

SHEFFIELD LOCAL MEDICAL COMMITTEE

NEWSLETTER

APRIL 2008

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FOCUS ON EXTENDED ACCESS 2008/09

As noted in the LMC's recent email to GPs and Practice managers, the GPC has issued a guidance document on extended access to help GPs understand the changes made to the GMS contract from 1 April 2008. The guidance explains how the Extended Access Directed Enhanced Service (DES) will operate. A copy of the guidance can be downloaded from:

- The GPC website at:
[http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFFocusextended_access0408/\\$FILE/Focus_extended_access08.pdf](http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFFocusextended_access0408/$FILE/Focus_extended_access08.pdf)
- The LMC website at:
<http://www.sheffield-lmc.org.uk/guidance.htm>

It is the GPC's opinion that LMC's should be trying to negotiate a Locally Enhanced Service (LES) and LMC Executive members will be meeting with PCT representatives shortly to discuss this. We would suggest that practices do not commit themselves to the DES until the LMC has had the opportunity to fully explore the idea of a LES. We will, of course, keep practices updated on progress.

FOCUS ON QUALITY AND OUTCOMES FRAMEWORK

This guidance document has been produced by the GPC to help GPs understand the changes and developments that have been made to the Quality and Outcomes

Framework (QoF) for the 2008-09 period.

The changes include removal of 58.5 points from the holistic points, patient experience and organisational domain, other changes to indicators based on the evidence review and expert panel recommendations, and some additional changes to the financial arrangements.

A copy of the guidance can be downloaded from:

- The GPC website at:
[http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFfocusQOFO308/\\$FILE/QOFO2008.pdf](http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFfocusQOFO308/$FILE/QOFO2008.pdf)
- The LMC website at:
<http://www.sheffield-lmc.org.uk/guidance.htm>

**RECOMMENDATIONS OF THE
DDR B FOR 2008-09**

On 7 April 2008 the government announced that it would implement in full the recommendations of the DDRB for 2008-09.

A copy of the full report can be downloaded from the Office of Manpower Economics website at:

<http://www.ome.uk.com/downloads/DDRb%20report.pdf>

A summary of the recommendations can be found on the GPC website at:

[http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFddrblet0403/\\$FILE/LetterprofessionApril08.pdf](http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFddrblet0403/$FILE/LetterprofessionApril08.pdf)

In addition, the GPC recently distributed an update to all GP trainers on their database regarding the uplift to the trainer's grant and the £750 CPD payment. A copy of the update can be downloaded from the GPC website at:

[http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFDDRBPtrainers0408/\\$FILE/GPtrainersDDRBApril2008.pdf](http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFDDRBPtrainers0408/$FILE/GPtrainersDDRBApril2008.pdf)

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**GP IMAGING
REQUEST CARDS**

Most practices will now be aware that the Sheffield Teaching Hospitals NHS Foundation Trust has redesigned the standard x-ray request card.

Unfortunately, the first batch of these new cards has omitted the NHS number field from the design. The LMC has pointed out to the Trust that this number is supposed to be the universal NHS way of recognising a patient and this has been acknowledged by the Trust. They have assured us that future batches of the new x-ray card will include an NHS number box.

In the meantime, we have been asked to request your cooperation in using the new cards. There is a blank space next to the telephone number which could be used for inserting the NHS number for the time being.

**CHILDREN'S CENTRE
DEVELOPMENTS**

Following practice concerns regarding the moving of midwifery services from general practice to Children's Centres, a meeting was held with midwifery representatives to discuss this and related issues.

It is hoped that the following requests have been taken on board:

- Keep practices informed of proposed changes;
- Invite practices to work with midwifery managers to ensure effective communication between midwives and practices after the move;
- Where a practice has the space and facilities, consider a practice's request to be considered as a Children's Centre.

It would be appreciated if any practices experiencing difficulties with any of these issues could inform the LMC via:

administrator@sheffieldlmc.org.uk

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**DISTRICT NURSING
SERVICES**

Concerns continue to be raised with the LMC regarding District Nursing services, particularly with regard to inconsistency across the city and poor communication. As a result, a further meeting was held with District Nursing representatives.

It was agreed that the PCT would look at the service specification and consult the LMC regarding any proposed amendments.

In addition, a citywide audit would take place looking at communication between GPs and District Nurses and caseloads.

