

THE LMC LINE

No.58

January 2010



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We should like to take this opportunity to wish all our colleagues in the Surrey and Sussex LMCs area the very best for 2010. An inauspicious start to the year with the severe weather conditions we've been experiencing, but things can only get better!

Pandemic Flu Updates

H1N1 Vaccination of children aged six months to five years

The SSLMCs has concluded negotiations with PCTs to develop LESs for this service and every practice should now have been provided with details.

H1N1 Vaccination for Locum GPs

GP practices are reminded that any locum GP registered on their list of patients should be vaccinated, if they request this. You may also wish to vaccinate locum GPs who are working in your practice. The practice will not receive a fee for vaccinating the locum GPs and no charge should be made to them for the service.

Pandemic DES – Patient NHS Number

The level of detail required in the DES, including the patient NHS number, is to ensure not only that correct payments are made, but also that only priority groups are being vaccinated and paid for. It will ensure that PCTs fulfil their statutory obligations and falls within the management and promotion of healthcare exemption as set out in the DPA and as clarified in the NHS Code of Confidentiality. Practices should, however, ensure that reasonable steps have been taken to display information to patients pointing out how their personal sensitive information may be used and how a patient can object.

'Preparing for Pandemic Influenza - Guidance for GP Practices'

The joint GPC/RCGP GP flu guidance, 'Preparing for pandemic influenza - guidance for GP practices' has now been revised to reflect the current situation of the H1N1 swine flu pandemic rather than a more severe and aggressive pandemic, eg avian flu, which the original version had anticipated. This second edition provides a summary of all the information that GPs and practice managers need to know and is available via the BMA website at http://www.bma.org.uk/health_promotion_ethics/influenza/panflugp/panfluguide.jsp or the RCGP website at <http://www.rcgp.org.uk/PDF/panfluguide.pdf>.

Updated Good Medical Practice: Responsibilities of Doctors in a National Pandemic guidance

The GMC have updated their guidance to take into account the fact that a pandemic can break out regionally, so while some doctors may be working normally, others may be struggling to cope with the additional workload. The guidance allows those most affected to work flexibly. <http://www.gmc-uk.org/news/4761.asp>

A summary of guidance for infection control in healthcare settings

This document is an updated version of the guidance issued in September 2007 and includes new or updated information regarding transmission characteristics of pandemic (H1N1) influenza, aerosol-generating procedures, occupational health and deployment of staff at high risk of complications from influenza http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@ps/documents/digitalasset/dh_110899.pdf

Roll over of DESs

Following negotiations between the GPC and NHS Employers for 2010/11, the Extended Hours Access Scheme DES and the four clinical DESs for Alcohol, Learning Disabilities, Osteoporosis and Ethnicity will be rolled over to 2010/11. There is a new provision for the Extended Hours DES which means practices will not be able to undertake it at a future date if they decline to do so from April 2010. Details can be found at <http://www.nhsemployers.org/PressReleases/2010/Pages/GMCCContract.aspx>. There will be no changes to QOF in 2010/11. 28 QOF points will be retired in 2011/2012 and NICE will pilot suggested new indicators.

Good Practice Recommendations for NHS Constitution

From January 2010, all providers and commissioners of NHS care will be under a new legal obligation to have regard to the NHS Constitution in all their decisions and actions. The State of Readiness Group, convened at the request of the NHS Management Board, has produced a report containing recommendations and examples of good practice designed to help comply with this obligation. The report is available at: http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@ps/@sta/@perf/documents/digitalasset/dh_109416.pdf

NHS Security Management Service Survey

Practices may have received a communication from the "NHS Security Management Service" advising that they have appointed Critical Research to undertake research relating to security issues within the NHS. The research may take the form of contacting practices to undertake telephone interviews. We have been assured that NHS SMS forms an official part of the official NHS and deals with protecting NHS staff from violence and aggression, as well as protecting NHS property.

Death certification

There have been reports of some UK Registrars requiring practices to supply the names of GPs who are licensed to sign death certificates, with their GMC registration and licensing number, plus (in some cases) details of their qualifications. The GMC has confirmed that there will be no licence number and no further qualifications required of a GP to sign a death certificate. The General Registrar Office has been contacted to clarify the situation but it would be helpful to Registrars if GPs could include their GMC number on death certificates so that the necessary checks can be made. Please advise the LMC office if any problems over this issue are being encountered.

