

# SHEFFIELD LOCAL MEDICAL COMMITTEE

# Newsletter

## February 2015

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#### **LMC NEWSFLASH: PRIMARY CARE INFRASTRUCTURE FUND**

Since the last LMC Newsletter, all represented GPs and Practice Managers should have received an LMC Newsflash noting the availability of the following documentation in relation to the Primary Care Infrastructure Fund:

- Letter from Dame Barbara Hakin, National Director: Commissioning Operations, NHS England;
- Letter from Karen Curran, Head of Primary Care, South Yorkshire & Bassetlaw Area Team, NHS England;
- General Practitioners Committee (GPC) guidance.

Please note that any practices who are in the process of preparing a bid need to **submit the bid by Monday 16 February 2015**.

Further copies of the Newsflash can be found at:

[http://www.sheffield-lmc.org.uk/Newsflash/Primary\\_Care\\_Infrastructure\\_Fund-Jan15.pdf](http://www.sheffield-lmc.org.uk/Newsflash/Primary_Care_Infrastructure_Fund-Jan15.pdf)

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#### **PRIME MINISTER'S CHALLENGE FUND (PMCF) BID: UPDATE**

Following the submission of a bid to the PMCF, Sheffield GP Provider Board is beginning the process of engagement with Sheffield GP Practices. As the Board does not currently have the infrastructure to email practices directly or host documents on a website, Sheffield LMC has agreed to make practices aware of the following:

The Board has produced a Practice Bulletin, which can be accessed via: [http://www.sheffield-lmc.org.uk/Facts/PMCF\\_Bulletin-02.02.15.pdf](http://www.sheffield-lmc.org.uk/Facts/PMCF_Bulletin-02.02.15.pdf)

The bulletin:

- Contains a link to a Frequently Asked Questions document, which can also be accessed via: [http://www.sheffield-lmc.org.uk/Facts/PMCF\\_FAQs-02.02.15.pdf](http://www.sheffield-lmc.org.uk/Facts/PMCF_FAQs-02.02.15.pdf)
- Notes that a Personal Learning Initiative (PLI) event is to be held on Thursday 26 March at the Double Tree Hilton Hotel;

- Notes that Q&A sessions are being planned for each locality;
- Encourages GP Association (GPA) leads to make contact with the Board in order to plan updates via GPA meetings;
- Confirms how practices can raise queries directly with the Board.

It is vital that Sheffield GP practices are aware of the details of the bid and have the opportunity to raise any questions or concerns and, as such, the LMC would urge all practices to read the bulletin and FAQs.

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#### **WORKFORCE MINIMUM DATA SET: GPC UPDATE**

Following the advice issued by the GPC, which was included in the January 2015 LMC Newsletter, further concerns have been raised regarding the data collection for the Workforce Minimum Data Set.

The LMC issued an email update to all GPs and Practice Managers on 4 February 2015, noting that the GPC has taken up these concerns at a meeting with the Department of

Health (DH), and a further meeting has been scheduled. In addition, advice has been sought from the Information Commissioner's Office (ICO), which the GPC hopes to be able to share with practices shortly. In the meantime, the GPC is advising practices to await further guidance before proceeding with the preparation of the data for the Workforce Minimum Data Set. The first data submission will be due at the end of May, so the GPC will issue further guidance as soon as possible.

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### **CARE QUALITY COMMISSION (CQC) INSPECTIONS OF SHEFFIELD GP PRACTICES**

On 22 January 2015 all practices should have received a communication from Kevin Clifford, Chief Nurse at Sheffield Clinical Commissioning Group (CCG), noting that the CQC had been informed that the CQC intends to visit a number of Sheffield GP Practices between April and June 2015. As Kevin Clifford helpfully pointed out, practices will only receive two weeks' notice of a visit. At that stage, practices will be asked to complete a provider information request. Therefore, practices are advised to ensure that the following information is readily available:

- A copy of the current Statement of Purpose;
- Action plan following results / findings from any patient survey carried out;
- A summary of any complaints received in the last 12 months, action taken and how learning was implemented;
- A summary of any serious adverse events for the last 12 months, action taken and how learning was implemented;
- Evidence that the quality of treatment and services have been monitored, actions and outcomes as a result of this;
- Recruitment and training policies and procedures;
- Number of staff by role and WTE (including qualifications & training).

This information will be requested and discussed at the pre-inspection telephone call.

