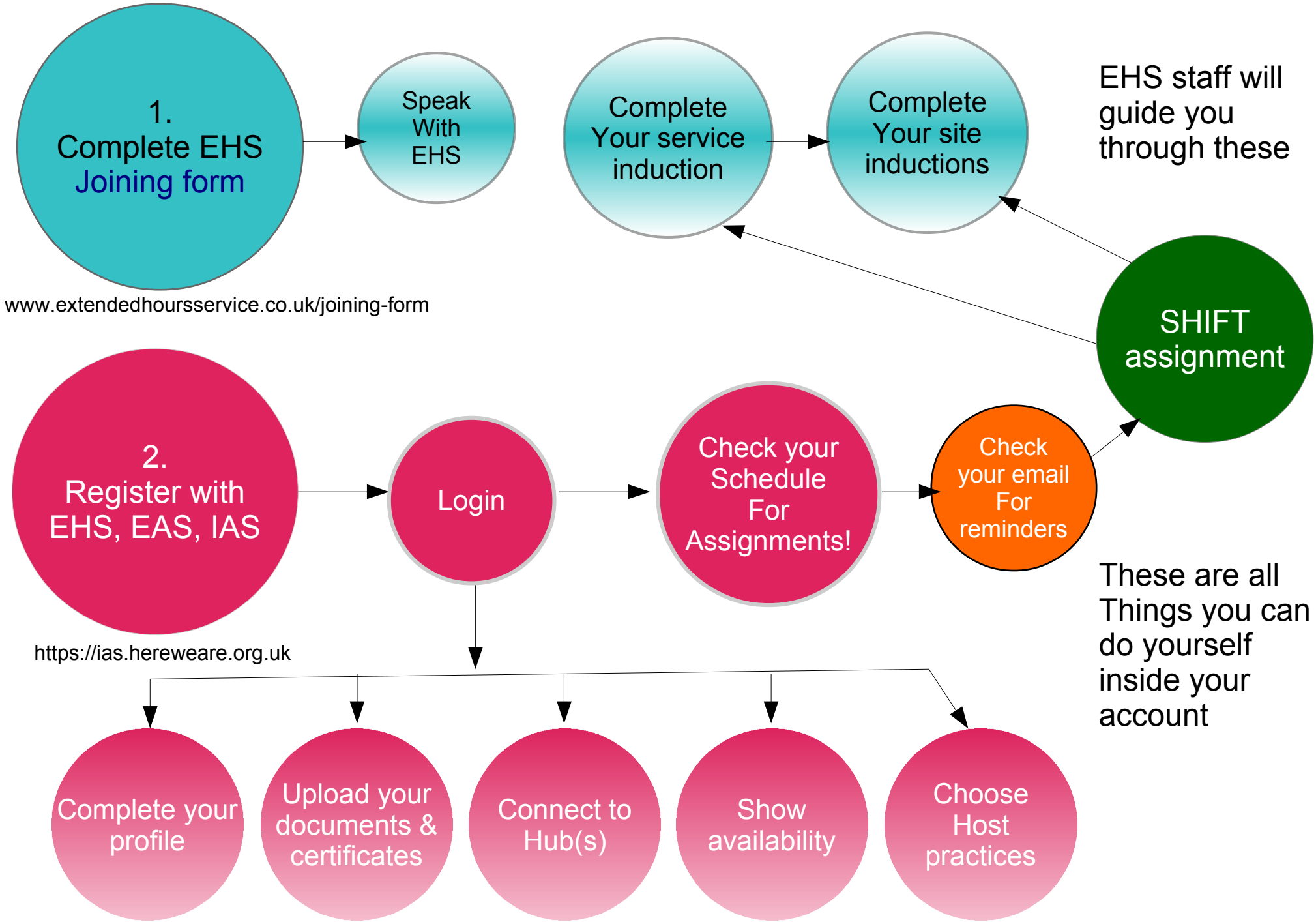Extended hours Hub practitioner checklist