

# Doncaster LMC September Update



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# Local Medical Committee Team

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## Information and Website Updates

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### Looking for advice? LMC Website Updates

**Many of the questions asked by practices to Doncaster LMC have already been asked before, and the answers can often be found on our website.**

**We have integrated a Google Search function on our homepage so you can even search our archive of monthly updates. If you have a query, try searching our website first – it might save you time.**

**There are a number of new and updated articles on our website including: -**

- **An ICE (request change) form has been added to the Doncaster LMC website. This form can be used to submit suggestions on how ICE might be changed in the future. The new form can be found at [http://www.doncasterlmc.co.uk/useful\\_forms.html](http://www.doncasterlmc.co.uk/useful_forms.html)**
- **Template End of Life Policy: [http://www.doncasterlmc.co.uk/useful\\_forms.html](http://www.doncasterlmc.co.uk/useful_forms.html)**
- **CQRS guide: <http://www.doncasterlmc.co.uk/cqrs.html>**

### Accessing the records of deceased patients

We have recently been contacted by practices who have been asked to release information regarding patients who have recently died. This could be in the form of a patient relative or an official body requesting audit information. It is important to understand that General Practices are contracted to deliver care to the living and not the deceased. As such, when a registered patient dies and they are de-registered from a Practice we are no longer at liberty to access and amend the medical record. Care of the medical record of the deceased is currently in the remit of PCSE.

The details on how to contact PCSE to access the medical record of the deceased can be found here - <https://pcse.england.nhs.uk/services/gp-records/accessing-medical-records/>

## General Data Protection Regulation

Doncaster LMC has been working hard over the last year to understand the requirements of the General Data Protection Regulation (GDPR) this came into force on the 25th May this year. The GDPR is a European law that will apply to anyone who wishes to provide services to European citizens. Aspects of the GDPR and however left to local determination, meaning that some countries have had to create country specific additions or amendments to the law. This is one of the reasons that the regulation is taking so long to understand and implement by all organisations.

To help you to fulfil your requirements under the regulation we have created and sourced a large number of template documents that you will need. These are available on our website at <http://www.doncasterlmc.co.uk/gdpr.html>

### **DPO**

We recognise that there remains a lot of unease about various aspects of the regulation, including the requirement for a Data Protection Officer (DPO). The DPO post is much talked about as it has led to a lot of professionals marketing themselves to GP practices.

To help save Doncaster practices time and money, Doncaster LMC has offered to take on the role of DPO. This is an offer and does not tie you to this service should you wish to use another. Our CEO, Dr Eggitt, is a Certified International Privacy Professional and Certified International Privacy Manager. If you wish to nominate Doncaster LMC as your DPO, you will need to let us know.

We are creating and compiling further education resources to help practices learn more about the GDPR and Dr Eggitt will be attending meetings with Practice Managers to provide education and answer frequently asked questions.

NHS specific GDPR guidance has been published by NHS Digital and four PDFs are now available with clearer reference to application for Health and Social Care. Please find the link below to the NHS Digital PDFs:-

<https://digital.nhs.uk/information-governance-alliance/General-Data-Protection-Regulation-guidance>

The BMA has produced guidance for GP practices re Data Controllers

<https://www.bma.org.uk/advice/employment/ethics/confidentiality-and-health-records/gps-as-data-controllers>

A hub page for GDPR information has now been launched on the BMA website. This provides information on the regulation and hosts a suite of resources and blogs to help guide members. This page is updated regularly.

Paul Cundy, GPC IT policy lead, has developed personal blogs. They can be accessed [here](#).

[https://www.dropbox.com/sh/h22kak6pxlt8ily/AAB4gAuHKib\\_MZ44Xi3AbAf4a?dl=0](https://www.dropbox.com/sh/h22kak6pxlt8ily/AAB4gAuHKib_MZ44Xi3AbAf4a?dl=0)

### Do I have to have a practice website?

Many practices ask the question – do I have to have a practice website? The answer is No, the GMS contract does not mandate a requirement to have a practice website.

However, where one does exist there is an obligation to have on it information detailing your practice area, including the area known as the outer boundary by reference to a sketch, diagram plan or postcode.

It is also important to remember that where any such website uses cookies to collect information about visitors and usage of the website or where the website reveals personal information about staff members working at the practice, the requirements of the General Data Protection Regulation (GDPR) apply.