Information Governance

All practices are reminded that they should have security, information governance and records management policies in place, which should be reviewed and updated on a regular basis, and they are now required to reconfirm compliance on an annual basis by completing an Information Governance toolkit assessment. The new version of the Toolkit for Practices (Version 7), due to be submitted by 31 March 2010, is available at: <https://www.igt.connectingforhealth.nhs.uk/RequirementsList.aspx?tk=400145631963559&Inv=4&cb=13%3a50%3a27&sViewOrgType=4>.

Practices offering specialised services that could be selected under Choose and Book will need to complete and submit another Information Governance Statement of Compliance for that element of the practice's offer. This will be separate to the practice's current IGSoc submission and their usual IG Toolkit submission. This is because the submission will be made as an Independent Treatment Centre using the alternative practice NACS code used for the special services. This also means a separate IG Toolkit submission under the new NACS code. <https://www.igt.connectingforhealth.nhs.uk/RequirementsList.aspx?tk=400145631963559&Inv=4&cb=13%3a50%3a59&sViewOrgType=15>

Road Accidents – Charging a Fee

The question of charging the nationally determined emergency treatment fees is fully covered by the BMA guidance at www.bma.org.uk/employmentandcontracts/fees/roadaccidents1.jsp.

Some RTA patients may go to their GPs simply for examination/documentation in case of any future insurance claim. In this situation, the examination/documentation is being provided on a private basis and a GP may charge a fee for this medico-legal work.

Registration to Care Quality Commission

Legislation introducing a new registration system for all regulated health and adult social care services in England has now been laid before Parliament and, if approved, will require all GP practices to be registered with the CQC by April 2012. To help health care providers to prepare for registration, the CQC has published guides on the new system of registration and the scope of registration which can be downloaded from http://www.cqc.org.uk/_db/_documents/New_system_of_registration_Guide_for_providers_FINAL.pdf and http://www.cqc.org.uk/_db/_documents/The_scope_of_registration_FINAL.pdf

Controlled Drugs

The National Prescribing Centre has updated its guidance, '*A Guide to Good Practice in the Management of Controlled Drugs in Primary Care (England)*', taking into account the significant legislative changes introduced since the publication of the first edition in December 2005.

This guidance is primarily aimed at developing good practice for the management of controlled drugs in primary care in England, but also encompasses issues raised at the interfaces between primary, secondary and social care and can be downloaded at

http://www.npci.org.uk/cd/public/docs/controlled_drugs_third_edition.pdf

The Guide to Data Protection

The Information Commissioner's Office has launched '*The Guide to Data Protection*', a new guide to handling personal information. The Guide offers practical advice to those with day-to-day responsibility for data protection, takes a straight-forward look at the principles of the Data Protection Act, and should help organisations safeguard personal data. The ICO guidance can be downloaded from http://www.ico.gov.uk/home/for_organisations/data_protection_guide.aspx

2008/09 Providers Certificate of NHS Pensionable Income

The 2008/09 Certificates that all GP Providers and non-GP Providers must complete are now available. They can be obtained, together with guidance, from NHS Pensions website at <http://www.nhsbsa.nhs.uk/2668.aspx>. They are basically the same as for 2007/08, except that tiered contributions and the new Additional Pension now has to be taken into account. A GP provider must complete a certificate in respect of each GMS, PMS and/or APMS contract held, even if the contracts are all with the same PCT. The deadline for completion is the 28 February 2010.

From the end of year 2009/10, salaried GPs and long-term fee-based GPs will have to complete end of year certificates in order to reconcile their tiered contributions. Further information on this is due to be published in due course by the NHS pensions department.

For GP Providers who are also GP locums, any arrears (or overpayments) of their GP locum employee contributions in 2008/09 must be reconciled with their PCTs via GP Locum Forms A & B and not via the Certificate.

Locum GP pension contributions

For locum GPs' pension contributions to count towards the NHS pension, they should be paid within 10 weeks of the corresponding work being completed. Some practices may not have been paying locum GPs within this 10 week period for work carried out in their practice, leading to locum GPs missing the contribution deadline.

Some PCTs are more strict on this than others and a PCT may decide not to pension contributions sent outside of the 10 week limit. Although it is believed that locum GPs would not be forced to opt out of the NHS pension scheme as a whole in this circumstance, they would lose out on pension benefits for that specific piece of work. It is therefore important that practices pay locum GPs within this timeframe and at the earliest opportunity.

