

Scheduling Guidelines for Primary Care Nurses

Sharing this suggested scheduling guideline with the members of your medical home may be beneficial to aid in booking appointments. Primary Care Nurses are encouraged to have conversations with all staff members, especially administrative staff to best work together for clinic flow. Most responsible healthcare provider (MRHP) refers to the physician, nurse practitioner, or other regulated professional who is most responsible in your medical home for the coordination and follow-up of the client's care. In some cases, this may be accommodated by an RN with prescribing authorization and guidance from a site-specific clinical support tool.

Appointment Type	Time Suggested	Booking Instructions
<p>Chronic disease management (NEW CONSULT)</p> <ul style="list-style-type: none"> • Diabetes • Congestive heart failure • Hypertension • Dyslipidemia • Asthma • COPD • Basic lifestyle changes (nutrition & exercises) • Weight management • Smoking cessation • Insulin initiation 	60minutes	<p>Book appointment when patient's MRHP is also present in the clinic.</p> <p>Allocate 1-hour appointment for those patients who have not been seen by the primary care nurse before.</p> <p>Remind patient to bring any home readings for diabetes or hypertension such as the blood glucose and home blood pressure readings.</p>

<p>Chronic disease management (FOLLOW-UP)</p> <ul style="list-style-type: none"> • Diabetes (including foot screen) • Congestive heart failure • Hypertension • Dyslipidemia • Asthma • COPD • Basic lifestyle changes (nutrition & exercises) • Weight management • Smoking cessation • Insulin optimization 	30 minutes	<p>Book appointment when patient's MRHP is also present in the clinic or reachable.</p> <p>Applicable if the patient has been seen by the primary care nurse in the past regarding their illness.</p> <p>Remind patient to bring any home readings for diabetes or hypertension such as the blood glucose and home blood pressure readings.</p>
<p>Pharmacological injectable initiation example Ozempic, Saxenda</p>	30 minutes	<p>Book appointment when patient's MRHP is also present in the clinic.</p> <p>Requires active prescription.</p>
<p>Cognitive screening (Mini-Cog, RUDAS, SLUMS)</p>	30 Minutes	<p>MRHP does not need to be present in the clinic UNLESS indicated.</p>
<p>Driver's medical (Visual Acuity & SIMARD test)</p>	30 Minutes	<p>Book an appointment with the primary care nurse prior to seeing the MRHP.</p>
<p>Ear Syringing</p>	15 Minutes	<p>Book appointment when patient's MRHP is also present in the clinic.</p> <p>Instruct the patient to instill mineral oil 2-3 drops to affected ears every night x 3-5 days prior to the appointment.</p>
<p>Wound management (Advanced)</p>	30-60 Minutes	<p>Book appointment when patient's MRHP is also present in the clinic. The MRHP may need</p>

		<p>to assess the wound and prescribe types of treatment.</p> <p>Appointment time depends on the nature or complexity of the wound. Speak to the primary care nurse on duty unless specified.</p>
Cryotherapy (Plantar wart treatment)	15-30 Minutes	Appointment varies depending on the nature or complexity of the wart. Plantar warts that need sharp debridement will require a 30 minute appointment.
Injections <ul style="list-style-type: none"> • Allergy • Immunizations • Testosterone • Vitamin B12 • Methotrexate • Prolia • Other 	15 Minutes	Patient coming for allergy and immunization appointments should stay for 15-30 minutes after the injections.
Medication Review	30 Minutes	Book appointment with primary care nurse prior to appointment with MRHP.
Pre-physical Annual Exam: <ul style="list-style-type: none"> • Ht & Wt • Vital signs • Update demographics & profile (PMHx, Lifestyle & Social Hx). • Review screening 	30 Minutes	Book appointment 30 minutes before appointment to the MRHP.
First prenatal visit	60 Minutes	<p>Applicable for patient who has not been seen by the primary care nurse for current pregnancy.</p> <p>Book appointment when patient's MRHP is also present in the clinic.</p>
Follow up Prenatal	30 Minutes	Book prior to MRHP and recur every 4 weeks.
Pap Test	30 Minutes	<p>Book prior to MRHP assessment.</p> <p>This appointment should be treated as a well women's visit, additional screening or patient education may be required.</p>
Procedure Assistance	30 Minutes	Book at the same time as MRHP

<ul style="list-style-type: none"> • Minor surgery such as biopsy or IUD insertion 		
<p>Other Primary Care Nursing Tasks</p> <ul style="list-style-type: none"> • Simple Wound care • Urine Screen • Inhaler Use • ECG • Spirometry • Suture Removal • STI testing • Swab collection • INR management 	15 Minutes	