

GP Bulletin

Date 22 February 2019 / Issue 304

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 350 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

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 - None

Key Deadlines

Submission of annual end of year pension certificates	By 28 th February 2019	Via PCSE
Vaccine Storage Audit Tool survey submission	By 4 th March 2019	Via PHE
Submission of all outstanding CQRS claims	By 8 th March 2019	Via CQRS
CQRS 2018/19 Service Offers Sign-up	ASAP	Via CQRS
CQRS declarations for payment in the same month	9 th of each month	Via CQRS
Devon Cornwall & Somerset: Updates to GP vacancy information on website	20 th each month	Please email updates to: england.swpcruitment@nhs.net
Maternity, paternity, parental or sickness absence	Last working day of each month	Via email to england.primarycaremedical@nhs.net For BNSSG practices, via email to bnssg.pc.contracts@nhs.net

• Items for all Practices

PCSE Pensions Special Bulletin - Feb 2019

Please find attached the [PCSE Pensions Special Bulletin - Feb 2019](#). The bulletin has been shared with CCG's, LMC's and NHS England RLT teams by email.

This bulletin has also been sent via email to the main contact that we hold for GP practices within your area.

The PCSE Pensions Special Bulletin - Feb 2019, contains important information for practitioners - please share as required.

In this bulletin, you will find updates on:

- End of year pension administration – deadline approaching
- Type 2 Medical Practitioner 'Amnesty Form' and information re historical certificates for GP Providers (Type 1) and Non-GP Providers

Cervical Screening for Women who are HIV positive

We would like to clarify the position in relation to annual cervical screening for women who are HIV positive.

National programme guidance states that women who are HIV positive should have annual cervical screening tests. In order to achieve the correct recall and prevent samples from being rejected, the sample takers are required to provide details of the HIV +ve status in the clinical details on the cervical screening request form. We understand that women living with HIV (WLWH) can be reluctant to disclose their HIV status. However, they should

be made aware that, without the appropriate clinical details, there is a risk they may not be recalled at an appropriate time or that the sample could be rejected by the laboratory if deemed outside the normal screening interval.

The details of the HIV status should be coded as retroviral infection RVI. Where a local code is used, the terminology should be agreed by the programme boards and used across the whole laboratory footprint. If the result of screening is negative, the laboratory must issue a report with a recall of 12 months rather than routine recall. If the result of screening is abnormal then the appropriate screening pathway will be followed.

Contact details: englandswscreeningandimms@nhs.net

West Country GP Job Fair 1st March – Reminder

Please help to share information about the NHS England GP Job fair taking place next Friday in Plymouth.

NHS England has been working with local partners and GP practices to improve the range of job options available across Devon, Cornwall and Somerset and in particular to create jobs which may appeal to newly qualified GP's and those considering returning to work.

With the help of local partners we have developed a [digital GP prospectus](#) which we hope you can help us share via your own networks to help us improve the reach.

We are holding a [GP recruitment job fair](#) at the Crowne Plaza in Plymouth on 1st March and have produced a flyer which we hope you can share locally. You will also find more information about the opportunities on offer on our [website](#).

Please see attached West Country Job Fair flyer and GP Prospectus.

PharmAid BNF Collection

AAH Pharmaceuticals will collect the BNF from hospitals and community pharmacies during the period **16th February – 17th March 2019**.

Please see attached Commonwealth Pharmaid Scheme pdf.

Vaccine Storage Audit Tool: APOLOGY & REMINDER

Many thanks to those practices that have already completed the vaccine storage audit tool (<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=74KII68LL#>). Unfortunately there have been technical problems with the Survey provider. We had thought that these problems had been resolved but understand that there are still some intermittent problems with loading the survey. If you have previously been unable to complete the survey please do try again. In light of these difficulties the tool will now remain open until Monday 4th March and we would be grateful if all practices could work through each of the questions in the tool and submit a completed version. The questionnaire is seven pages long, when you have completed all the questions press submit and a message will appear on screen confirming completion. If you have started the audit previously but not pressed submit it will not be counted. If you are not following national cold chain guidance action must be taken in order to be compliant.

The tool should be used in conjunction with Immunisation Against Infectious Diseases, (The Green Book 2006), chapter 3, Storage, distribution and disposal of vaccines and the DH Protocol for ordering, storing and handling vaccines (published 30/09/2010) available [here](#) If you have any queries, please contact the Public Health England South West Screening & Immunisation Team at england.swscreeningandimms@nhs.net

Coroner's Regulation 28 Report to Prevent Future Deaths

A Coroner's **Regulation 28 Report to Prevent Future Deaths**, relating to the death by suicide of a local patient with a long-term mental health history, was received by the NHS England national team where the Coroner identified that the following action could prevent a future death:

- To consider GP's making a routine follow up after referral or signposting to other agencies to ensure that referral has been followed up and the outcome known.

