

# SHEFFIELD LOCAL MEDICAL COMMITTEE

# NEWSLETTER

## MARCH 2009

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### ***ELECTED MEMBER VACANCY ON SHEFFIELD LMC***

A vacancy has arisen on the LMC, which will run until the end of the current electoral term, ie 30 November 2012. The LMC Executive would encourage GPs to consider applying for the vacancy and to see this as an opportunity to experience the workings of the LMC.

Meetings of the full LMC are usually held on the second Monday of the month at 7.45pm at HSBC Sports and Social Club in Dore (occasionally dates are changed to avoid bank holidays, staff leave etc). In addition, members are encouraged to represent the LMC on other committees and this additional meeting attendance is funded by the organisers of the committees or the LMC.

The LMC's primary function is to represent Sheffield GPs and, therefore, it is extremely important that local GPs have a means of debating the important topical issues and influencing or making policy in

order to represent the breadth of general practice in Sheffield. It is also a very useful forum for keeping up-to-date with all that is happening in Primary Care and a chance to meet colleagues with differing views across the city.

Further details of the work of the LMC can be found in *A Guide to Your Local Medical Committee*, which is available via the LMC's website at: [www.sheffield-lmc.org.uk/downloads/lmc\\_guide\\_no\\_v07.pdf](http://www.sheffield-lmc.org.uk/downloads/lmc_guide_no_v07.pdf)

It would be appreciated if initial expressions of interest could be forwarded to the LMC office via [manager@sheffieldlmc.org.uk](mailto:manager@sheffieldlmc.org.uk) by **Tuesday 31 March 2009**.

If you require any further information or would like to discuss this prior to making a decision, please do not hesitate to ring Margaret Wicks (Manager) or David Savage (Secretary) on (0114) 2588755.

### ***CHRISTMAS/NEW YEAR 2008 MEDICAL COVER AUDIT RESULTS***

The LMC would like to thank the 79 practices who completed the LMC's Christmas/New Year 2008 Medical Cover Audit.

The results have been compiled and shared with Sheffield Primary Care Trust (PCT), in order to inform negotiations around future medical cover requirements.

A copy of the results can be accessed via the *Facts and Information* section of the LMC's website at:

<http://www.sheffield-lmc.org.uk/Christmas-New Year 2008 Medical Cover Audit Results.pdf>

The LMC Executive will, of course, keep practices updated on our negotiations with the PCT.

**CLINICAL COMMISSIONING:  
OUR VISION FOR PRACTICE-  
BASED COMMISSIONING**

The above guidance has recently been issued by the Department of Health (DH). The guidance covers issues such as:

- The DH vision for clinical commissioning.
- What are the hallmarks of successful clinical commissioning?
- How do we accelerate progress with clinical commissioning?
- What support and entitlement can clinical commissioners expect?
- Building productive partnerships between PCTs and clinical commissioners.
- Where next?

A copy of the guidance can be downloaded from:

- The DH website at:  
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_095692](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_095692)
- The LMC website at:  
[http://www.sheffield-lmc.org.uk/OG09/Clinical\\_Commissioning.pdf](http://www.sheffield-lmc.org.uk/OG09/Clinical_Commissioning.pdf)

The LMC Executive would welcome feedback from practices on this document.

**PRIMARY CARE & COMMUNITY  
SERVICES: IMPROVING GP  
SERVICES**

The above document has been produced by the DH as a practical guide for PCTs. It is part of a series of documents designed to help PCTs become world class commissioners of primary care services. This first document focuses on improving the quality of commissioning GP services.

The document looks at “mapping the baseline”, “developing the vision” and “making it happen” in order for PCTs to move closer to being world class commissioners.

The LMC would urge all Sheffield GP practices to read the DH document, in order to know what advice the DH has given PCTs regarding what should be regarded as

‘best practice’ for the commissioning of primary care services.

A copy of the document can be downloaded from:

- the DH website at:  
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_093830](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_093830)
- the LMC website at:  
[http://www.sheffield-lmc.org.uk/OG09/High\\_Quality\\_Care\\_for\\_All.pdf](http://www.sheffield-lmc.org.uk/OG09/High_Quality_Care_for_All.pdf)

The LMC is in the process of considering this document in detail and entering into discussions with Sheffield PCT. It is hoped that LMC guidance will be issued shortly, as well as updates on our negotiations.

