

# LMC ViewPoint



*The newsletter of Leeds Local Medical Committee Limited*

*August 2017*

**LEEDS LMC EVENT - TUESDAY 26 SEPTEMBER 2017, 6.30pm – 9.15pm**  
**‘More than bricks and mortar – Developing General Practice premises fit for the future’**  
**Venue:** Weetwood Hall Conference Centre, Otley Road, Leeds, LS16 5PS

Leeds LMC is planning an important event for GPs and practice managers to focus on premises issues. We know that many practices are experiencing problems – perhaps struggling in outdated surgeries which are too small and not fit for purpose or trying to deal with difficult lease, rent and service charge issues.

At the same time GPs are being told of the need for new ways of working, considering the development of hubs and the requirement for more care to be provided in community-based settings – all of which would necessitate significant investment in order to provide suitable premises. Many practices have applied for funding support but have so far failed to see this materialise.

For other practices, it is problems with their premises that lead them to make big decisions about the future of their whole GMS or PMS contract, or even decide to close altogether.

To provide a forum to discuss these issues, the LMC have brought together local and national expertise at an event on **Tuesday, 26<sup>th</sup> September**. Speakers include:  
Dr Richard Vautrey – Leeds LMC Assistant Medical Secretary, GPC England and GPC UK Chair  
Robert Day – Senior Lawyer, BMA Law  
Ernest Ip – Strategic Estates Advisor, Community Health Partnerships  
Nigel Gray – Chief Officer for System Integration, Leeds CCG Partnership  
Kathryn Hilliam / Neil Coulter – Primary Care, NHS England West Yorkshire Area Team

There will be an opportunity for questions and we hope you and your colleagues will be able to join us for this important meeting to not only discuss the issues that impact you, but also to help shape the local direction for the future.

To register to attend, please email to [mail@leedslmc.org](mailto:mail@leedslmc.org). The event will start with a buffet served from 6.30pm and the meeting will commence at 7.15pm

## **PRODUCING SUBJECT ACCESS REQUESTS (SAR) REPORTS**

The BMA are working on identifying the number of SARs for medical records practices in the UK receive and have asked the LMC to share the information below to all practices in Leeds.

BMA ask that each practice identify the number of SARs they receive on average over the course of one month and send this number to [info.professionalfees@bma.org.uk](mailto:info.professionalfees@bma.org.uk) no later than **5pm on Monday 4 September**.

Could each practice please review the table below. The table is an approximation of how long it takes in secretarial and doctor time to produce a set of medical notes. This table is based on one

particular practice – if your practice takes more or less time to produce a medical record, or if there is a different process in place please let the BMA know via the email address above.

Step	Activity	Performed by	Minutes
1	Open the mail.	Secretary	1
2	Sort the mail.	Secretary	1
3	Read the letter of request.	Secretary	2
4	Confirm who the subject of the request is and if our patient.	Secretary	1
5	Assess the nature of the request, its legal status and whether redaction will be necessary.	Secretary	2
6	Log receipt of report and open ledger.	Secretary	3
7	Check that any consent to disclose is valid and in timeframe.	Secretary	1
8	Email the requestor with our standard Access to Records pro forma and note of our standard charge.	Secretary	2
10	Locate the records.	Secretary	2
11	For any notes pre 2000-2004 retrieve Lloyd George envelopes (sometimes stored off site). If off site allow 15 mins.	Secretary	5
12	Print off computer records (dependent on speed of printer).	Secretary	10
13	If copies of Lloyd George notes are required whether redacted or not to produce useable copies, they will require individual photocopying with manual contrast adjustment if quality is poor. Types of note can lead to variable times in this process.	Secretary	60
13	Assemble documentation and submit to relevant GP.	Secretary	5
14	GP assimilates request, reconfirm legal status, review all documentation redacting where necessary to GMC/legal standards.	GP	40
15	Secretary re-photocopies redacted pages.	Secretary	20
16	Collate final copy. Parcel up notes, take to Post office for despatch recorded delivery.	Secretary	30
17	Update ledger.	Secretary	2
18	Reconcile payment with ledger or chase up late payer.	Secretary	5
19	Bank the payment.	Secretary	3

#### **NOAC CONCERNS – REQUEST FOR FEEDBACK**

The LMC has received a number of concerns from practices about the significant increase in workload relating to following up and reviewing patients on NOACs. In some cases there appears to be no formal handover if the patient is initiated on these drugs in emergency consultations.

