

The newsletter for GP's, Practice Managers and Staff in Leicester, Leicestershire & Rutland

August 2017

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Dr Chris Hewitt, LLR LMC



Dr Chris Hewitt

Following an organisational restructuring of LLR LMC Ltd our Medical Chief Executive, Dr Chris Hewitt, is moving on. Chris supported the organisation for just over four years and was involved in a number of initiatives.

Chris stated that it has been an honour and a privilege to work with GPs and Practice Managers who run teams that provide exceptional services and care to their patients in the most challenging times. Chris is looking forward to a return to clinical work and to progress his interests as a coach and to champion the benefits of personal supervision for doctors and managers.

Prescribing non-prescription medication In schools and nurseries

The BMA has provided the following guidance on Prescribing non-prescription (over the counter) medication in nurseries and schools

Non-prescription /over the counter (OTC) medication does not need a GP signature/authorisation in order for the school/nursery/childminder to give it.

The revised '[The Early Years Foundation Stage Statutory Framework](#)', which governs the standards of institutions looking after and educating children, includes a paragraph under specific legal requirements - medicines that states:

'Medicines should only be taken to a setting when this is essential and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.'

We are aware that in some areas, this is resulting in parents making unnecessary appointments to seek a prescription for an OTC medicine so that it can be taken in nurseries or schools. We would like to remind practices that the MHRA licenses medicines and classifies them when appropriate as OTC (P or GSL). This is to enable access to those medicines without recourse to a GP.

It is appropriate for OTC medicines to be given by parents, as they consider necessary, in the home or nursery environment. It is a misuse of GP time to take up an appointment just to acquire a prescription for a medicine wholly to satisfy the needs of a nursery/school.

In 2015, the GPC wrote to the Department of Children, Schools and Families seeking an amendment to this paragraph in the EYFS Statutory Framework, who confirmed in a letter that an FP10 is not required, and that they would update the guidance to stay consistent with current national standards for day care and child

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minding, whereby non-prescription medication can be administered where there is parents' prior written consent.

If any practice find that this continues to be a problem in their area, a [template letter](#) which can be downloaded and sent to the Nursery/School.

The Statutory Framework for the EYFS (Early Years Foundation Stage) outlines the policy for administering medicines to children in nurseries/preschools 0-5 years:

"The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable".

If you have any further questions on the matter, please contact the LMC on 0116 2962950 or enquiries@llrlmc.co.uk

Lincolnshire Practice Manager's conference



Date: Thursday 12 October 2017

Venue: Urban Hotel, Grantham

The conference is open to anyone who would like to come along, Practice Managers, Assistant Managers, GPs and anyone who feels they would benefit from attending.

A copy of the draft agenda is attached to this document.

RCGP/LLR LMC Annual General Meeting 2017

Save the date!

Date: Wednesday 4 October 2017

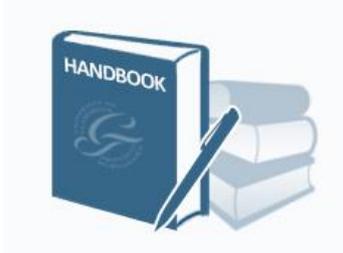
Time: 6:45pm

Venue: National Space Centre, Leicester

Guest speakers: Professor Aly Rashid, (Medical Director and Responsible Officer NHSE Central Midlands), Professor Mayur Lakhani (RCGP President)

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Locum GP and salaried GP handbooks



The locum GP handbook provides advice and guidance on all aspects of locum work, including on starting out as a locum, setting up as a business and establishing a contract for services with a provider. The handbook also provides advice to practices on recruiting locums.

The BMA salaried GPs handbook is a resource for salaried GPs and GP employers. It explains the legal entitlements of salaried GPs as employees, helps to ensure that salaried GPs are aware of their statutory and contractual rights, and outlines the effect of the various provisions of the model salaried GP contract. It includes sections on maternity leave and redundancy, and information on many other areas such as salary, hours of work, sick leave and employment protection. To view follow: <http://www.lrlmc.co.uk/locumgpandsalariedgphandbooks>

Offers from East Midlands Leadership Academy



Great Talent Conversations: A Workshop for Line Managers

About the Workshop: A highly practical one-day workshop that will equip line managers with the skills. Confidence and understanding to have great talent

conversations whereby individuals feel listened to, valued and understood.

This full day workshop will build understanding and equip managers with practical and powerful tools that will ensure positive outcomes from difficult conversations and provide a framework that allows every member of staff to recognise and realise their potential during talent potential conversations.

