

## **Becoming a prototype practice - what do I need to do and when?**

### **3-4 months pre go live**

Continue working to fulfil your contract under UDA arrangements as your performance will be subject to the appropriate year end process up to the point you go live under the prototype arrangements

- Any new patients seen during this period will contribute to this UDA delivery and also be added to your capitated patient list under prototyping

Appointment book preparation

- Review all examinations booked in the post go live period. Adjustments should be made to ensure appointment length is around 20 minutes to allow time for the “new” oral health assessments

- You may wish to allow extra time for appointments during the first week as the practice team become familiar with the new way of working.

Identify and contact patients due to lapse from the capitation list in the three to six months following your go live date and endeavour to book them an appointment for an oral health assessment. Your software can produce a report identifying who these patients are by their last appointment date

Agree performer contracts – there are no programme mandated ways to do this but advice and template contracts are available through the BDA

Arrange a practice meeting for the whole team to explain the concept of the care pathway and the requirements of working under the prototype arrangements

### **1-2 months pre go live**

There are some revised and additional forms that you must use with immediate effect after your go live date, so it is important to order this stationery in advance:

- PRGP4 (<http://www.pcse.england.nhs.uk/register>)
- [Fair processing notice](#)

The medical and social history forms contain specific questions that drive the matrices within the software to calculate the patient’s risk score. There are suggested questionnaires to capture this information but they can be adapted as the practice sees fit so long as they contain these questions. Download, review and adapt as necessary:

- [Medical history form](#)
- [Social history form](#)
- [Self-care plan](#)

Inform patients of the changes happening in the practice

- Prototype patient information leaflets are available from [NHS forms](#)
- *NB - You may wish to adapt your own patient materials*

More information about the required prototype stationary can be found at [Prototype leaflets and forms](#)

**2–4 weeks pre go live**

- Confirm dates with software system supplier for:
  - Prototype version update
  - Staff training

**1-2 weeks pre go live**

Book out time for internal practice training to cover the following topics

- Clinical philosophy
- Reporting requirements
- Finance & remuneration

Information and training resources are available on the [dental contract reform webpages](#)