**Carer’s Lead Role Description**

The Carer’s Lead acts as the co-ordinator within the surgery for support to patients who are carers. The main responsibilities of this role are as follows:

**Promote and maintain Carers Register**

* Identify Carers via new patient registration and/or notices in the practice.
* Ensure new Carers are correctly identified on the database.
* Ensure all staff are aware of Carers Register.
* Amend register when the patient is no longer a Carer.
* Provide data and statistics in support of Carer Friendly GP Award and Centre of Excellence Award.

**Liaise with Carer Support Wiltshire and other organisations which support Carers**

* Establish a system of referral to Carer Support Wiltshire.
* Maintain up to date Carers notice board and publicity for Carers via website, newsletters etc.

**Take actions necessary to ensure surgery maintains or improves its annual accreditation status**

* Attend annual Carers Lead meeting with Carer Support Wiltshire.
* Arrange Carer Support Clinics with Carer Friendly Communities Team at Carer Support Wiltshire.
* Liaise with Carer Support Wiltshire to arrange Carer Awareness talk.
* Ensure Carer Awareness Training is included in induction training for new staff.
* Keep staff updated on Carer’s matters through emails or meetings.