### NHS Choices rebranded simply as ‘the NHS website’

The NHS Choices name is to go as part of changes to the UK’s largest health website by NHS England and NHS Digital. These include more accessible content, better mobile device experience, new content for helping people to manage long-term conditions, and improved page design. The NHS Choices logo will disappear but the web address remains the same, [www.nhs.uk](http://www.nhs.uk). Organisations are asked to replace existing references to NHS Choices to “the NHS website” when possible. There is also guidance to help NHS organisations refer correctly to the NHS website.

### HEE Regional MAPs seminars - October 2018

Please find below an invitation to the forthcoming regional Medical Associate Professions (MAP) seminars which are taking place in October. The aim is to raise awareness of the four roles amongst NHS employers in primary and secondary care: their purpose, scope of practice and function in medical specialty areas in primary and secondary care, how they build capacity in medical multi-disciplinary teams; how they work under the direction of doctors and the difference they make to patient care.

<https://healtheducationyh.onlinesurveys.ac.uk/hee-maps-seminars>

The link will take you to the Bristol online registration portal and it should only take a minute to register.

If there are any issues with registration, please e mail [MAPS@hee.nhs.uk](mailto:MAPS@hee.nhs.uk)

### ICE Clinical User Group.

You will have recently received this email circulated by NHS Doncaster CCG -

*“We have recently set up an ICE Clinical User Group within the Trust to discuss any issues with ICE and requests for changes to the set-up.*

*It would be great to have some GP representation on this group, especially as some of the changes our Consultants are requesting do effect the GP set-up. They would be more than welcome to attend the meetings on a 3-4 months basis, but a lot of the communication would be via e-mail approving any change requests that we have. Would it be possible to identify 2 or 3 GP’s from each of the CCGs who have an interest in ICE and would be willing to take on this role ?*

Thank you to those of you who signposted NHS Doncaster CCG back to the LMC regarding this.

We will of course be delighted to represent you in these discussions, so that you don't have to, as is our function.

### Physician Associates in Primary Care resource pack

An increasing number of practices are employing physician associates (PA) as more become available to work in general practice. A Physician Associate in Primary Care resource pack has been developed for Local Workforce Action Boards and Health Education England (HEE), which outlines numbers and locations of PA trainees and sets out what their role is.

The attached letter outlines HEE’s commitment to the increase in PAs working in primary care and provides a number of links to materials available on the [Faculty of Physician Associate website](#).

### GDPR Survey on Subject Access Requests

The introduction of GDPR, and the removal of the ability to charge to cover the costs of responding to subject access requests, is having a significant impact on practices. We are also hearing from many areas of the country that SARs have increased significantly since these changes were made in May. This clearly has had financial and resource implications on GP practices.

In order to accurately quantify the full scale of this problem the BMA are surveying all practices across the UK to collect information on this issue.

Please click [here](#) to access the survey (only 1 response per practice).

### Patient Choice of Pharmacy and Possible Inducement

The General Practitioners Committee (GPC) has been informed that a medical practice has received marketing material from a printing and mailing company which offers a reduced postage rate if medical practices agree to allow an information leaflet promoting a specific distance-selling pharmacy to accompany any correspondence to patients.

The GPC is urging practices not to engage with this initiative, as there is concern that participating in it may have implications in relation to patients' free choice of pharmacy and also that the offer of reduced postage costs may constitute an "inducement".

### Adjuvanted Trivalent Flu Vaccine Letter and Programme Delivery Guidance

As you are aware, NHS England has advised the use of adjuvanted trivalent flu vaccine (aTIV) for those aged 65 years and over in the coming flu season.

As the only licensed aTIV in the UK is manufactured by Seqirus (Fluad®), to manage supply of the vaccine, and to help ensure that there is equal access for patients and that all vaccination providers are treated fairly, GPs and community pharmacies will all receive 40% of their aTIV order in September, 20% in October and 40% in November. Any evidence of this being deviated from should be flagged up immediately with the LMC office so that we can raise this with NHS England.

The staged deliveries are for aTIV only and will not affect supplies of the quadrivalent and live attenuated influenza vaccines.

Further information can be accessed via the links below.

