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# **NCL GP Website NEWS ITEM template**

**IMPORTANT:** Content from the NCL GP website can be accessible for organisations outside of NCL and the public. For any sensitive content that needs to be uploaded, it is the submitter (or behalf of) who holds responsibility to contact the website team so that appropriate measures can be taken to protect access for registered logged in users only.

**Please note: News items only remain live on the website for two months from publication date. If your information is about a more permanent change to information hosted in any of the sections on the NCL GP Website, please email your changes directly to the website team, including a link to the page to be updated. You can also use the** [**online submit a service feature**](https://gps.northcentrallondon.icb.nhs.uk/submit/90k3-g47n-1353-73v3-e8wb-11bo) **to send in change to pages that you curate.**

**The NCL GP Website is for healthcare professionals only. It is not intended for public use. Please don't submit information that is intended for patients as they are not our audience.**

If you wish to put a news item article onto the NCL GP Website, please fill out the **News Item** template below.

* rename the file to include the news item title
* email, with any attachments to nclicb.gp.website@nhs.net
* 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).

If your announcement contains a link or attachment to a new or updated referral form, **please ensure it is first sent for approval**. If the form requires an EMIS compatible version, you must put through the request to:

* **Camden**: IT & Systems
e: nclccg.itandsystems@nhs.net
e; Devante James-Crosdale
* **Barnet, Enfield:** Richard Anthoney
e: richard.anthoney@nhs.net
* **Haringey, Islington**: Pauline Trecherel
e: pauline.trecherel@nhs.net

Please note:

* Your item will be entered into the [News section](https://gps.northcentrallondon.icb.nhs.uk/news) of the NCL GP Website, as soon as possible
* A brief item, directing readers to the news pages of the GP website will be included in the next available **NCL GP Weekly Bulletin** (these are sent weekly on Wednesdays to all those who are registered on the [NCL GP Website](https://gps.northcentrallondon.icb.nhs.uk)) and displayed on the Bulletin page (seen only by those who are logged into the website).
* Requests for changes to content received on Tuesdays may miss the Wednesday weekly email.

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| --- | --- |
| **TITLE**Please make it clear and concise. Please state a clear call to action for readers | TO BE COMPLETEDThis may be edited by the web team to fit the NCL GP website aims and house styleEditors will liaise with contributors |
| **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  |
| **WHAT ORGANISATION is this item coming from?** | TO BE COMPLETED |
| **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 OF ARTICLE**Please make it as succinct and engaging as possible * Make sure it states “who, what, why, when and where” (if appropriate)
* **If your article exceeds 100 words**, please provide a full version in a Word document or PDF attachment. Please provide a short summary here.

Include any contact details needed by readers. | TO BE COMPLETEDThis may be edited by the web team to fit the NCL GP website aims and house styleEditors will liaise with contributors |
| **ATTACHMENTS** 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** |
| **CATEGORY**Please select one of the following: * Announcements
* Commissioning News
* Clinical Updates (ie general medical info)
* Community Pharmacy News
* Events & Training (news about)
* ICT and Informatics News
* Jobs
* Practice Manager News
* Practice Nurses and Healthcare Assistants
* Public Health News
* Service Updates
* Social Prescribing
 | TO BE COMPLETED**If this is an EVENT LISTING please use the separate event template.** |
| **What is your intended audience?** | TO BE COMPLETEDGP/GP partner/nurse/nurse practitioner/HCA/non-clinical staff/practice manager/practice pharmacist/community pharmacist etc  |
| **What clinical TOPIC is relevant to this item?** | TO BE COMPLETEDFrom [the list of topics](https://gps.northcentrallondon.icb.nhs.uk/topics) on the NCL GP Website |
| **What, if any, SERVICES on the NCL GP website does the item affect?** | TO BE COMPLETEDFrom [the list of services](https://gps.northcentrallondon.icb.nhs.uk/services) on the NCL GP Website |
| **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** | TO BE COMPLETEDIMPORTANT AND MANDATORY |
| **CONTACT DETAILS OF PERSON SUBMITTING THIS ITEM,** in case of comms team queries about this form**:** * Name
* Email
* Telephone
 | TO BE COMPLETED |