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# **NCL GP Website ENHANCED SERVICE data capture template**

If you wish to put an enhanced service onto the [enhanced service section](https://gps.northcentrallondon.icb.nhs.uk/enhanced-services) NCL GP Website, please fill out the template below.

* rename the file to include the ES title
* email, with any attachments to [nclicb.gp.website@nhs.net](mailto:nclicb.gp.website@nhs.net)
* nominate a team/job role to be responsible for curating this information in future
* please ensure that
  + supporting documents are accessed at source where possible, ie provide a link to the document on a reputable site, eg gov.uk in preference to a local copy
    - if you can’t provide a link, any necessary attachments should be sent as PDFs (or editable Word documents if necessary).
    - Please send as an attachment and NOT embedded in the template
  + tables are sent as PDFs (for attachment), or image files (for display in the text).

The NCL GP web team can then:

* Publish an enhanced service page in the [ES section of the NCL GP Website](https://gps.northcentrallondon.icb.nhs.uk/enhanced-services)
* Include an update item in the weekly (Wednesday afternoon) NCL GP Weekly Bulletin that goes out to all those who are registered on the [NCL GP Website](https://gps.northcentrallondon.icb.nhs.uk). It also goes up on the Bulletin page (seen only by those who are logged into the website).

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| **NAME OF ENHANCED SERVICE**  . | TO BE COMPLETED |
| **FOR INCLUSION ON**   * **GP Website and/or** * **NCL GP Weekly Bulletin**   Please select one of the above or BOTH | Please select one of the above or BOTH |
| **If you would like a bulletin item, please compose a line of text to use for this (250 Characters max)** | Bulletin text (250 characters) OPTIONAL |
| **SIGN OFF**  Has this item has been signed off for dissemination to GPs by clinical lead/commissioner/other [enter name/role of person who has signed off]  **Please note: This sign-off must be sought by the contributor. Without it the item cannot be disseminated***.* | TO BE COMPLETED |
| **BODY CONTENT**  Please make it as succinct as possible, 200 words maximum   * Explain what the ES does, the context, please provide a short summary here. | TO BE COMPLETED |
| **ATTACHMENTS**   * **The ES specification** * **Any associated templates, guidance**   Links to documents held on central sources eg gov.uk are preferable to local downloads.  **(**Otherwise **attach** editable word doc/PDF/Image files as appropriate) | PLEASE GIVE URL  Or if necessary SEND ATTACHMENTS IN AN EMAIL WITH THIS FORM,  **please do not embed the file in this template** |
| **Submission date for ES** |  |
| **Update date for ES** |  |
| **Review date for NCL GP Website** | Suggest use date ES specification ends or is due a national update |
| **Review contact details**  Team contact for future updates/reviews | Email at team who will update/review content |
| **What clinical topic is relevant to this item?**  From [the list of topics](https://gps.northcentrallondonccg.nhs.uk/topics) on the NCL GP Website | TO BE COMPLETED |
| **What, if any, services on the NCL GP website does the item link to?**  From the [list of services](https://gps.northcentrallondonccg.nhs.uk/services) on the NCL GP Website | TO BE COMPLETED |
| **Which of the NCL BOROUGHS does this item relate to?** | STATE WHICH BOROUGHS  (Barnet, Camden, Enfield, Haringey, Islington, or ‘ALL’?) |
| **Please suggest SEARCH WORDS that your audience will use to find this item on the website** | IMPORTANT  TO BE COMPLETED |
| **CONTACT DETAILS OF PERSON SUBMITTING THIS ITEM,**  in case of NCL GP Website team queries about this form**:**   * Name * Email * Telephone | TO BE COMPLETED |