Dispensing Doctors

All dispensing practices should have received a reminder from NHS Prescription Services prior to Christmas that the transitional arrangements put in place for processing dispensing doctors' prescriptions ended in October and the payment for prescriptions dispensed in October will be the first where they may be financially affected if a patient, or their representative, has not correctly filled in the sections on a prescription form to declare that they are exempt from a prescription charge.

MedIweb / Novachannel: update

In the past a number of GPs signed up to a MedIweb form from NovaChannel AG under the misapprehension that the form offered a free listings service. However, in the small print there was a clause that this service was chargeable and some GPs are now being pursued for payment for signing up to the form. This summer it became apparent that a Portuguese company, United Lda, had taken over the MedIweb forms.

We have recently learnt that a doctor's file was reviewed by United Lda who removed his particulars from the directory and declared the contract null and void because the doctor was not an independent doctor. In view of this, any NHS GPs who unwittingly signed up to the MedIweb form are advised to contact United Lda asking for their details to be removed from its directory and for any contract to be terminated. United Lda's address is: PO Box 1571, 1056-001 Lisbon, Portugal or email: info@medIweb.com.

Choose and Book

In January 2009, the BMA published 'Choose and Book - Learning Lessons from Local Experience'. The findings of the research were discussed with the DH and discussions have led to the publication of the joint BMA/DH document 'Responsibilities and Operational Requirements for the Correct Use of Choose and Book', available at http://www.bma.org.uk/ethics/health_records/connecting_for_health/cabrandrs.jsp. The document is intended to help organisations understand the importance of using Choose and Book correctly and includes summaries of the responsibilities of both referring clinicians and PCTs.

Recruitment and Selection of NCAS Medical Assessors

The National Clinical Assessment Service is currently recruiting for GPs, particularly those who have significant experience of and/or are currently working in a single-handed practice or small practice with less than 3 WTE partners, providing OOH service and/or working in an urban environment. Assessors are required to be available for up to 15 days a year. The recruitment and selection involves completion of an application form, shortlisting through an external agency, and internal shortlisting against key NCAS criteria.

Shortlisted candidates will then undertake a three-day training programme which simulates an NCAS assessment, where candidates are assessed and selected against their demonstration of specific competencies required to be an assessor. Two professional references are to be collected for each shortlisted candidate. The deadline for recruitment is 20 January and the three-day training workshop is scheduled for 17-19 March 2010. Further details and application forms can be found at www.ncas.npsa.nhs.uk/jobs.

GPC Guidance

The following guidance notes have been published since the last edition of the LMC Line and are available via the LMCs website or on the BMA website:

New Vetting and Barring Scheme – This guidance explains the steps that GPs need to take individually and as employers to ensure compliance with the Safeguarding Vulnerable Groups Act 2006. It provides background, advice split into sections specifically aimed at different categories of GPs and the all important timetable. http://www.bma.org.uk/employmentandcontracts/employmentcontracts/salaried_gps/vettbarringscheme.jsp

Disability Discrimination Act: Physical adjustments to GP premises required under the Act – Updated guidance previously published in 2003. http://www.bma.org.uk/employmentandcontracts/independent_contractors/practice_premises/pracpremda.jsp

Use of 084 Numbers in the NHS – This guidance has been published to clarify the position of practices in light of the DH proposal to ban the use in England of 084 numbers that charge a premium rate to contact the NHS. It recommends that all GP practices currently using 084 numbers should obtain written confirmation from their phone service supplier that the charge for a call to their number is no more expensive than making an equivalent local call. If a practice is tied into a contract that does not comply with the new regulations, it should remain with

the supplier until the contract terminates, and then renew but on terms that are compliant with the regulations, or find a new supplier. Revenue sharing is not banned providing the call structure is compliant.

http://www.bma.org.uk/employmentandcontracts/independent_contractors/managing_your_practice/084numbers.jsp

Negotiators' Roadshows

The purpose of these meetings is to provide an opportunity for the GPC negotiators to give an update on current matters and to look at issues facing the profession, particularly important this year in light of the impending general election. There will be an evening Negotiators Roadshow for Surrey and Sussex General Practitioners on Wednesday, 17 March 2010 at the Arora Hotel, Crawley, from 7.30pm to 9.30pm, when you will have an opportunity to put your questions to Dr Chaand Nagpaul. A flyer with further details will be sent to all practices shortly.