Practices may also find it useful to read the new CQC provider handbook and appendices available at:

[http://www.cqc.org.uk/sites/default/files/20141008\\_gp\\_practices\\_and\\_ooh\\_provider\\_handbook\\_main\\_final.pdf](http://www.cqc.org.uk/sites/default/files/20141008_gp_practices_and_ooh_provider_handbook_main_final.pdf)

[http://www.cqc.org.uk/sites/default/files/20141008\\_gp\\_practices\\_and\\_ooh\\_provider\\_handbook\\_appendices\\_final.pdf](http://www.cqc.org.uk/sites/default/files/20141008_gp_practices_and_ooh_provider_handbook_appendices_final.pdf)

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### **QUALITY FIRST: MANAGING WORKLOAD TO DELIVER SAFE PATIENT CARE**

The LMC emailed a link to the GPC's guidance *Quality First: Managing Workload to Deliver Safe Patient Care* to all represented Sheffield GPs and Practice Managers on 15 January 2015. If you have not yet had an opportunity to read the guidance, the LMC would encourage you to do so. The guidance deals with issues such as protecting quality patient care by managing inappropriate demands and bureaucracy reduction and non-NHS work.

As noted in the email, the guidance can be accessed via the LMC's website at:

[http://www.sheffield-lmc.org.uk/OG14/Quality\\_first\\_gp\\_practice\\_guidance.pdf](http://www.sheffield-lmc.org.uk/OG14/Quality_first_gp_practice_guidance.pdf)

The LMC is in the process of discussing some of the proposals and templates with Sheffield CCG and Sheffield Teaching Hospitals NHS Foundation Trust (STHFT) and will keep practices updated.

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### **PREMISES LEASE UPDATE**

The GPC is aware that some practices are being sent correspondence from their respective landlords which either contain 'Heads of Terms', in the case of NHS Property Services (NHSPS, or otherwise purport to identify 'A Summary of Current Occupation' to be signed off by the practice.

Having asked BMA Law to consider these documents, the GPC is urging practices to take proper and full advice from either a lawyer or

surveyor before agreeing or signing any such documents. The main, although not exclusive, underlying reasons for this are that practices:

- i. being asked to counter sign a 'Summary of Current Occupation', may forfeit some significant and automatically applicable statutory rights to remain in the premises under the Landlord & Tenant Act 1954;
- ii. should ensure that any Heads of Terms are not legally binding and are 'subject to contract'; and
- iii. should ensure that any Heads of Terms adequately protect their interests (eg break clauses, rent reviews being tied into rent reimbursement under the Premises Cost Directions etc).

In addition to the above, please be aware that neither GPC nor the wider BMA have endorsed any standard lease. However, NHSPS have shown a significant desire to engage with the BMA and agree a sensible and mutually acceptable standard approach in respect of GPs in NHSPS properties. As a consequence the GPC, with the assistance of lawyers from BMA Law, have had (and are continuing to have) extremely constructive meetings with senior members of the NHSPS team in order to draw up a standard form of lease. At the point at which a standard lease and approach has been agreed with NHSPS, the GPC will issue an affirmative statement.

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### **POTENTIALLY AVOIDABLE APPOINTMENTS AUDIT TOOL & REDUCING BUREAUCRACY SURVEY**

NHS England has commissioned two pieces of work from the Primary Care Foundation, working with the NHS Alliance, to look at ways in which practice workload might be reduced. The GPC is supportive of this initiative, which ties in closely with their recent publication *Quality First: Managing Workload to Deliver Safe Patient Care*.

The Primary Care Foundation has developed an audit tool to collect information on shaping demand to reduce avoidable appointments. Notwithstanding that GPs are already overloaded with paperwork, the GPC is encouraging as many GPs as

possible to take a little time to engage in this work, as they are confident it will help to demonstrate the excessive pressures facing general practice. The results will also be an important lever to achieve system and commissioning changes to reduce inappropriate demand and workload. If three or more members of a practice complete this audit, the Primary Care Foundation will prepare a report for the practice, comparing results. The audit can be accessed via:

<http://www.primarycarefoundation.co.uk/audit-tool.html>

Practice Managers are also invited to respond to a survey on reducing bureaucracy, which can be accessed via:

