

# GP Bulletin

Date 23 March 2018 / Issue 256

## About this bulletin

To minimise the number of emails sent to practices, the Local Regional Team is using this weekly bulletin as its main method of communicating with practice managers covering the 371 practices in Bristol, Somerset, North Somerset, South Gloucestershire, Devon, Cornwall and the Isles of Scilly. The bulletins contain important information for practice managers, which might include requests for information and deadlines, as well as updates on issues relating to GP contracts.

Copies of the bulletins and attachments are available on our website:

<https://www.england.nhs.uk/south/info-professional/medical/dcis/gp-bulletin/>

If you have any questions or wish to provide feedback, please contact the Primary Care Team:

[england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net)

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## Key Deadlines

CQRS declarations for payment in the same month	9 <sup>th</sup> of each month	Via CQRS
Maternity, paternity, parental or sickness absence	Last working day of each month	Via email to <a href="mailto:england.primarycaremedical@nhs.net">england.primarycaremedical@nhs.net</a>
Participation in QOF 17/18	by 23 March 2018	Via CQRS
Bi-annual extended access collection submission from 1 March 2018 to 31 March 2018 inclusive	by 29 March 2018	Via <a href="#">Primary Care Web Tool</a>
Manual QOF input achievement for the required manual indicators	by midnight on 31 March 2018	Via CQRS
Return of the Data Sharing Agreement for South West CHIS	For Devon Practices by end of March 2018  For all other South West Practices by end of April 2018	Via post to Health Intelligence, Saxon House, Moston Road, Sandbach, Cheshire, CW11 3HL OR email: <a href="mailto:supportdesk@health-intelligence.com">supportdesk@health-intelligence.com</a>

- **Items for all Practices**

### **Message for all Dispensing Practices Participating in the 2017/2018 Dispensary Services Quality Scheme**

We have arranged for payments to be made to all practices who have participated in the 2017/2018 Dispensary Services Quality Scheme (DSQS). As the assessment process is not yet complete this will be an 'on account' payment, and subject to recovery later if a practice is assessed as not adequately meeting the requirements of the DSQS.

Please remember that all the requirements of DSQS need to be met for the practice to qualify for payment. Failure to satisfactorily complete any element, including not undertaking enough DRUMs (even by only one or two) or not submitting the DSQS paperwork by the deadline of **Friday 20<sup>th</sup> April**, could result in the practice not receiving any payment.

If you have any queries regarding DSQS please email [england.pharmacysouthwest@nhs.net](mailto:england.pharmacysouthwest@nhs.net)

### **Are you changing your email address?**

We are aware that there are a number of Practices who have either recently moved to nhs.net email addresses or will be in the near future and we thought it would be helpful to provide the following information:

- Updating NHS England contact lists:
  - We maintain a spreadsheet of Practice Manager and Senior Partner contact information, so please provide the appropriate updated email addresses
  - Weekly Bulletin – please provide the updated email addresses for those member of staff who wish to receive the weekly bulletin (please note, we will not be able to advise who currently receives the bulletin for your Practice)

Please email [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net) with the information above.

- **CQRS** – It is not possible to update the email addresses on CQRS accounts, therefore with a change of email address you will need a new CQRS User account. This should be done within the Practice, there should be at least two members of the Practice team that have full administrative access on CQRS who will be able to undertake the following actions for each person that requires a new account (they will not be able to create a new account for themselves):
  - Go to the 'Administrative Tasks' tab on CQRS
  - Click on 'Add New User'
  - Enter the new email address and then click 'Continue'
  - Complete the required personal information and appropriate roles, then click 'Submit'
  - There should then be confirmation the account has been created
  - The user will then receive an email to set up their password and security questions
  - Please remember to 'Disable' the old account

If an account covers more than one Practice, please set up the new account at one Practice and then email [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net) with the details of the other Practices that need to be added to the account. Please note access will be set to the same as the old account, any changes to this access should be managed in Practice once access has been given.