Letter: <https://www.england.nhs.uk/publication/flu-vaccinations-for-2018-and-planning-flu-clinics-letter-from-david-geddes/>

Guidance: <https://www.england.nhs.uk/publication/flu-vaccination-programme-delivery-guidance-2018-19/>

If you have been unsuccessful in ordering Trivalent Flu vaccine we can confirm that you can vaccinate patients with the quadrivalent vaccine and you will be reimbursed in the usual way. This has been confirmed with the BMA GPC.

Further to the above please see below for a copy of the letter from Dr Eggitt:

There are a number of practices across our region who have been unsuccessful in sourcing the Trivalent Influenza vaccination for this year's flu season.

Given that there is enough Trivalent vaccine in circulation to vaccinate the population and that some practices have none, we can assume that some other providers have large stock holdings of the vaccine.



We are now in a position where practices may have to signpost their most vulnerable patients (who may also be housebound or reside in a residential or nursing home) to another provider to be vaccinated, risk leaving them unvaccinated, or offer the Quadrivalent vaccine as an alternative, which may be better than none.

I sent out an email to reassure GP providers that the national contract will reimburse GP providers for vaccinating patients with the Quadrivalent vaccine where they have taken the informed decision to do so. It is important to bear in mind the variable efficacy in this age group of the Quadrivalent vaccine and to weigh up the risk of not being vaccinated at all if the patient is turned away to find another provider. Ultimately, this decision is one for the provider and the individual patient to take at the time of vaccination.

NHS England are soon to release their guidance on how they would like us to approach this situation.

Please note that Pulse Today are looking to speak to Practices who have been affected by the difficulties in sourcing flu vaccines this year- email

### [Sessional GPs update](#)

Can be accessed here: <https://bma-mail.org.uk/t/JVX-5UWS8-1BJCJOU46E/cr.aspx>

### [VAT information](#)

GPC understands that practices are being asked to provide NHS England with VAT information associated with each practice. In their view under the Premises Cost Directions, the information practices are required to provide is:

- Are you registered for VAT? If so, what is the VAT registration number?
- Do you intend to claim a refund or allowance in respect of any element of the costs that you received financial assistance from NHS England/CCG?

GPC are working with NHSE to ensure they capture the right information from practices. If you are being asked to provide any other information, please let GPC know by emailing [info.gpc@bma.org.uk](mailto:info.gpc@bma.org.uk)

### [New GMC guidance to help doctors with reflective practice](#)

New guidance to help doctors and medical students with reflection has been jointly published this week by the Academy of Medical Royal Colleges, Conference of Postgraduate Medical Deans, GMC and Medical Schools Council. Access the guidance via the link <https://www.gmc-uk.org/education/standards-guidance-and->

[curricula/guidance/the-reflective-practitioner---guidance-for-doctors-and-medical-students](#)

### [A message from NHS England and NHS Business Services Authority](#)

#### For the attention of GPs who are members of the NHS Pension Scheme

When NHS England was established in 2013, it inherited, from Primary Care Trusts, the IT systems that hold contributions data and calculate pensionable earnings for GPs in the NHS Pensions Scheme. NHS Business Services Authority (NHS BSA) is responsible for administering the NHS Pension Scheme. As part of the Primary Care Services England (PCSE) contract, Capita has been responsible for the administration of GP pension contributions since September 2015. As part of NHS England's quality assurance of the pension scheme records, a small sample review has been carried out which has shown discrepancies between some of the pensionable earnings and contributions data which has been provided to NHS BSA. We would like to assure you that your pension entitlement is safe. Our priority is to ensure that where there are any discrepancies, they are identified and resolved as quickly as possible. NHS England is carrying out a complete review of all data led by an independent pension's expert who has been jointly appointed with Capita. This review may take some time to complete, so as a matter of urgency we will prioritise the records of any GPs who are nearing retirement age (56 or over), GPs who have recently retired and GPs who have died in service.

NHS England will seek advice from HMRC and the Government Actuary's Department (GAD) with regards to the tax implications to members.

What do you need to do?

You don't need to do anything at this stage and may not need to in the future. If the review shows any discrepancy in your data, you will be contacted directly with clear advice on what to do next. This may involve re-submitting annual certificates for years where there are discrepancies. We will ensure this is as straightforward as possible for you.

Some Total Reward Statements (TRS) are now available online for year ending 31 March 2017 and the remainder are due in December 2018. If you have not received confirmation that your TRS is available by 17 December, please contact us.

