? | |
| Large practice (>15,000 registered patients) | ✓ | ✓ | ? | | ? | |
| More than one satellite branch (not registered as a location) | ✓ | ✓ | ? | | ? | |
| Banding in data pack – bottom decile | ✓ | ✓ | ? | ? | ? | |
| Practice is a dispensing practice | ✓ | ✓ | | | | ✓ |
| The inspection is in response to whistle-blowing or information of concern from external stakeholders about practice nurse or other nursing issue | ✓ | ✓ | | ✓ | | |
| Where data shows poor uptake of particular services, for example, immunisations, cervical smears | ✓ | ✓ | | ✓ | | |
| No practice nurse in place at the practice | ✓ | ✓ | ✗ | ✓ | | |
| Inspector knowledge/experience of GP inspections(for example an inspector on probation) | ✓ | ✓ | ? | ? | ? | ? |
| Inspector knowledge of regulation (for example an inspector on probation) | ✓ | ✓ | ? | | | |

NB: Where the table indicates **?** the Lead Inspector will need to discuss the rationale for including that category of team member and agree their use with their Inspection Manager.