

# Be Prepared – the 4 Ps

General Practice  
Task Force  
Derbyshire



## ■ Practically

- have you filled in the right forms?
  - have you let the right people know (eg performers list, pensions, GMC, revalidation and appraisal team)?
  - are you keeping your NHS e mail account?
  - are there particular clinical cases you need to pass on ?
  - have you cleared your room, handed over all keys, completed all notes entries, referrals etc
  - do you need any further access?

# Be Prepared

General Practice  
Task Force  
Derbyshire



## ■ Practically

- leave well: how do you keep the door open once you've left?
- are you approachable about your previous areas of expertise without anyone feeling uncomfortable eg. if you've been the finance lead things take a year to run a full cycle so there may be queries that crop up.
- Will you go to the annual accounts meeting, which again could be quite a time after you've retired?
- Are you having a "do"? Sometimes others need it more than you do! If so think about who you'd like to be there.



# Be Prepared

General Practice  
Task Force  
Derbyshire



## ■ Practice:

- is the practice prepared (and am I / do I need to be "bovered"..??!!)
- How much do you need to be involved In the practice preparing for you to leave eg are there things only you know about?
- Are there details of finance, property deeds, leases, contacts (eg the property valuer) that you need to start passing on?



# Be Prepared

General Practice  
Task Force  
Derbyshire



## ■ Psychologically:

- are you reducing down /switching to being a locum prior to full retirement?
- do you have general practice related non-clinical work that you will continue?
- everything moves on. Can you deal with the feeling of being dispensable? What can help with this (eg the coming session run by Alexis).
- have you got interests to immediately ramp up? Travel plans. A major hobby. Grandchildren. Etc.



# Be Prepared

General Practice  
Task Force  
Derbyshire



## ■ Pounds (£)

- Be prepared for it to take some time for the practice to pay you out
- Do you need any pre-emptive conversations about this - encouraging starting loan applications etc.
- Be prepared for the practice to hold some money back
- Finally.....ENJOY !!