



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.

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 physician 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 physician 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	Book appointment when patient’s physician is also present in the clinic.



		Requires a physician order.
Cognitive screening (Mini-Cog, RUDAS, SLUMS)	30 Minutes	Physician does not need to be present in the clinic UNLESS indicated.
Driver's medical (Visual Acuity & SIMARD test)	30 Minutes	Book an appointment with the primary care nurse prior to seeing the physician.
Ear Syringing	15 Minutes	Book appointment when patient's physician is also present in the clinic. Instruct the patient to instill mineral oil 2-3 drops to affected ears every night x 3-5 days prior to the appointment.
Wound management (Advanced)	30-60 Minutes	Book appointment when patient's physician is also present in the clinic. The physician may need to assess the wound and prescribe types of treatment. Appointment time depends on the nature or complexity of the wound. Speak to the primary care nurse on duty unless specified.
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 30 minutes appointment.
Injections <ul style="list-style-type: none"> • Allergy • Immunizations • Testosterone • Vitamin B12 • Methotrexate • Prolia • Other 	15 Minutes	Patient coming for allergy and immunizations appointment should stay for 15-30 minutes after the injections.