**GP APPRAISAL  
UPDATE**

*Article Submitted by  
Dr Andy Godden (CPD Tutor)*

**WEBSITE**

The GP Appraisal website has been made available on the internet (with the exception of appraiser’s personal details). You can therefore now download the forms to your home computer if you wish. Additional information has also been added on Revalidation, along with an expanded resources section.  
<http://www.sheffield.nhs.uk/gpappraisal/>

**SESSIONAL GPs**

An email distribution list of sessional GPs has been set up for sharing appraisal and PCT communications beyond NHS email addresses. If you would like to be added to this, please email:  
[Joanne.Bembridge@sheffieldpct.nhs.uk](mailto:Joanne.Bembridge@sheffieldpct.nhs.uk)

**2009-10 APPRAISAL YEAR**

Revalidation will bring major changes to GP Appraisal from April 2010. In preparation, Yorkshire and the Humber Appraisal Development Group has developed a recommended evidence set which is being adopted across the region for use in the next appraisal year. Whilst advisory, we would strongly suggest you use it as it will become embedded in the new look appraisal paperwork next year.  
<http://www.sheffield.nhs.uk/gpappraisal/revalidation.php>

**PATIENT REGISTRATION  
FAQS**

This document has been recently produced and replaces ‘Focus on Patient Registration’ and updates the previous FAQs. This document incorporates issues including:

- Eligibility.
- ID Provision.
- Allocated Patients.
- Removal of Patients.

A copy of the FAQs can be downloaded from:

- The British Medical Association (BMA) website at:  
[http://www.bma.org.uk/images/patregfaqs0309\\_tcm41-183299.pdf](http://www.bma.org.uk/images/patregfaqs0309_tcm41-183299.pdf)
- The LMC website at:  
[http://www.sheffield-lmc.org.uk/OG09/Patient\\_Registration\\_FAQs.pdf](http://www.sheffield-lmc.org.uk/OG09/Patient_Registration_FAQs.pdf)

**PRESCRIPTION COST  
EXEMPTIONS FOR PATIENTS  
BATTLING CANCER**

The DH has advised that it is planning to have the necessary arrangements in place so that the relevant patients will be entitled to exemption from prescription charges in respect of all items dispensed on or after 1 April 2009.

In line with other medical exemptions, entitlement will arise through an exemption certificate. Application forms (FP92A) are being revised to include the new category and will be distributed direct to practices by the NHS Business Services Authority (BSA). Otherwise, the arrangements will be the same as for the current medical exemptions. The BSA plans to distribute sufficient pads of forms to practices so that each doctor may hold a pad. (Additional pads may be ordered via the PCT as usual as can pre-addressed envelopes for dispatch of the forms.) Pads will be distributed before 1 April and applications will be accepted by the PPD as soon as the new forms are available, although exemption certificates for cancer patients will not start until 1 April 2009.

Locally amended versions of the current application form cannot be accepted.

The PPD will write direct to practitioners outlining the arrangements and asking them to run down stocks of the current version of the application forms. The PPD will also write to trusts to ask oncology departments to order pads of forms for their current patients. GPs will be asked to give an application form to relevant patients as they present but will not be expected to search through records to identify other patients.

The DH is running a publicity campaign to alert patients to the new arrangements and expects relevant patients to identify themselves to GPs, but the DH has stressed that any help GPs and their staff can offer patients to obtain their entitlement to exemption would be helpful.

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### **PRESCRIPTION FORMS OVERPRINT SPECIFICATIONS**

The General Practitioners Committee (GPC) has been asked by NHS Prescription Services for practices to be reminded that there are specifications for how practices should print prescriptions on to prescription forms. NHS Prescription Services uses information on prescription forms both to reimburse dispensing contractors and to attribute costs to PCTs.

Practices are urged to check that they are printing prescriptions in line with these specifications, so that forms are consistently overprinted to a high standard. Things to look out for include:

- 'Title, initials, surname' matches the 'prescriber pin'
- Only the information that is needed is printed in a particular area – for example post code only in the post code area, telephone number in the telephone field
- Nothing is missing, for example PCT code
- Information is up to date.