If you have queries relating to your TRS, please contact the NHS Pensions TRS Helpline (0300 330 13510) or email: [nhsbsa.trs@nhsbsa.nhs.uk](mailto:nhsbsa.trs@nhsbsa.nhs.uk).

If you have any queries about the accuracy of the information recorded about your pension's data, please contact PCSE and select GP pensions as the type of enquiry: <https://pcse.england.nhs.uk/contact-us>. We will provide updates throughout the review.

### **LMC Buying Group – advertising your vacancy**

Recruitment is often an expensive and time-consuming business, so the LMC Buying Group has created an eye-catching, easy to use recruitment page where any registered member practice can post any vacancy (clinical and non-clinical roles) for free. Any new job posting is highlighted at least once across all of the social media platforms (Twitter, Facebook and LinkedIn).

A 'Featured Job' option has also been introduced for those practices that want to draw more attention to their advert. The featured job will appear at the top of the Jobs page in a bright colour, be highlighted on social media channels each week and Google AdWords will be used to drive more traffic to the advert for a month. This service costs £50+VAT. An invoice will be generated once the advert has been posted online.

To place an advert, visit the Jobs page: <https://lmcbuyinggroups.co.uk/job-vacancies/gp-practice/uk> and login for further information.

If you have not registered to use the LMC Buying Group, or have not re-registered since the Buying Group requested re-registration in line with GDPR requirements, the registration form can be accessed via: <https://www.lmcbuyinggroups.co.uk/members>.

## Job Vacancies

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Our monthly update is sent to all LMCS in the SY area.

We are happy to advertise any of your vacancies

[For full details of these vacancies please see the separate attachment in our email](#)

<u>Vacancy</u>	<u>Practice</u>	<u>Closing Date</u>
Partner / Salaried GP	Dunsville Medical Centre	N/A
Partner / Salaried GP	The New Surgery	N/A
Partner/Salaried GP	St John's Group Practice	N/A
Salaried GP	West End Clinic	N/A
Salaried GP	White House Farm	N/A
Partner / Salaried GP	Field Road Surgery	N/A
Partner/Salaried GP	St Vincents Practice	N/A
Advanced Nurse Practitioner	The Ransome Practice	N/A
Partner/Salaried GP	The Mayflower Medical Practice	26 <sup>th</sup> October

# Monthly Update

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**MONTHLY REMINDER TO ALL GPs THAT THE LMC OFFICERS ARE WILLING AND ABLE TO PROVIDE ADVICE AND SUPPORT (TOGETHER WITH REPRESENTATION, IF REQUIRED), TO ANY GP WHO MAY BE THE SUBJECT OF A COMPLAINT**

## Concerned about a colleague?

NHS General Practice is under unprecedented pressure. As such, we are all at risk of work related stress, burn out and depression.

Often, the symptoms of these are insidious and can be more obvious to those around us than to ourselves.

So, if you have concerns about a colleague and feel that they need our support, we'd like to hear from you.

Doncaster LMC has launched a confidential web based reporting tool where you can share your concerns about a colleague at risk of burnout and ask for our support.

<http://www.doncasterlmc.co.uk/colleaguefbk.html>

This tool is designed to be supportive so that those identified can be helped by Doncaster LMC, signposted on to support services or be personally assisted through difficult times by officers of the committee.

We stress that the online tool must not be used for reporting safety concerns regarding a colleague's clinical practice. Read more about the tool at:-

<http://www.pulsetoday.co.uk/your-practice/battling-burnout/gps-given-chance-to-anonymously-raise-concerns-about-colleagues-burnout/20010472.article>

***All GPs on Doncaster Performers List (including medical students) are welcome to attend any LMC meeting as an observer. Please let the office know if you plan to attend.***

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Next LMC Meeting	
<b>When?</b>	<b>Monday 12<sup>th</sup> November</b>
<b>Time?</b>	<b>7:00pm</b>
<b>Venue?</b>	<b>Doncaster Golf Club DN4 7NY</b>



## Give the gift of 5 minutes

Helping yourself and your team to remain mentally fit and healthy is vital.

Give yourself five minutes during your break with free mindfulness and meditation previews from Headspace.

If you ever find yourself struggling to cope, or just need to talk to someone, contact BMA counselling or the Doctor Advisor service on **0330 123 1245**.

[bma.org.uk/givethegift](https://bma.org.uk/givethegift)