- **Primary Care Web Tool** - Before your old account is removed from the Primary Care Web Tool, you will need to register for a new account using your new email address:
  - Navigate to the PCWT homepage; [www.primarycare.nhs.uk](http://www.primarycare.nhs.uk)
  - Then simply click on the 'register' option located at the top of the screen in red text
  - Follow the onscreen instructions
  - Once your account is active you will need to email us at; [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net) to request all of your previous permissions to be transferred to your new account. When contacting us please state the following information;
    - The email address you have registered your new PCWT account with
    - The email address that your old PCWT account was associated with
    - Any permissions that you should have in addition to the ones currently displayed on your old account

When emailing the generic account please ensure that you make it clear which Practice you are from, including your Practice code, so that we can process your request as quickly as possible.

## QOF Year End 2017/18 – ACTION REQUIRED

To prepare for QOF achievement information collection at year-end, Practices need to complete a number of actions **by the deadlines indicated**:

1. Ensure you are participating in QOF 17/18 on CQRS. Contact [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net) if you have not been offered QOF 17/18. Participating in QOF must be completed by **23 March 2018**
2. Manually input achievement for the required manual indicators. This must be completed by **midnight on 31 March 2018**, these indicators cannot be extracted automatically from your GP clinical systems. Until you complete manual data entry for these 4 indicators your QOF achievement will not calculate and you will not be able to declare for payment. This will also delay the calculation of your QOF 18/19 aspiration payment. Please review the attached required manual indicators user guide
3. Practices should take this opportunity to check the most recent automated extraction to ensure that the data is as expected. If any issues are identified, these should be raised with your clinical system supplier as a matter of urgency to investigate and resolve prior to the extraction at the beginning of April 2018
4. The offer of QOF 2018/19 has now been made to Practices on CQRS. Practices must agree to participate in QOF 18/19 on CQRS by **27 March 2018**, to ensure that aspiration payments can be calculated and made from April 2018.
5. Practices should ensure that the data on their clinical system has been checked and updated, including all appropriate coding, where appropriate by **midnight on 31 March 2018**, any data added and/or amended after this will not be included in the automated data extraction taking place from 1-3 April 2018

The extraction of the year-end QOF data will take place from 1 – 3 April 2017, data (including achievement data) is planned to be available to view in CQRS between 4 – 5 April 2018. This information will be used to calculate payment, therefore once the data has been extracted and is available to view on CQRS, please:

- Check your achievement information on CQRS and review this against your clinical system QOF information with a 31 March 2018 achievement date. We would advise that you keep your clinical system audit reports from the final QOF submission to help with any future verification and reconciliation
- If you don't agree with any values, please email [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net) with details and supporting information
- Once you're satisfied your achievement is correct, declare your achievement on CQRS for approval and payment. Please note that once the submission has been approved for payment it is not possible to amend the data or re-calculate achievement

## **SPQS Practices – CQRS Year-end Process**

As a Practice participating in SPQS, you do not receive payment via CQRS, however, the actions detailed above still need to be undertaken on CQRS. Please note it is important to check the extracted data is correct before declaring, as this information will be used in the SPQS reconciliation calculation.

## **2018/19 GP Contract**

Please see the attached letter from NHS England and the below link for a summary of the key changes to the General Medical Services (GMS) contract in England for 2018/19. These changes have been agreed between NHS Employers, on behalf of NHS England and the General Practitioners Committee (GPC) of the British Medical Association (BMA).

<http://www.nhsemployers.org/-/media/Employers/Documents/Primary-care-contracts/GMS/Summary-of-the-2018-19-GMS-contract-agreement.pdf?la=en&hash=3CAFA50ECF88B1E21BD69186270334DCF12399D8>

Further details are available from the NHS Employers website:

<http://www.nhsemployers.org/GMS201819>

## **Child Health Information Services are Changing**

NHS England has commissioned the formation of the new South West Child Health Information Service (SW CHIS), which will combine the five current Child Health Information Services. The South West CHIS footprint will commence on the 1<sup>st</sup> April 2018 covering most of Devon and will be extended to the rest of the area (Cornwall, Somerset, North Somerset, Bristol & South Gloucestershire) on the 1st July 2018. The service is being provided by Health Intelligence Ltd who already provide the North West London CHIS and South East London CHIS. Please see the attached documents which provide important details about Data Sharing and contact details.