It is hoped that this action will help to improve the situation and reduce the problems currently being experienced. The LMC will, of course, keep practices updated on progress.

**CHOOSE & BOOK LES
2008/09**

Sheffield PCT has confirmed its intention to offer a Choose & Book LES for 2008/09. Arrangements are underway for PCT and LMC representatives to meet to discuss this in more detail.

In addition, the PCT has confirmed its commitment to further develop the directory of services, making it easier to use.

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**HPV IMMUNISATION
TRAINING**

Concerns have been raised with the LMC following a communication from Sheffield PCT inviting practice nurses to undergo HPV immunisation training, when it was understood that the HPV immunisation programme will be school based, rather than practice based.

Clarification has been received from the PCT that this training was being offered in case practice nurses were to be involved in a catch-up immunisation programme.

The LMC is not aware that this is the intention at this stage but will, of course, keep practices informed of any developments.

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**ANNUAL CONTROLLED DRUG
SELF ASSESSMENT FORM**

The LMC Executive is aware that practices have been bombarded by endless audits in recent months. We do our utmost to clarify their relevance and to establish whether there is a contractual obligation to complete them.

The LMC has been in discussion with Peter Magirr, Head of Medicines Management at Sheffield PCT, regarding the annual controlled drug self assessment forms.

This has been significantly modified and simplified and it is the opinion of the LMC Executive that practices would be advised that this is part of controlled drugs legislation relating

to the Misuse of Drugs Act 1971 and the associated regulations. We would, therefore, suggest that practices complete and return this audit.

PATIENT IDENTIFIABLE INFORMATION

The LMC often receives requests for advice on queries relating to patients. In many cases this will involve sending the relevant documents to the LMC office to ensure that we can provide the correct guidance. However, these documents can often contain patient identifiable information (name, address, NHS number etc).

Can we please ask that practices ensure that any documentation sent to the LMC is anonymised, to protect patient confidentiality and ensure the LMC does not breach its data protection procedures. Thank you.

CCTV: PRACTICAL AND LEGAL ISSUES

Questions have been raised with the LMC regarding the use of CCTV on practice premises, particularly in relation to patient confidentiality issues.

The Information Commissioner's Office has recently updated its CCTV code of practice, which can be downloaded from:

http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/ico_cctvfinal_2301.pdf

The code sets out the Information Commissioner's recommendations on how the legal requirements of the Data Protection Act can be met and clarifies important issues such as:

- Informing people that CCTV is in operation;
 - Storing and viewing images;
 - Retention of images;
 - Subject access requests;
 - Disclosure of images.
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EMERGENCY DENTAL SERVICES

The contact number for patients to call when in need of an emergency appointment has changed to 0844 7368440.

This is as a result of Primecare being selected as the new service provider of the call handling and triage provision for Sheffield PCT's Urgent Dental Service.

The LMC's guidance *Dental Problems: GP Responsibilities* has been updated accordingly and can be accessed via the LMC website at:

http://www.sheffield-lmc.org.uk/lmc_guidance.htm

SICKNESS CERTIFICATION

The LMC's guidance on *Sickness Certification* has recently been updated to clarify a number of regularly queried points.

A copy of the latest version can be accessed via the LMC website at:

http://www.sheffield-lmc.org.uk/lmc_guidance.htm

PERSONAL BELIEFS AND MEDICAL PRACTICE

The General Medical Council (GMC) has recently issued the above guidance as a supplement to their good medical practice guidance.

This supplementary guidance explores the way the GMC expects doctors to approach some of the issues arising from their own personal beliefs and those of their patients. It attempts to balance doctors' and patients' rights – including the right to freedom of thought, conscience and religion and entitlement to care and treatment to meet clinical needs – and advises on what to do when those rights conflict.

A copy of the guidance can be downloaded from:

- The GMC website at: http://www.gmc-uk.org/guidance/ethical_guidance/personal_beliefs/Supplementary_guidance_-_Personal_Beliefs_and_Medical_Practice.pdf
 - The LMC website at: <http://www.sheffield-lmc.org.uk/guidance.htm>
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INFORMATION AND GUIDANCE ON PRESCRIBING IN GENERAL PRACTICE

This guidance was compiled by the GPC's Prescribing Subcommittee to meet the increasing demand from individuals and organisations for information relating to prescribing in general practice.

