

## SystemOne Housekeeping

### Housekeeping

Over time, practices often accumulate lots of templates and resources on their SystemOne unit. These may have been created by previous staff members or may be part of an organisation group that your practice previously joined.

This can put you at a significant clinical governance risk if your staff are accidentally using incorrect or out-of-date templates and resources. This can subsequently make you or your practice liable for any potential patient harm that occurs or any recall process that is required. It can also mean that your staff can accidentally use the incorrect templates and miss potential income from QOF or Enhanced Services too. Finally, it can also sometimes affect SystemOne performance and can cause slowdown issues too.

We therefore recommend that you follow these [housekeeping](#) steps to ensure that you remove any old or unused templates, alerts, protocols, view and reports to minimise these risks.