## **ACTION REQUIRED - Are You Up-To-Date With All Your Claims?**

As we approach year-end it is important for Practices and NHS England to ensure that all claims have been submitted up-to-date. Please check the following submissions, and where appropriate make outstanding claims as soon as possible:

- CQRS claims – by using the ‘Annual Activity Summary’ report on CQRS, you can see on page the status of each submission for each service. Any submissions for January 2018 or before that are red or yellow require action by the Practice. Please ensure that all outstanding claims have been checked and declared
- Enhanced Services Claim Form – please check that you have submitted all claims up-to-date, any outstanding claims should be submitted to [england.pcfincsw@nhs.net](mailto:england.pcfincsw@nhs.net) using the appropriate claim form:
  - for those who claim on a quarterly basis, claims up to and including Quarter 3 should have been made

- for those who claim on a monthly basis, claims up to and including February 2018 should have been made

- **Rent** – for those Practices in leased premises, please ensure that you have submitted claims covering all rent invoices received from your landlord, any outstanding claims should be submitted to [england.premises.rent@nhs.net](mailto:england.premises.rent@nhs.net) using the appropriate claim form
- **Rates** – please ensure that you have submitted the appropriate claim for reimbursement of rate billed by your Local Authority, outstanding claims should be submitted to [england.premises.rates@nhs.net](mailto:england.premises.rates@nhs.net) using the appropriate claim form
- **Water** - please ensure that you have submitted the appropriate claim for reimbursement of water billed by your supplier, outstanding claims should be submitted to [england.premiseswater@nhs.net](mailto:england.premiseswater@nhs.net) using the appropriate claim form
- **Clinical Waste** – **Devon Practices only** - please ensure that you have submitted the appropriate claim for reimbursement of clinical waste as billed by your supplier, outstanding claims should be submitted to [england.premises.clinicalwaste@nhs.net](mailto:england.premises.clinicalwaste@nhs.net) using the appropriate claim form
- **CQC Reimbursement 2017/18** - please ensure that you have submitted the appropriate claim for reimbursement of CQC fees, outstanding claims should be submitted to [england.pcfinesw@nhs.net](mailto:england.pcfinesw@nhs.net) using the appropriate claim form

- **Items for Bristol, North Somerset, Somerset and South Gloucestershire Practices only**

None

- **Items for North, East and West Devon Practices only**

### **Excellence in Nursing Awards - Devon CEPN**

Devon Community Education Provider Network (CEPN) would like to inform you of an amazing event happening on the 15<sup>th</sup> May 2018. To help celebrate the 70<sup>th</sup> year of our much valued NHS service, we are holding the annual Better Together Nursing Conference. The day is aimed at Practice Nurses and Community nurses and we have a full line up of interesting speakers, presenting a variety of topics. In the evening, we are holding the very first “Excellence in Nursing Awards” This is to acknowledge and celebrate the hard work and commitment shown by Practice Nurses and Community Nurses across Devon, which help relieve the pressure on Hospitals and provide patients with valuable support and care. There are several award categories:

#### **Individual awards**

- Lady Patricia Smith Award – Lifetime Achievement
- Supporting Education in Practice
- Rising Star
- Inspirational Leader

- Practice Nurse of the Year
- Community Nurse of the Year

#### **Team award**

- Better Together – Integrated Team Working

#### **Who can nominate:**

Any individual, including patients, may nominate a candidate for these awards.

We are particularly looking for nominations from patients who have received excellent care from either their Community Nurse or Practice Nurse in Devon.

All details of the Conference and Awards can be found on our website

#### Excellence in Nursing Awards 2018

We would appreciate any coverage of this event in your newspaper to encourage patients to vote for their Community or Practice Nurse who deserves recognition.

Please contact Kathryn Deakin on [devon.cepn@nhs.net](mailto:devon.cepn@nhs.net) or 01752 431533 for further information

#### **• Items for South Devon and Torbay Practices only - CCG Delegation Light Updated Telephone numbers for HM Coroner**

Please see updated telephone contacts for HM Coroner Plymouth, Torbay and South Devon

#### **• Items for Cornwall and Isles of Scilly Practices only**

None