Originally issued in September 2004, the guidance is set out in a series of questions and answers for ease of use. The earlier part of the guidance deals with general issues around prescribing that may be of particular interest when dealing with queries from patients. The later sections are likely to be of most interest to doctors, PCTs and other NHS organisations.

A copy of the guidance can be downloaded from:

- The GPC website at: [http://www.bma.org.uk/ap/nsf/AttachmentsByTitle/PDFInfoOnPrescrib0904/\\$FILE/Infoprescribingp0904.pdf](http://www.bma.org.uk/ap/nsf/AttachmentsByTitle/PDFInfoOnPrescrib0904/$FILE/Infoprescribingp0904.pdf)
 - The LMC website at: <http://www.sheffield-lmc.org.uk/guidance.htm>
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INFLUENZA IMMUNISATION PROGRAMME 2008/09

The details of the annual influenza immunisation campaign have been published in a letter from the Chief Medical Officer. The content is targeted at GP practices taking part in the flu vaccination programme and includes influenza immunisation information for health and social care staff.

A copy of the letter can be downloaded from the Department of Health website at:

http://www.dh.gov.uk/en/Publicationandstatistics/Lettersandcirculars/Professionalletters/Chiefmedicalofficerletters/DH_083812

PRIVATE MEDICALS

The LMC receives regular queries from practices attempting to locate doctors who are willing to perform private medical examinations/reports for a variety of activities such as diving, mountaineering and fitness to fly.

It would be appreciated if any GPs who are willing to provide such services for patients from other practices could email the LMC via administrator@sheffieldlmc.org.uk, confirming the types of medicals provided and the preferred means of contact.

Thank you for your assistance in this matter.

THE TROUBLE WITH PDF...

The LMC Office has recently received a number of queries from practices who are unable to open pdf documents.

PDF (Portable Document Format) is a common internet file format and is regularly used in electronic distribution because it accurately preserves the look and feel of the original document, complete with fonts, colours, images and layouts.

Increasingly, guidance produced for GPs and their practices comes in pdf format for easier viewing. Therefore, it is important that all practices have the correct systems in place to be able to access this information.

There are several options open to practices that are unable to view pdf documents, but the easiest and most commonly used method is to download Adobe Reader.

This program can be downloaded **free of charge** from the newsletter or guidance pages of the LMC's website or directly from Adobe at:

<http://www.adobe.com/products/acrobat/readstep2.html>.

MOTOR VEHICLE ALLOWANCE: GUIDANCE FOR GP SPECIALTY REGISTRARS

The Schedules to Direction to Strategic Health Authorities concerning GP Registrars (2003) have been amended to alter the provision for reimbursement for the business use of a private vehicle for GP Specialty Registrars in England.

The full Schedule to the Direction is available on the NHSE website at:

<http://www.nhsemployers.org/pay-conditions/pay-conditions-469.cfm>

The GPC has issued guidance for GP registrars on the new arrangements, which can be downloaded (login required) from:

- The GPC website at:
[http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFGPregsMV/A0408/\\$FILE/MVAApril2008.pdf?Open&login](http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFGPregsMV/A0408/$FILE/MVAApril2008.pdf?Open&login)
- The LMC website at:
<http://www.sheffieldlmc.org.uk/guidance.htm>

THE VALUE OF GENERAL PRACTICE: THE FACTS

The above fact sheet has been produced by the GPC to clarify the facts about why and how the GP contract was introduced and the benefits to patient care it has delivered.

A copy of the fact sheet can be downloaded from:

- The GPC website at:
[http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFvaluegpfacts0308/\\$FILE/ValueGeneralPracticefactsheet08.pdf](http://www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFvaluegpfacts0308/$FILE/ValueGeneralPracticefactsheet08.pdf)

- The LMC website at:
<http://www.sheffieldlmc.org.uk/guidance.htm>

BUSINESS INTERNET DIRECTORY

The LMC has been contacted for advice regarding a communication from Business Internet Directory, inviting practices to have their details listed on Business Internet Directory's website.

The communication makes reference to free listings and invoices, but makes no specific reference to exact charges.

The LMC would urge any practices considering inclusion to seek clarification on exactly what services are being offered for free and the services that will incur costs.

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

Email:
administrator@sheffieldlmc.org.uk

Fax: (0114) 258 9060

Post:
Sheffield LMC
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63 Wostenholm Road
Sheffield
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Articles for the May 2008 edition of the LMC newsletter to be received **by Monday 12 May 2008**.