We have raised this matter with the Medicines Optimisation lead and the Director of Primary Care and if you have examples of this happening we would welcome any specific concerns to be forwarded to Leeds LMC at [mail@leedslmc.org](mailto:mail@leedslmc.org).

#### **MEDICINES MANAGEMENT – HEPATITIS B VACCINATION SUPPLY CONSTRAINTS**

In view of the recent Hepatitis B global shortage, Leeds CCG Groups Partnership have decided to restrict the NHS use of hepatitis B vaccinations for travel. Previously, the CCG allowed the prescribing of hepatitis B for travel in high risk patients only.

However, to preserve monovalent Hepatitis B vaccine stock for those at highest immediate need and with the greatest ability to benefit, patients should not be commenced on a course of hepatitis B for travel on the NHS. If the patient is deemed to be high risk, they have the option of obtaining this from a private vaccination clinic.

Please ensure the patient is aware they will need to pay for this as outlined on the Leeds Community Healthcare [travel and immunisation clinic page](#).

GSK will allow the release of some vaccines if they fall in priority groups 1, 2 or 3 as outlined on page 6 of the PHE Advice on Vaccine Restriction doc linked below. Supply restrictions will be in place for the remainder of 2017.

Further information is available at the following sources: [PHE Advice on Vaccine Restriction](#)  
[GSK Supply Update Page](#)

Please see attached letter from PHE concerning arrangements for patients (excluding neonates) who need Hepatitis B vaccinations.

### **PCSE CLAIMS GUIDANCE – AUGUST 2017**

GPC England are aware that practices and individual GPs continue to experience unacceptable incidents relating to PCSE (primary care support services in England), commissioned by NHS England and provided by Capita. The issues have been ongoing for some time and we are aware of cases where practices have not received payments, or have received incorrect payments. It is never acceptable for payments to be delayed and they advise practices to follow the below process to ensure incorrect payments are corrected. Similarly, they are aware that practices or individual doctors may have suffered losses due to the failing of these services.

The updated guidance is attached and also available online, please follow this link  
<https://www.bma.org.uk/collective-voice/committees/general-practitioners-committee/gpc-current-issues/capita-service-failure>

If a practice or individual has used the NHS England appeal process and/or used the small claims court and still does not get the situation resolved following this process, please contact GPC at [info.gpc@bma.org.uk](mailto:info.gpc@bma.org.uk) and they will take up your claim directly with NHS England.

### **ONE YOU LEEDS – TRANSITION OF SERVICES**

Leeds City Council have commissioned Reed Momenta to lead a new healthy living service for patients. They have emailed every GP practice to introduce themselves and are being proactive in going out and having face to face meetings with practices, prioritising those in deprived areas of Leeds.

The planned FAQ document issued in September will include information on how previous services translate into the new one. Please see the attached flyer for more information on how to refer to services and the provisional location of clinics for October 2017.

### **UPDATE ON SHARED BUSINESS SERVICES INCIDENT FOR LMCs**

The BMA have received an update from NHS England about the NHS Shared Business Services incident, whereby correspondence in the mail redirection service did not reach the intended recipients.

The incident team sent correspondence to GP practices in December 2016, March and May 2017 asking practices to complete and return a response form to indicate whether any patient may have suffered potential harm as a result of the error. NHS England have said that approximately 30% of practices have yet to return these forms and will be writing to Heads of Primary Care to inform them of practices that have yet to respond, and CCGs will also be aware.

GPC would encourage practices to undertake this in a timely manner as they are best placed to do it, and should be paid for such work. Payments for work undertaken in March and May 2017 will be paid in August or September 2017.

All cases of potential harm are now being reviewed by NHS England GP national Clinical Directors to confirm whether further clinical review is required. NHS England are contacting practices to obtain patient details, and can offer support to practices if required. In recognition of workload for practices, local area teams may be asked to assist with providing information.

NHS England has provided GPs with a dedicated phone line 0800 028 9723 and email address [england.sbsincident@nhs.net](mailto:england.sbsincident@nhs.net) which they can use to contact the Incident Team with any queries.

### **BMA GUIDANCE – HELPING YOU MEET YOUR TRAINING OBLIGATIONS**

The BMA's new guidance on training is now available online – please see the link below. This is to help practices with specific issues they have faced with inappropriate training demands/requests from CCGs and CQC and provides a summary of what is and what is not required.

We hope that practices will find this resource helpful when making training decisions.