Specifications and examples of printed forms can be found on the NHS Business Services Authority (NHSBSA) website at:  
<http://www.nhsbsa.nhs.uk/PrescriptionServices/938.aspx>

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### **HUMAN PAPILLOMA VIRUS (HPV) VACCINATION PROGRAMME**

In 2008 the DH accepted the Joint Committee on Vaccination and Immunisation (JCVI) advice that HPV vaccines should be introduced routinely for girls aged around 12-13 years and this began in September 2008, along with a three-year catch up campaign that offers the HPV vaccine to 13-18 year old girls. Since then, the programme has been extended to 17-18 year old girls. The programme is being delivered largely through secondary schools, and consists of three injections that are given over a six-month period.

The GPC has major concerns with the way the HPV vaccination programme has been implemented, including the lack of consistency on what is being provided in different areas of the UK and the lack of clinical guidance for GPs regarding choice of vaccine and vaccination of girls/women outside of the targeted cohort. Despite repeated requests to the Chief Medical Officer and Director of Immunisation at DH, clarification on these issues has not been provided.

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### **PANDEMIC INFLUENZA - GOOD MEDICAL PRACTICE**

The Government has agreed a framework of ethical principles, which must inform the provision of health services in a pandemic. Each of the UK Governments is also preparing more detailed guidance which is available on their websites.

To help doctors be clear about what the General Medical Council (GMC) will regard as good practice during a pandemic, the GMC has prepared a revised version of Good Medical Practice. In this version some of the usual requirements – such as participating in appraisal and performance review - have been lifted. Other requirements, such as the duties to act honestly, are unchanged. In many cases, qualifying clauses have been added to the guidance, recognising that constraints on time and other resources may limit doctors' ability to provide detailed information or help for patients. Additions to *Good Medical Practice* 2006 are shown in italics.

A copy of the guidance can be downloaded from:

- The GMC website at:  
[http://www.gmc-uk.org/guidance/news\\_consultation/GMP\\_in\\_pandemic\\_draft\\_24\\_Feb\\_09.pdf](http://www.gmc-uk.org/guidance/news_consultation/GMP_in_pandemic_draft_24_Feb_09.pdf)
- The LMC website at:  
[http://www.sheffield-lmc.org.uk/OG09/Pandemic\\_Influenza.pdf](http://www.sheffield-lmc.org.uk/OG09/Pandemic_Influenza.pdf)

If you have any comments or suggestions about this guidance please send them to [standards@gmc-uk.org](mailto:standards@gmc-uk.org). The guidance will be reviewed in light of the comments in September 2009.

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### **NHS PENSIONS AGENCY: RETIREMENT OWING TO ILL HEALTH REPORTS**

The NHS Pensions Agency has recently contacted the BMA concerning an issue with the completion of forms for individuals applying for retirement owing to ill health.

There have been a few cases where instead of producing a report that includes the specific information / facts required for the relevant condition, the doctor is downloading the whole medical record onto a CD and posting it to the NHS Pensions Agency. They are then requesting the fee that would normally be paid for a written report.

The GPC has informed LMCs that sending CDs by ordinary post is not a reasonable manner for a practice to undertake its responsibility to protect the confidentiality of patient data. Any loss may not only be the subject of legal proceedings, but also significant adverse publicity.

The BMA's professional fees subcommittee will be producing guidance on the correct way to write reports. In the interim they have provided the following points to keep in mind when completing reports:

- The information should be provided in the manner requested and should be as complete as possible, providing a synthesis of essential details from the mass of undifferentiated information on the medical records

- Reports may be completed electronically or by hand, provided the information is clear
- The provision of paper or electronic copies of the medical record is not appropriate and is not covered by the patient's consent to the report.
- GPs are responsible for the content of their report and must sign them whether or not practice nurses or administrators have a role in their completion.

