

Leicester City Clinical Commissioning Group

**CONTRACT CHANGE CHECKLIST
(May 2017)**

This checklist is intended to be an aide memoire to practices and provide an over view of the actions you and the practice need to consider and undertake in key variations to your GMS/PMS/APMS contract. Please note this is not an exhaustive list and practices are encouraged to add to the list.

Please do not forget that for any variation to the contract, the practice can contact the Local Medical Committee (LMC) for support by visiting their website on enquiries@llrmmc.co.uk. Additionally members of the CCG will also support where they can.

VARIATIONS TO CONTRACT		PRACTICE ACTION	KEY CONTACT DETAILS
1.	Partnership Changes; a) Inclusion (add partner) b) Withdrawal (remove partner)	Notify following: CCG Primary care Contract Commissioning Team	Primary Care Contracts Team 0116 295 1469
		NHS England Primary Care Contract team and provide 28 days' notice of variation	england.llrprimarycare@nhs.net
		PCSE enquires generic email address (PPA codes, Performers list, Open Exeter)	Customer Support Centre number is 0333 014 2884. PCSE.enquiries@nhs.net
		CQC registration team – provide update on practice registration information	http://www.cqc.org.uk/
		Update Partnership Agreement(s)	
		Leicester HIS – contact details (smart card access if not already available)	https://www.leics-his.nhs.uk/ 0116 295 3500
		When a partner leaves the practice, remove Smart card and SystemOne access	
		Consider lease / premises arrangements	
		Consider reviewing and/or updating Bank Account details	
		Update practice partnership details on; <ul style="list-style-type: none"> • Practice website • NHS Choices • CQRS (if partner had access or needs access) 	

VARIATIONS TO CONTRACT		PRACTICE ACTION	KEY CONTACT DETAILS
2.	Reverting from partnership to sole practitioner	Complete all the actions listed for withdrawal/inclusion of a partner	
		Additional action required: Review and sign GMS contract – pertaining to sole practitioner	Primary Care team will send the variation for the practice to sign and return.
		Review and update Business Continuity Plan	
		Provide CCG with assurance on how sessions will be covered– to ensure effective and robust staffing, access to appointments, etc	
3.	CQC Registration / Change of registered manager	Complete relevant registration forms on CQC website	http://www.cqc.org.uk/
4.	Rare and exceptional circumstances, examples include; a) sudden illness that would severely impact the delivery of services b) death of a practitioner c) Suspension from Performers List or GMC d) Due to exceptional circumstances services to be suspended – inform LCCCG immediately	Notify LC CCG Primary Care Commissioning Team at the earliest opportunity Notify Responsible Officer at NHS England	Primary Care Contracts Team; 0116 295 1469 Email contact: aly.rashid1@nhs.net
5.	Boundary applications	Request application form from the Primary Care Contracts Team	england.llrprimarycare@nhs.net
6.	List closure application		
7.	Practice Merger application		
8.	Branch Closure Application		
9.	24 hour retirement		
10.	Maternity / Paternity application's	NHSE Finance	england.leiclincs-pcfinancequeries@nhs.net
11.	Business Continuity Plan	Send copy to Primary Care Contracts team	england.llrprimarycare@nhs.net
12.	Premises	LC CCG Primary Care Contract Team	Jayne.Giulianotti@leicestercityccg.nhs.uk

VARIATIONS TO CONTRACT	PRACTICE ACTION	KEY CONTACT DETAILS
	must be notified of all changes to premises ownerships status, lease negotiations. No lease can be agreed without prior agreement from the CCG. This includes VAT discussions.	0116 295 1469

USEFUL CONTACT LIST

Leicester City CCG

St Johns House, 30 East Street, Leicester, LE1 6NB - 0116 295 0750

PRIMARY CARE CONTRACT TEAM - Please contact us for any contractual issues including premises queries.		
Julia Cory, Head of Primary Care		Julia.cory@LeicesterCityCCG.nhs.uk 0116 295 4189
Priya Chavda		Priya.Chavda@LeicesterCityCCG.nhs.uk 0116 295 8475
Seema Gaj		Seema.gaj@nhs.net 0116 295 4139
Nafisa Bhana		nafisa.bhana@nhs.net 0116 295 1409
Jayne Giulianotti		Jayne.Giulianotti@leicesterccg.nhs.uk 0116 295 1469
Strategy and Implementation Manager		
Hema Jesa	South Leicester HNN	Hema.Jesa@LeicesterCityCCG.nhs.uk 0116 295 0744
Mayur Patel	Central Leicester HNN	Mayur.Patel@LeicesterCityCCG.nhs.uk 01162957275
Aimee Geary	North & East Leicester HNN	Aimee.Geary@LeicesterCityCCG.nhs.uk 0116 295 1462
Alison Brooks	North & West Leicester HNN	Alison.Brooks@LeicesterCityCCG.nhs.uk 0116 295 4156
Contractual Partnership Changes		
NHS England Primary Care Team		england.llrprimarycare@nhs.net
Primary Care Webtool queries		
Nafisa Bhana		nafisa.bhana@nhs.net
NHS England Primary Care Team		england.llrprimarycare@nhs.net
CQRS Queries		
Helpdesk		cqrsfeedback@nhs.net
Nafisa Bhana		nafisa.bhana@nhs.net
CQRS Collections Timetable		http://systems.digital.nhs.uk/gpcollections/whatwecollect/timetable201617.pdf
PCSE		
Customer Service email		pcse.enquiries@nhs.net
		Complaints email: pcse.complaints@nhs.net
		Phone: 0333 014 2884
		PO Box: Primary Care Support England, PO Box 350, Darlington, DL1 9QN
		Web: www.pcse.england.nhs.uk

Capita Locality Managers	
Justine Burns - Regional Manager	Justine.Burns@capita.co.uk 07736 492787
Chris Perkins - Local Training Manager (Leicestershire)	Christopher.perkins@nhs.net
http://pcse.england.nhs.uk/wp-content/uploads/2016/01/PCSE-National-Engagement-Team-April-16-1.pdf	
Patient 8 Day Removal (you need to put 8 Day Removal in the subject text) - pcse.registrations-preston@nhs.net	
ADDITIONAL CONTACT DETAILS	
Complaints	Customer Service NHS England PO Box 16738 Redditch B97 9PT england.contactus@nhs.net 0300 311 22 33
Pensions	lasca.pensions@nhs.net
Violent Patient Referral	VPS.leics@nhs.net
Controlled Drug – General Enquiries	England.centralmidlands-cd@nhs.net
GP Concerns	llrincidents@lcr.nhs.uk
SI reporting	lcrsi@nhs.net
Occupational Health for Practice Staff	UHL service at the Glenfield site their direct dial is 0116 2555431
Translation Services	<ul style="list-style-type: none"> • The Ujala Interpreter Booking Form on e-source within the Good Practice Guide to Interpreting and Translating and forward via e-mail to requestsujala@leicspart.nhs.uk • Please give 2-3 days notice of the appointment (Please also refer to the criteria for requesting interpreters in the Good Practice Guide) • Booking Forms can be faxed on 0116 295 7015 • For Urgent Appointments please call on 0116 295 4747 to see if an interpreter is available and then e-mail or fax • Out of hours appointments on Weekdays after 5pm and before 9am can be accommodated on a case by case basis. Please call on 0116 295 4747 to check.