NHS England's response to the Coroner for this action was to remind "GPs to safety net urgent mental health referrals" but also recognised that:

- GPs, as specialists in primary care medicine, have to manage risk and uncertainty in their day to day clinical practice. There are established procedures in place in general practice to ensure urgent and important referrals and actions are followed up or "safety netted" to ensure a patient's care is not compromised by administrative failings.
- GP IT systems already offer systems for GPs to use prompts and reminders for them to take action to ensure a patient has been contacted by appropriate services.

Please ensure that your IT systems have a prompting facility to provide safety netting around a referral and this doesn't have to be just for mental health referrals as there is an increasing number of 2ww referrals not being 'followed up' too, as identified through our local incident management processes in the South West.

Further information included within the Regulation 28 and the responses to the Coroner can be found at <https://www.judiciary.uk/publications/david-buttriss/>

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, and as many payments/reimbursements made by the end of March 2019.

Please check the following submissions:

- 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 2019 or before that are red or yellow require action by the Practice. Please ensure that all outstanding claims have been checked and declared by **Friday 8 March 2019**
- Enhanced Services Claim Form – please check that you have submitted all claims up-to-date, any outstanding claims should be submitted to england.pcfinesw@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 January 2019 should have been made and the February 2019 submission is due by 8 March 2019
- 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 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 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 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 using the appropriate claim form
- **CQC Reimbursement 2018/19** - please ensure that you have submitted the appropriate claim for reimbursement of CQC fees, outstanding claims should be submitted to england.pcfinesw@nhs.net using the appropriate claim form

Unless otherwise stated, all claims should be received by **Friday 8 March 2019**.

- **Items for Bristol, North Somerset, Somerset and South Gloucestershire Practices Only**
FAO Somerset GP Surgeries - Leaking and Unlabelled Cervical Sample Vials

We have been advised by the Cytology Laboratory in Taunton that they have seen an increase in numbers of leaking and unlabelled cervical sample vials (9 in total since 1st January 2019). These samples have to be rejected and the woman recalled and re-screened. This causes unnecessary delays in screening and referral to treatment if required as the woman must wait for 3 months before being re-screened.

As a reminder:

Samples should be labelled with a minimum 3 points of identification – Surname, Forename, DoB/NHS No. and date of collection. Addressograph labels are permitted but **MUST NOT** obscure the viewing window on the sample pot.

Vial lids should be screwed on firmly until the black lines on the lid and pot align.

If you have any concerns with the presentation of the cervical screening vials please contact Southwest Pathology Services Cytology Laboratory to discuss 01823 346700

- **Items for North, East and West Devon Practices Only**
Fit Notes Briefing

We would like to advise you that an Interface Working Group has been created, with membership comprising of representation from Devon LMC, CCG and NHS England contracting teams and members of University Hospitals Plymouth NHS Trust. The purpose of this group is to review and resolve issues that are raised regarding interface working (the hospital and GP practices) via the Yellow Card system.

The first issue the group has tackled is Fit Notes. A briefing note to all hospital doctors has been produced and has been endorsed by Devon LMC, NHS England and CCG contracting teams. Over the coming months, University Hospitals Plymouth NHS Trust are planning a concerted effort to re-emphasise the need for Trust clinicians to issue Med 3 certificates when and where necessary.

To help us monitor the Trust's performance between February and April, could you please report via the Yellow Card process any request you receive from patients for a Med 3 that should have been issued by the hospital. It would be really helpful if general practices could engage in this process in order for the Interface Working Group to obtain a clear picture of the scale and origin of these issues.

The briefing to hospital doctors, also provides guidance on the process that general practitioners will follow should a fit note not be issued by the hospital for their patients. From the 1st April 2019, we are advising General Practitioners not to issue the Med 3 on behalf of the Trust, but to direct your patients to the Hospital's PALS Team who will ensure the Med 3 is issued by the discharging speciality team. The PALS Team can be contacted via 01752 439884 or 01752 432564. A copy of the briefing is attached.

We would like to take this opportunity to encourage General Practices to continue to report interface working issues with the Trust, through the Yellow Card system. The Trust have sight of all Yellow Cards raised, themes of which will be used to inform the Interface Working Group's future work plan.

- **Items for South Devon and Torbay CCG**

None

- **Items for Cornwall and Isles of Scilly Practices only**

None