### **EMPLOYMENT AND SUPPORT ALLOWANCE MEDICAL REPORTS**

All practices should have now received their copy of *Employment and Support Allowance Medical Reports – A guide to Completion* (ESA205). This guidance is also available on the Department for Work and Pensions (DWP) website at:

<http://www.dwp.gov.uk/healthandwork/publications/esa205-medical-reports-guide.pdf>

As reported in the December 2008 edition of the LMC newsletter, further information about Employment and Support Allowance can be found at:

<http://www.dwp.gov.uk/esa/healthcare-professionals-esa.asp>

### **SALARIED GPs HANDBOOK**

The BMA recently launched a new salaried GPs handbook. It is designed to give employers and employees comprehensive information on the legal and contractual issues facing salaried GPs. The handbook has been distributed to salaried GP BMA members.

Other BMA members who would like a hard copy of the handbook can request one by email - [support@bma.org.uk](mailto:support@bma.org.uk) or telephone - 0300 1231233.

Alternatively, BMA members can download a copy (login required) from:  
[http://www.bma.org.uk/employmentandcontracts/employmentcontracts/salaried\\_gps/salariedgpbook.jsp](http://www.bma.org.uk/employmentandcontracts/employmentcontracts/salaried_gps/salariedgpbook.jsp)

### **SALARIED GP SEMINARS**

The BMA is running a series of half day seminars aimed specifically at salaried GPs. These events aim to:

- Advise on employment rights and general guidance on contractual rights, including maternity leave, FCS and Retainer scheme funding.
- Outline the benefits of the model/minimum salaried GP contract negotiated by the BMA, and how these minimum are obtained.
- Provide helpful tips for successful negotiations on salary, terms and conditions etc.
- Provide an interactive setting, with the opportunity for delegates to ask questions on the day.

#### **Dates of seminars**

- Tuesday 24 March – York
- Wednesday 27 May – Oxford
- Tuesday 22 September - BMA House, London

#### **Registration fees**

The costs to attend these half day seminars are as follows - £46.00 including VAT for BMA Members, £80.50 including VAT for Non-members. Non-members are entitled to the BMA rate if they join the BMA when registering. For further information about this please call BMA Conferences on 020 7383 6819.

A sandwich lunch and refreshments will be provided.

Further information on these events can be found on the BMA website at: [www.bma.org.uk/conferences](http://www.bma.org.uk/conferences)

### **FOCUS ON SALARIED GPs**

This document has been revised and incorporates guidance for salaried GPs on negotiating their salary and handling requests to change hours of work. A copy of the guidance can be downloaded from:

- The GPC website at:  
[http://www.bma.org.uk/images/Focussalaried%20GP0209\\_tcm41-178564.pdf](http://www.bma.org.uk/images/Focussalaried%20GP0209_tcm41-178564.pdf)
- The LMC website (*See Salaried GPs*) at:  
[http://www.sheffield-lmc.org.uk/OG09/Salaried\\_GPs.pdf](http://www.sheffield-lmc.org.uk/OG09/Salaried_GPs.pdf)

### **LEGAL TRAINING PRESENTATION**

*Article submitted by  
Samantha Morgan-Lister,  
Clinical Manager, Sheffield GP  
Collaborative*

**Date:** Saturday 21 March 2009

**Time:** 9.30 am to 12.30 am, *or*  
2.00 pm – 5.00 pm

**Venue:** St Mary's Church  
Conference Centre, Bramall  
Lane, Sheffield S2 4QZ.

David Burrows-Sutcliffe, Lawyer, Directors of Practical Legal Training Agency (specialists in practical legal training for non-lawyers), will be giving a legal training presentation, covering the following subjects:

- Ensuring the resilience of notes.
- Best practice in note taking.
- The form in which those notes could be scrutinised (an internal inquiry, coroner's court etc).
- How to present evidence in court.
- Cross examination exercise.

Refreshments will be provided.

Attendance will account for 3 CPD points and attendance certificates will be provided.

Please arrive 15 minutes early for registration.

RSVP by **18 March**, indicating whether you wish to book for the am or pm session and giving your practice name and contact details, via fax - (0114) 2762768 or email - [GPCollab.trainers@sch.nhs.uk](mailto:GPCollab.trainers@sch.nhs.uk)

Please forward any articles, comments etc for inclusion in the LMC newsletter to the LMC office via:

Email:  
[administrator@sheffieldlmc.org.uk](mailto:administrator@sheffieldlmc.org.uk)

Fax:  
(0114) 258 9060

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Articles for the April 2009 edition of the LMC newsletter to be received by **Thursday 9 April 2009**.