



**Good
Practice**

Practitioner Services – General Data Protection Regulation – Privacy Notice

Practitioner Services has updated and developed our data protection privacy notice with content specifically created for primary care contractors (general medical practices, dental practitioners, optometric practitioners and community pharmacies).

This updated notice is intended to provide information to those contractors who send us personally identifiable data (either patients' or the practitioner's own data) and provide assurance about how we manage that data in accordance with the General Data Protection Regulation which comes into force on 25th May 2018.

Privacy notices for patients are contained within the various forms which patients sign, but some of the content in the data protection privacy notices published for contractors will also help contractors respond to patient queries.

An updated patient leaflet will also be published before 25th May 2018.

The new data protection privacy notice for contractors is available on:

<https://nhsns.org/services/practitioner/data-protection/>



Important Updates

2018 GMS Contract

A number of practices have contacted Practitioner Services to ask why the Income and Expenses Guarantee payment or the additional resources resulting from the new Scottish Workload Formula was less than the estimate provided in Alasdair Pinkerton's letter in November 2017. This article tries to explain why there may be some differences.

The November letter contained indicative estimates of the different allocation models as if they had been applied in April 2017. So the SAF figures were the April 2017 SAF allocations, based on the April 2017 populations and as paid to practices in April – June 2017. The Scottish Workload Formula figures were estimates of the expected SWF allocation had that been made in April 2017, so they were based on the April 2017 populations and estimates of the morbidity and life circumstances weightings that would apply under the SWF, but as at April 2017.

Since these comparisons were made at April 2017, the normal practice population changes that would happen in any financial year will also have happened. These might have changed the SAF payments at July 2017, October 2017 or January 2018, reflecting the populations at those dates. Thus the differences between the SAF in the new contract letters at April 2017 and April 2018 would have covered a sequence of changes over the last financial year.

The SWF was an estimate at April 2017 as it was not possible for that exercise to apply the care home and new patient weightings on an individual patient basis at that time. This is now fully implemented in the SWF and may have resulted in some differences between the April 2017 estimate and the April 2018 payment. However, by far the largest driver of the difference is the population changes that happened during 2017-2018.

So in April 2018 we calculated the first full implementation of the SWF and the calculation of any Practice Income and Expenses Guarantee based on what the practice would have been paid under SAF had SAF applied in April 2018.

Note that the total allocated by the SWF is approximately £8m lower than under SAF as although the SWF included £18.5m for the historical remaining Correction Factor, the SAF allocation included £26.5m for out of hours, which is no longer part of the global sum.

However you should also note that the April 2018 payments were based on the global sum before it was increased to reflect all Scotland population growth from 2017 to 2018 and before any uplift to income has been incorporated.

These increases will be made in due course and will be backdated to April 2018.

If you have any further queries on the allocation calculation, please contact Alasdair Pinkerton at Practitioner Services.

Annex B of the 2018 SFE has a full explanation of the Scottish Workload Formula. The SFE can be viewed and downloaded here:

<http://www.sehd.scot.nhs.uk/pca/PCA2018sfe.pdf>



Registering 'Immediate Family Members'

We often have enquiries from practices unclear as to the definition of immediate family member – this is particularly relevant when practices are operating restricted lists but expected to register immediate family members. The new contract defines this as: “immediate family member” means -

- a) a spouse or civil partner;
- b) a person whose relationship with the registered patient has the characteristics of the relationship between spouses or civil partners;
- c) a parent or step-parent;
- d) a son;
- e) a daughter;
- f) a child of whom the registered patient is -
 - i) the guardian; or
 - ii) the carer duly authorised by the local authority to whose care the child has been committed under the Children (Scotland) Act 1995([1]); or
- g) a grandparent

Practices are reminded that patients falling into these categories should not be passed to Practitioner Services for assignment but registered with the family.

Important Dates

Medical Payment date for May: Thursday 31st May 2018

Earliest date from when e-Statements may be available: Friday 25th May 2018

Medical Payment date for June: Friday 29th June 2018

Earliest date from when e-Statements may be available: Tuesday 26th June 2018

Regional Office Contacts

All Regional office contact details are available on the Practitioner Services website.