BMA Courses

The BMA will be holding a series of GP Employment Law courses this year on Managing Change, Managing Performance and Managing Staff. The aim of these courses is to give you a better understanding of the principles of employment legislation and practical management of people issues, which will help enhance your working environment and obviate any legal challenges. For more information on these courses, including dates, venues and cost, go to http://www.bma.org.uk/whats_on/employment_related_courses/gplaw10.jsp

SSLMCS Conference 2010

Important initial notice for you to make a note in your diary: **Our Conference will be held on Tuesday 18 May 2010 at the Crowne Plaza, Gatwick.** The programme is being formatted at the moment but promises to be another exciting event, so make a note in your diary. Details will be published as soon as available.

LMC/PCT Liaison

Your LMC continues to hold regular meetings with your PCT. If you have something which you wish the LMC to raise on your behalf, please contact the LMCs Office who will be able to confirm the date of the next LMC/PCT liaison meeting for your area.

Kent Local Medical Committee – Medical Secretary Vacancy

Following the resignation of the present incumbent, Kent LMC has a vacancy for a part-time medical secretary. The post, based in Harrietsham, Kent, covers two days per week, one being Thursday and the second negotiable. An attractive remuneration package and terms & conditions of service are offered. Further details are attached to this newsletter; job description and application form can be obtained via the SSLMCs office. Closing date for applications is 5 February 2010 and interviews are planned to be held on 22 February 2010.

Practice Vacancies

If you would like a vacancy in your practice to be advertised on the LMCs website (free of charge), please send details to Liz Gosman at egasman@btinternet.com. Full details of the posts, including how to apply, can be found on the LMCs website and current vacancies include:

Practice Manager - Windsor
F/t & P/t Partners – Eastbourne, East Sussex
Medical Practitioner – Hove, East Sussex
Partnership Opportunity - Brighton
Salaried GP – Brighton
Salaried GP – Surbiton, Surrey
Lead Nurse - Barnes
Practice Nurse (p/t) – Sunbury-on-Thames, Middlesex
GP Partner (p/t) – Hailsham, East Sussex
Salaried GP (with view to partnership) – Hastings, East Sussex

Surrey and Sussex LMCs issues the LMC Line bulletin which combines frequently asked questions, issues raised at the GPC and information about LMC activities.

If you wish to make a brief submission, please send it to Mrs Liz Gosman or Dr Richard Brown at the LMCs office:-

The White House, 18 Church Road, Leatherhead, Surrey KT22 8BB.

Tel. 01372 389270 Fax. 01372 389271 E-mail: egasman@btinternet.com or Richard.Brown@sslmc.co.uk

Visit our website for further information: www.lmcs.info



Kent Local Medical Committee

8 Roebuck Business Park, Ashford Rd, Harrietsham, Kent ME17 1AB
Tel: 01622 851197 Fax 01622 851198 email info@kentlmc.org website: www.kentlmc.org

Vacancy for Medical Secretary

2 Days a week

Due to the resignation of Dr Gary Calver, the Kent LMC is seeking expressions of interest in the post of part time Medical Secretary. We should like to hear from all GPs with the enthusiasm and potential to develop in this exciting role.

Kent Local Medical Committee works with a number of NHS and other organisations to ensure that GPs' interests and those of the Profession are represented.

The successful candidate will demonstrate an ability to represent and negotiate on behalf of the LMC, GPs and practices and provide a wide range of advice to constituents, PCTs, the SHA and numerous other public and private bodies. Knowledge of and an enthusiasm for medical politics and the ability to influence people and organisations is essential.

The role is varied and challenging and will include providing pastoral support to GPs and assisting in the resolution of practice and partnership difficulties.

The post will be based at Harrietsham, but the successful candidate will be required to travel to meetings across Kent & Medway, making car ownership essential.

Applicants must be able to commit to working each Thursday but working arrangements for the second day can be flexible and are negotiable.

The salary offered is currently £50,756 plus a travel allowance, contributory pension and 6 week's annual leave.

If you are interested in applying for this position, please contact Caroline Sedgwick to request an application form, Job Description and further information. If you think you might be interested but are not sure and would like an informal chat about this exciting opportunity, please may we encourage you to contact the office and speak to Gary Calver, Mike Parks, David Barr or Di Tyas.

Closing date for applications is Friday 5th February 2010 and interviews will be held shortly afterwards.