<https://www.bma.org.uk/advice/employment/gp-practices/gps-and-staff/practice-staff-training-resource>

### **GP SURVEY – PHARMACISTS WORKING IN GENERAL PRACTICE**

Please see the message below on behalf of The Pharmacists' Defence Association:

Current developments in primary care across the UK have resulted in a significant increase in the numbers of clinical pharmacists working in general practice. We have recently surveyed hundreds of these pharmacists and are now keen to get the views of GP practices.

The Pharmacists' Defence Association supports pharmacists in their legal, practice and employment needs and has over 26000 members, many of whom work in general practice. The results from this survey will be used to inform their ongoing work in supporting pharmacists in general practice, and ensure the benefits of having a pharmacist are maximised to the advantage of GPs and their patients.

The survey should only take a few minutes to complete and they would be very grateful for your support. Please [click here](#) to complete the survey.

### **YORLMC ANNUAL CONFERENCE – TUESDAY 17 OCTOBER**

Our neighbouring LMC in North Yorkshire, YOR Local Medical Committee, will hold its first Annual Conference on Tuesday 17 October at the Pavilions of Harrogate, Great Yorkshire Showground. This is a full day event and there is a great programme which will deliver an informative, inspirational, interactive and entertaining day.

The key highlights are:

- The future of primary care - Dr Robert Varnam, Head of General Practice Development at NHSE
- From crisis to renaissance? Delivering a sustainable future for general practice—Dr Richard Vautrey, GPC Chair
- Future Proofing General Practice – New Models of Care—Dr Nigel Watson, Chief Executive, Wessex LMCs
- Mergers & Takeovers—Shanee Baker, Director, LMC Law Ltd
- Our Health Partnership—Dr Vish Ratnasuriya, GP Partner and OHP Chair, Dr Will Taylor GP Partner and OHP Board Member
- Social Prescribing—Sir Sam Everington, Chair, NHS Tower Hamlets CCG
- Influential Leadership – in an hour! - Professor Mike Ferguson, Developing Professionals International Ltd
- The Changing Shape of the GP Workforce—Dr Mark Purvis, Health Education England

- NHS GP Health Service— Dr Zoe Neill, Clinical Lead (Yorkshire & Humber) NHS GP Health Service
- The Art of Being Brilliant—Andy Cope, Professional Trainer, Art of Brilliance

Bookings are being taken on a first come first served basis by registering on line at <https://www.yorlmcld.co.uk/events/3360>

### **RAISING AWARENESS TRAINING FLYER – 20 OCTOBER 2017**

Please see the attached flyer for the upcoming Raising Awareness Training to be held at Middleton Community Health Centre, Middleton Park Avenue, Leeds, LS10 4HT at 9.30 – 12.30.

Please fill in the flyer and send it back to [england.wy-screeningandimms@nhs.net](mailto:england.wy-screeningandimms@nhs.net)

### **NATIONAL PRIMARY CARE AWARDS – DEADLINE 1<sup>st</sup> SEPTEMBER 2017**

The National Association of Primary Care (NAPC) has now extended its deadline for nominations to be submitted to the National Primary Care Awards 2017 to the 1<sup>st</sup> September.

The National Association of Primary Care (NAPC) would like to encourage more nominations in all 5 categories celebrating health and social care professionals and organisations who have demonstrated excellence in their own particular fields of expertise.

NAPC is looking for talented health and care professionals, support staff and teams who have excelled over the past year. The National Primary Care awards celebrate high standards of care, dedication and innovation – recognising outstanding people, teams and organisations.

This year's categories are:

- Practice Manager of the Year
- Unsung Hero of the Year
- Clinician of the Year
- Healthcare Provider of the Year
- Pathway Innovation of the Year

The NAPC is running the awards with Williams Medical Supplies. A panel of experts will judge the entries with the winners announced at a black tie gala dinner at the Motorcycle Museum in Birmingham on 18 October 2017 – the first day of the NAPC annual conference Best Practice. They will be presented with a national primary care award trophy and the winners of the three individual categories will each receive a £1,000 Thomas Cook holiday voucher. You can nominate a colleague or book to attend the gala dinner here: <http://www.natpc-awards.co.uk>

For further information, please contact Ann Knight, 07847 782190, [annknight.pr@gmail.com](mailto:annknight.pr@gmail.com)

### **THE IMPORTANCE OF LEEDS LMC SOCIAL MEDIA**

The LMC would like to ask for your support in helping boost our social media channels, help us spread awareness and knowledge of who the LMC are, what we do and how we can help represent and support the interests of General Practitioners in Leeds. By doing so we want to help, support and engage better with GPs.

