

Signposting file template

A few suggestions as to where to start when developing your signposting file:

- Signposting information may be held electronically or in paper format.
- It is important that the information is available to all staff and that they know where to find it and how to get to it!
- The signposting information is always a work in progress as you find new information as a result of consultations but also to ensure it is up to date.
- It is worth checking local libraries, GP practices, community centres, childrensq centres, CitizensqAdvice Bureau for information about services you were unaware of.
- Council websites also have lots of useful advice
- Signposting information should be accurate, independent and current.
- Signposting information would normally be collated by a Health Champion but any member of staff may contribute.

Suggested categories:

- 1 Clinical Commissioning Group, NHS England, Public Health and LPC contacts
- 2 Contact details for commissioned services provided
- 3 Local GPs, dentists, emergency dentist, opticians
- 4 Other local professional services eg podiatrists
- 5 Other primary care services eg clinics, sexual health, mental health, stop smoking, continence
- 6 Childrensq centres and support/activities offered
- 7 Safeguarding contact details
- 8 Reputable charities
- 9 Reputable support groups locally
- 10 Gyms and Leisure services and activities offered
- 11 Activities offered very locally eg in community centres, church halls
- 12 Local Citizenq Advice Bureau, credit unions, Council details
- 13 Other local services that donq fit into the above categories!

Above all, remember to share your information with patients and customers as and when the time arises!!