If you cannot find a member of staff or their contact details are missing, please let us know and we will update the lists accordingly.

<https://nhsnss.org/services/practitioner/medical/contact-us/>

NHS Circulars, Guidance & Information

The 'Primary Medical Services (Directed Enhanced Services) (Scotland) Directions 2018' circular has been published:

[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)04.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)04.pdf)

Historic circulars can be searched on:

<http://www.scot.nhs.uk/publications/>





SPPA Opt-out & GAC Superannuation Returns

SPPA Opt-out – New form and guidance

SPPA has recently reviewed the opting out procedures for practitioners and as a result of this there is now a new form and guidance notes for practitioners choosing to opt out of the scheme.

The form should be sent to SPPA when completed and then SPPA will notify employers/Practitioner Services of the opt-out date so that the same date is used by all employers.

The opt-out date must be at least 2 months in the future and SPPA will not accept dates retrospectively.

See the link to the form below.

<http://www.sppa.gov.uk/Documents/NHS/NHS%20Useful%20Resources/NHS%20Forms/Opting%20out/Practitioner%20Opt%20Out.pdf>

GP Annual Certificates (GAC) - Superannuation Returns

GPs may have noticed in the press some comments from the National Audit Office about the completeness of NHS Pension data for some GPs.

In fact the issue seems to arise largely as a result of some GPs not complying with the requirement to submit annual or other returns as required by the pension regulations in England and Wales.

Whilst the pension records are entirely separate in Scotland, we have noted that a number of practitioners have not submitted their annual GAC superannuation returns.

We would encourage practitioners who have not submitted these to do so as soon as possible.

Superannuation contributions will continue to be deducted based on historical earnings declarations; however it is the practitioner's responsibility to notify us of superannuation changes.

NHS Scotland Event (SECC Glasgow) - Monday 18th & Tuesday 19th June 2018

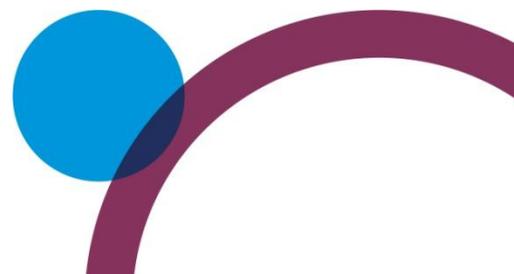
SPPA has a stand at this event every year and this year will have a member of the practitioner team there.

Catherine McKay will be joining the other SPPA representatives to help answer any queries on practitioner pensions.

<http://nhsscotlandevent.com/>

2017-18 Seasonal Influenza Recovery of Interim Payments

If you haven't submitted either your year-end or final influenza claim by the June 2018 cut off date, i.e. the 10th of the month, we will recover the interim payments made to you, in good faith, in Dec 2017.





GP Practice Authorised Signatory Mandate

We have been reviewing the mandates currently held on file and have concluded that these require tidying up, especially for those mandates that span multiple documents.

This arises where a new GP joins the practice or the Practice Manager changes and in the past we have accepted a mandate with just this change.

For these Practices this then involves looking up several documents to verify a signatory to a payment claim or patient registration.

During 2018, can we ask each practice to review their mandate and where there have been recent changes to GPs or Practice staff, please complete a fresh mandate with all practice signatories and submit it at your earliest convenience to your Practitioner Services regional office?

Going forward, can we also ask that where there is a change to the existing mandate, all parties to the mandate should sign to ensure the most up to date mandate contains all signatories on one document?

We appreciate that for large practices this may prove difficult logistically, however it will assist us in processing your claims and registrations timeously.

You can download a copy of the latest mandate below.

Thank you in advance for your co-operation.

<https://nhs.uk/services/practitioner/medical/payment-claims-and-pensions/practice-payments-mandates/>

External Events & Publications

April 2018 | NSS Public Health & Intelligence | [Local Intelligence Support Team bulletin](#)

May 2018 | RCPSG | [Scottish Sports and Exercise Medicine Conference](#)

June 2018 | RCPSG | [Neurology 2018 – 7th June 2018](#)

June 2018 | NHS Scotland Event 18th & 19th June 2018

Good Practice Newsletter Contact

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Next Newsletter

Issue: 101

25th June 2018