<http://www.cfepsurveys.co.uk/Questionnaire/XWAPHR-181475-Reducing-Bureaucracy>

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### **CONFLICTS OF INTEREST AND CO-COMMISSIONING OF PRIMARY CARE**

The Contracts & Regulations and Commissioning & Service Development Subcommittees of the GPC have collaborated to produce guidance on conflicts of interests related to co-commissioning. The guidance is designed to help GP practices interpret NHS England's statutory guidance *Managing Conflicts of Interest: Statutory Guidance for CCGs*. The Statutory Guidance supplants NHS England's guidance issued in 2013. Although this guidance is most relevant for GP practices covered by a CCG who has taken on board delegated commissioning arrangements, it is of interest to all practices, particularly as delegated commissioning is likely to be the direction of travel for all CCGs at some stage. A copy of the guidance can be downloaded from the LMC website at:

[http://www.sheffield-lmc.org.uk/OG15/GPC\\_Guidance-Conflicts\\_of\\_Interest\\_and\\_Co-commissioning.pdf](http://www.sheffield-lmc.org.uk/OG15/GPC_Guidance-Conflicts_of_Interest_and_Co-commissioning.pdf)

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### **BUILDING THE WORKFORCE – THE NEW DEAL FOR GENERAL PRACTICE**

In order to address primary care workforce issues, NHS England,

Health Education England (HEE), the GPC and the Royal College of General Practitioners (RCGP) have produced a collaborative, 10 point GP workforce action plan.

Focusing on 3 main areas of improvement – recruitment, doctor retention and support for returning doctors, the plan forms part of the Five Year Forward View and New Deal for primary care implementation. A copy of the plan can be accessed via:

<http://bma.org.uk/-/media/workforce10pointplan-26-01-15.pdf>

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### **MED1WEB FORMS AND THE EUROPEAN MEDICAL DIRECTORY (TEM DI)**

A number of GPs have in the past completed and signed a Med1web form from NovaChannel AG under the misapprehension that the form offered a free listings service in TEMDI. However, in the small print there was a clause enabling NovaChannel AG to charge for this service, and some GPs have been or are being pursued for payment.

It has recently been brought to the GPC's attention that NovaChannel AG has ceased trading from Switzerland, and that payment for the Med1web forms is now being pursued by United Directories Lda (a Portuguese company). The GPC subsequently wrote to the Portuguese Embassy for their views and updated their guidance for GPs on this issue.

A copy of the revised guidance can be downloaded from the LMC website at:

[http://www.sheffield-lmc.org.uk/OG15/The\\_European\\_Medical\\_Directory\\_TEMDI-guidance\\_note-updated\\_Nov2014.pdf](http://www.sheffield-lmc.org.uk/OG15/The_European_Medical_Directory_TEMDI-guidance_note-updated_Nov2014.pdf)

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### **DOCTOR IN TRAINING CONTRACT NEGOTIATIONS**

Following the British Medical Association's (BMA's) decision to stall negotiations on the doctor in training contract in October 2014, the government instructed the Doctors' and Dentists' Review Body (DDRB) to compile evidence and offer

recommendations on the areas of disagreement. The BMA, alongside other relevant parties including NHS Employers and the Department of Health, submitted evidence to the DDRB in December 2014. The GP Trainees Subcommittee of the GPC contributed to the BMA submission in relation to GP trainee terms and conditions.

Further information about the stalling of the negotiations and the full BMA evidence submission can be read on the BMA website at:

<http://bma.org.uk/working-for-change/in-depth-junior-and-consultant-contract>

Evidence from all parties has now been shared by the DDRB and each organisation will be given the opportunity to comment before the DDRB publishes its recommendations to the government in July 2015.

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### **SESSIONAL GP E- NEWSLETTER**

The third monthly e-newsletter for Sessional GPs, which was recently distributed to Sessional GPs on the BMA membership database, focusses on co-commissioning and aims to encourage sessional GPs to get involved in their LMC.

Further copies of the e-newsletter can be accessed via:

<http://bma-mail.org.uk/t/JVX-34W3R-5E2WPBWGC6/cr.aspx>

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Please forward any articles, comments etc for inclusion in the LMC newsletter to the LMC office via email to:  
[manager@sheffieldlmc.org.uk](mailto:manager@sheffieldlmc.org.uk)

**Articles for the March edition  
to be received by  
Friday 6 March 2015**

**Further submission deadlines  
can be found at:**

[http://www.sheffield-lmc.org.uk/Newsletters14/VB\\_and\\_Newsletter\\_Deadlines.pdf](http://www.sheffield-lmc.org.uk/Newsletters14/VB_and_Newsletter_Deadlines.pdf)