The NHS Leadership Academy has developed a robust Maximising Potential Conversation Tool, which is robust and easy to understand and navigate. With this tool at the centre, the workshop will develop managers to:

- be able to adapt talent potential conversations to their own team, organisational and system cultures
- understand how to use a range of talent, coaching and mentoring and solution-focussed tools during conversations to ensure that both parties feel listened to, understood and valued
- understand how to utilise a basic talent management process
- understand how to address negative and difficult conversations in a confident and positive way that builds trust and navigates defences
- understand where to find additional talent management resources

Who should attend? All line managers from EMLA's membership NHS organisations across the East Midlands. Please note, spaces on this workshop are limited and will be allocated on a first come, first serve basis.

Book your place – 4th September 2017

Co-Facilitation Offer: In order to upskill talent leads across the East Midlands we are providing the additional opportunity for 1 or 2 talent leads to co-facilitate each

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workshop with our facilitator. This will provide some practical experience in delivering the materials to enable the roll out of talent conversations training to line managers on a wider scale. Each co-facilitator will get half a day to work with our facilitator to prepare for the workshop as well as continuing virtual mentoring support (up to March 2018).

If you are interested in co-facilitating a workshop please contact Amy Foster, Programme Lead at amy.foster@nottshc.nhs.uk

Talent Management Programme

About the Programme: In order to support those who are taking a lead role in talent management, we are offering a range of development opportunities. A series of workshops has been designed to help you provide more effective talent management within your organisation, and specifically aims to:

- Enhance your capability to effectively manage talent at individual, organisational and system wide levels
- Support the adoption of a talent focused mind set
- Enable you to effectively plan, engage, implement and evaluate talent management processes

The Talent Management Development Programme comprises three one-day workshops. You can find out more about each workshop in the 'Workshop Outline' document attached.

Workshop Dates:

Laying the Foundation: 26th September 2017, Nottingham

Tailoring Your Talent Approach: 30th October 2017, Nottingham

Nurturing Talent Together: 29th November 2017, Nottingham

[Find out more and apply](#)

OD & Talent Management Network Events

In May 2017 the East Midlands Organisational Development and Talent Management Networks merged to form one community. Using the 'Developing People-Improving Care' Framework as a lever the Network began to explore where OD and TM align and understand the recommendations identified to create great leadership, collaborative cultures and improvement methodologies within our health and social care systems, at a local level.

Building on from this work EMLA would like to invite the East Midlands Talent Management and Organisational Development community to a series of interactive sessions to begin to build a Community of Practice in which practitioners can:

- create opportunities for mutual engagement
- identify the necessary conditions for CoPs to grow and become self-sustaining
- produce and share a set of communal resources including stories of good practice and relevant tools
- negotiate the meaning and direction of activity to create a sense of 'joint enterprise'
- explore how participation in CoPs shapes the formation of different identities and modes of belonging

[Find out more and book your place](#)

website: <http://www.leadershipeastmidlands.nhs.uk/>

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Welcome newly qualified GPs

The LMC would like to extend a warm welcome to the class of 2017 newly qualified GPs. We wish you every success in your career.

Vacancies

The LMC have a number of vacancies on our website, ranging from the East Midlands Area to North Devon. Please follow the link to view:

<http://www.llrlmc.co.uk/jobs>

LLR LMC Buying Group



Practices in Leicester, Leicestershire and Rutland benefit from the Buying Club through the relationship between LLR and Notts LMCs.

The Buying Group has come a long way, as they now work with over 20 suppliers, 92 LMCs and have over 6,500 members but they are still very committed to their original mission of helping GP practices save time and money on the products and services they regularly buy.

With the ongoing financial challenges facing general practice, the Buying Group wanted to make sure that practices knew who they were and how they could help them save time and money on their purchasing.

The Buying Group guarantees that their suppliers won't just offer you a great price one week and then ramp up the price the next so you can be assured that if you order from the group's suppliers you'll get a great price every time you shop.

The Buying Group negotiate with their approved suppliers to provide you with the best price available so if you decide you want to order from any of the suppliers, you just contact them directly. However, the Buying Group are here to help you if you have any questions about the Buying Group or problems with any of the suppliers.

Their office is open Monday to Friday, 9am-5pm.

Tel: 0115 979 6910

Email: info@lmcbuyinggroups.co.uk

Website: www.lmcbuyinggroups.co.uk

Or follow the link on our website:

<http://www.llrlmc.co.uk/llrlmcbuyinggroup>

GPC news

GPC England held its meeting on Thursday 20 July. The following things were discussed at that meeting:

- elected their new Chair; congratulations to Richard Vautrey
- discussed the UK political landscape post general election (see appendix 1)
- received an update from the policy leads and GPC England executive (see appendix 2)
- discussed the ballot of GP practices in England
- received the latest MCP contract guidance (Focus on Virtual MCPs and Alliance Agreements)
- received a briefing on Capped Expenditure
- discussed various issues related to premises (see appendix 3)
- received an update on various GP Forward View funding and initiatives that will be implemented in 2017/18 (see appendix 4).

To read the news in full, [click here](#).