Visit our Social Media networks TODAY and be part of the professional voice of Leeds General Practice!



Facebook - **Like** our page [Leeds Local Medical Committee](#)



Twitter - **Follow** us at [@Leedslmc](#)

**CURRENT KEY DISCUSSION AREAS BY THE LMC**  
....please contact the LMC Office for current status.....

- GP Practice List Closure Ballot
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**GENERAL INFORMATION DISTRIBUTED TO PRACTICES THIS MONTH**

Listed below is information the LMC has sent to practices recently. If for any reason you would like another copy and/or further information, please contact us.

- *Breakdown of producing SAR Reports – 21<sup>st</sup> August*
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**COMINGS AND GOINGS**

***A warm welcome to.....***

*Dr Richard Sutcliffe, a new salaried GP at Lingwell Croft Surgery, Middleton.*

*Dr Anna Tarr has joined Lofthouse Surgery from the 1<sup>st</sup> August.*

*Dr Sagar Shanghavi joined Garforth Medical Practice on the 7<sup>th</sup> August.*

***Good bye and best wishes to...***

*Dr Phona Parrish will be leaving Garforth Medical Practice on the 12<sup>th</sup> September to take up a position at Overgate Hospice.*

***Practice vacancies at....***

**GP Partner required 4-8 Clinical Sessions for a forward-looking practice in Leeds 7**

We are seeking a caring, enthusiastic Doctor with excellent clinical skills to join our friendly, high performing practice. We have a varied demographic and are committed to ensuring the practice is efficient as it can be with GP workload.

The successful applicant will be expected to be keen to contribute to the leadership, development and running of the practice.

The practice has:

- 9,100 patients
- 5 Partners ( 3 whole time/2 part time)
- 2 sites
- GMS contract
- SystemOne
- Training Practice
- CQC rated Good
- Friendly and Supportive Team
- Active engagement with patients and local CCG

For further details or to arrange an informal visit please contact: Dr Simon Ottman or Paula Dearing on 0113 2007474 or email [p.dearing@nhs.net](mailto:p.dearing@nhs.net)

**Partner / Salaried GP at Kippax Hall Surgery, Leeds**

Due to retirement, we are looking for a GP Partner or a Salaried GP with a view to partnership from April 2018.

We are a small friendly team with an emphasis on providing continuity of care to our patients. We consistently receive high quality feedback from our patients and are rated as good by the CQC.

The GPs are supported by 2 Practice Nurses and 2 Healthcare Assistants.

We currently have 5000 patients which is increasing consistently every month. With the retirement of our part time Senior GP Partner we are ideally looking for someone to work similar numbers of sessions to the remaining 2 GPs (7 sessions for 2 out of 3 weeks and 8 in the 3<sup>rd</sup> week), however we can be flexible for the right candidate.

If you are interested in providing a high standard of care in a friendly and supportive environment then we would like to hear from you. Informal visits and enquiries welcome.

To apply please send a covering letter with a copy of your CV to: Miss Karen Taylor, Practice Manager, Kippax Hall Surgery, 54 High Street, Kippax, Leeds, LS25 7AB

Telephone: 0113 3854558. Fax: 0113 2873970. Email: [karen.taylor7@nhs.net](mailto:karen.taylor7@nhs.net)

**Salaried GP / Partner required for 5-8 sessions, Whitehall Surgery, Leeds, LS12 5SG**

- Salaried GP or Partner required for 5 – 8 sessions per week, to join 3 GP partners and 2 salaried GPs.
- Partnership opportunities for the right candidate.
- Friendly and welcoming team. Good working environment and collaborative staff.
- 9000 patients in mixed urban/rural setting.
- Modern purpose built premises.
- Routinely high QOF achiever, 100% attained this year.
- Special interests welcome.
- Start date October 2017.
- Informal visits and enquiries welcome.
- For further information regarding the practice please see our website, [www.gpnhs.net](http://www.gpnhs.net)

Applications to be made with CV to Mrs Joanne Woods, Whitehall Surgery, Wortley Beck Health Centre, Ring Road, Lower Wortley, Leeds LS12 5SG. Tel: 0113 4677533.

E mail: [joanne.woods@nhs.net](mailto:joanne.woods@nhs.net)