

# GP Bulletin

Date 6 April 2018 / Issue 258

## 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)

## Contents

- Key Deadlines
- Items for all Practices
  - Practice Changes
  - 2018-19 Enhanced Services (Including Extended Hours)
  - 2018-19 Extended Hours (Enhanced Services)
  - CQRS Data Amendments – Updated Request Form
  - QOF 2017/18 Year-end Next Steps
  - Child Health Information Services are Changing
  - Have your views on the forthcoming Diabetic Eye Screening Programme Procurement
  - New Prescription Form Security Guidance Published
  - PSNC briefing about the delivery date of the adjuvanted trivalent vaccine for over 65s
  - Message for all Dispensing Practices Participating in the 2017/2018 Dispensary Services Quality Scheme
  - PHE Guidance for the Management of Blood-borne Virus
  - CQC announces its regulatory fees for providers for 2018/19
- Items for Bristol, North Somerset, Somerset and South Gloucestershire Practices only
  - None
- Items for North, East and West Devon Practices only
  - None
- Items for South Devon and Torbay Practices only - CCG Delegation Light
  - None

- Items for Cornwall and Isles of Scilly Practices only
  - None

## 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>
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

### Practice Changes

We would like to remind colleagues that there are application processes required for practices to request any contractual changes such as:

List closures

Boundary changes

Opening / closing branch surgeries

Change of partner

Relocation of site

Temporary closure

Merger

Please contact the team via the generic box [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net) for support or advice.

### 2018-19 Enhanced Services (Including Extended Hours)

Please find attached the Enhanced Services sign up form for 2018/19 –

To sign-up to provide both Primary Medical Care and Public Health Directed Enhanced Services commissioned by NHS England for the 2018/19 contract year please complete and follow the directions on the form. (The form has been designed to be filled in and returned via email electronically and in excel format)

The form is in excel format and has been automated as much as possible-

- Select your practice code from the drop down list this will populate the other boxes
- Select your choice from the drop down lists in the offered boxes

- Annotate your name at the bottom of the form
- Click on our email address link, this will launch an email with your Practice code automatically in the subject, you can then attach your completed form

We have also added hyperlinks on the offers which will take you to the service specifications and additional information for your convenience.

Please return your completed form to us no later than Friday 27 April 2018.

Once we have received your forms we will then be able to produce a contract variation to formally confirm the Enhanced Services you are providing for NHS England.

### **2018-19 Extended Hours (Enhanced Services)**

If the practice has signed up to provide Extended Hours Enhanced service for 2018-19, please fill in the attached 2018-19 Extended Hours Form. This form will let us know how and when the practice will provide these extended hours. (The form has been designed to be filled in and returned via email electronically and in excel format)

- Select your practice code from the drop down list this will populate the other boxes
- Inform us if you are working collectively in a group of practices delivering your combined hours.

Type in the boxes -

- The times the practice will be offering using the specified format
- Inform us which clinicians will be offering appointments using the specified format
- Type of appointments the practice will be offering using the drop down selection
- How did you determine when sessions should be held
- How the practice lets patients know about extended hours provision
- Click on our email address link, this will launch an email with your Practice code automatically in the subject, you can then attach your completed form

Please return your completed form to us no later than Friday 27 April 2018.

### **CQRS Data Amendments – Updated Request Form**

With a number of changes taking place from 1 April 2018 that affect how we access your submissions on CQRS, we have updated the CQRS Data Amendment form to include the requirement to select your CCG. Also, if you use the email address link within the form this will launch an email, with your Practice code automatically in the subject, which you can then attach your completed form to.

All data amendment requests must be made using the attached CQRS Data Amendment Request Form. To reduce the number of emails back and forth and delays in processing the amendment request please ensure all information is completed on the form.

Important Considerations:

- If the extracted data on CQRS is not as you would expect, and you have not been able to identify the reason and resolve, you need to raise the issue with your clinical system supplier (as they undertake the search and extract the data) to investigate and resolve prior to the next data extraction
- By declaring the submission under the 'Achievement' tab, the Practice is declaring that the activity reported is correct
- Once a submission has been declared under the 'Achievement' tab, it cannot be cancelled/deleted or returned to you. We will need to make the appropriate data amendment and then the submission will be available under the 'Achievement' tab for you to re-declare
- Once a submission has been financially approved it cannot be amended, so you should not declare unless you are certain that the submission is correct
- We do not routinely undertake reconciliations (full year or a number of months) of activity and payments, you should be checking the data extracted is correct and requesting data amendments as appropriate, on a regular basis
- The majority of data amendments requested are due to coding issues, please refer to the Technical Requirements for details of the Read codes that must be used for each service to enable the data extraction to be undertaken

### **QOF 2017/18 Year-end Next Steps**

The automated data extraction was undertaken between 1-3 April 2018 and the data is now in CQRS for you to view. Please now undertake the following steps before declaring your achievement:

- Check your extracted data and achievement 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 any data is incorrect or you do not agree with any values, please do not declare the submission, you will need to raise it with your clinical system supplier and also 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 submission under the 'Achievement' tab 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
- If your submission is not showing under the 'Achievement' tab for you to declare, please ensure that you have completed the four manual indicators (PC002, SMOK003, CS001 and CS004). Until all of these have been completed, your achievement will not be calculated and payment cannot be made

## **SPQS Practices**

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. The reconciliation will not be undertaken until all Practices have declared the submission on CQRS.

## **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 document which provides updated contact details for the new service.

## **Have your views on the forthcoming Diabetic Eye Screening Programme**

### **Procurement**

We would like to seek your views on the Diabetic Eye Screening Programme going forward. A copy of a letter, options analysis and stakeholder survey form are attached for your information. Please return your completed survey to [phcontractssouthwest@nhs.net](mailto:phcontractssouthwest@nhs.net) by 27<sup>th</sup> April 2018, to ensure your views are fed into the procurement process.

## **New Prescription Form Security Guidance Published**

Please note the latest **prescription form security guidance** from the NHS Counter Fraud Authority (NHSCFA) has been published.

<https://cfa.nhs.uk/fraud-prevention/fraud-guidance>

The new document replaces the security of prescription forms guidance which was published by the predecessor organisation NHS Protect. The guidance was updated in light of the changes made to create the NHSCFA, and is now written solely from a fraud perspective.

Updates have also been made in response to issues raised by health professionals and organisations such as the inclusion of sections on prescriptions lost by patients and issues around sending prescriptions in the post. The guidance is advisory, it is based on best practice, and it is recommend it is disseminated as widely as possible amongst the target audience and the relevant policies, procedures and standard operating procedures are updated/amended in line with the new guidance. The guidance is applicable to both NHS and non-NHS settings where NHS prescription forms are in use.

The website also has aide-mémoires [for prescribers and practice managers](#) which are concise and useful.

## **PSNC briefing about delivery date of the adjuvanted trivalent vaccine for over 65s**

Please see the attached PSNC letter which may help answer GP queries around the delivery date of the adjuvanted trivalent vaccine for over 65s.

## **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)

## **PHE Guidance for the Management of Blood-borne Virus**

Please see the attached from Public Health England regarding the management of bloodborne virus (BBVs) risk in bomb blast victims (hepatitis B, C and HIV).

## **CQC announces its regulatory fees for providers for 2018/19**

Following a public consultation last year, Care Quality Commission has outlined the fees that providers of health and adult social care in England will pay from April 2018 to cover the costs of their regulation: <https://www.networks.nhs.uk/networks/news/cqc-announces-its-regulatory-fees-for-providers-for-2018-19>

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

None

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

None

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